



**DEPARTMENT OF DEFENSE  
DEFENSE HUMAN RESOURCES ACTIVITY  
DEFENSE MANPOWER DATA CENTER**

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MEMORANDUM FOR DEFENSE PRIVACY, CIVIL LIBERTIES, AND TRANSPARENCY  
DIVISION (DPCLTD)

THROUGH: RECORDS, PRIVACY, AND DECLASSIFICATION DIVISION (RPDD)

SUBJECT: Justification for the use of the Social Security Number (SSN) on the Defense Travel System (DTS) (DITPR ID 125)

This memorandum is to satisfy the requirements of the Department of Defense Instruction (DoDI) 1000.30, "Reduction of Social Security Number (SSN) Use within DoD," requiring justification to collect and use the SSN within Defense Travel System (DTS).

DTS provides a DoD-wide travel management process which will cover all official travel, from pre-travel approvals and reservations to post-travel payments. It includes the processing of official travel requests for DoD personnel and other individuals who travel pursuant to DoD travel orders. DTS provides for the reimbursement of travel expenses incurred by individuals while traveling on official business; and to create a tracking system whereby DoD can monitor the authorization, obligation, and payment for such travel.

Use of the SSN within the DTS is covered by sections 2.c (4), (6), (7), (8) and (11) acceptable uses described in DoDI 1000.30: "Interactions With Financial Institutions", "Administration of Federal Worker's Compensation", "Federal Taxpayer Identification Number", "Computer Matching" and "Legacy System Interface". DTS provides information to banks and vendors for payment to and/or from government travel cards, agency billing accounts, transportation and lodging providers, and any other entity involved with Defense travel. Per diem and certain other payments to employees must be reported towards their compensation. DTS is the source for that information. DTS exchanges data with more than twenty systems through the Global Exchange interface and the SSN is the primary identifier that all of the systems share for the travelers/employees. The SSN is used for Computer Matching purposes between DoD and other Federal agencies that continue to use the SSN as a primary identifier. DTS interfaces with older systems and implementing a change of this magnitude adds substantial risk to the performance of each of these systems. That said, the DTS Pilot Program is implementing ways to minimize the use of the SSN. Additionally, the DMDC Data Base receives records from each of the Service's personnel systems. Currently, none of the Service personnel systems have transitioned to the use of the DoD ID Number. The only way to uniquely identify using the above named data source is to request and use the SSN.

The System of Record Notice DHRA 08 DoD was last published in the Federal Register March 24, 2010 in 75 FR 14142, <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570689/dhra-08-dod/and is currently being updated>. The DoD Information Technology Portfolio Repository ID number for the system is 125. The electronic records are secured to protect Personally Identifiable Information (PII) in accordance with the Privacy Act of 1974 and DoD 5400.11-R, "Department of Defense Privacy Program.

For

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Director