



PERSONNEL AND  
READINESS

UNDER SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

April 4, 2018

MEMORANDUM FOR DEFENSE PRIVACY, CIVIL LIBERTIES AND TRANSPARENCY  
DIVISION

THROUGH RECORDS, PRIVACY AND DECLASSIFICATION DIVISION

*Mary V. Short*  
Mary V. Short  
RPDD

SUBJECT: Justification for Requirement of Social Security Number (SSN) on DD Form 2088,  
"Statement of Ecclesiastical Endorsement"

This memorandum is written to satisfy the requirement established in the Department of Defense (DoD) Instruction 1000.30, "Reduction of Social Security Number (SSN) Use Within DoD", which requires justification on the collection and use of the SSN on the DD Form 2088, "Statement of Ecclesiastical Endorsement."

The DD Form 2088 is used to officially document an endorsement of Religious Ministry Professionals (RMP) for application and service in the Military Departments as chaplains from various Religious Organizations in accordance with DoDI 1304.28, "Guidance for the Appointment of Chaplains for the Military Departments". The Ecclesiastical Endorsement is written documentation from a religious organization that complies with the administrative requirement of DoDI 1304.28 that an applicant for the military chaplaincy is fully and professionally qualified and endorsed to perform all offices, functions, sacraments, ordinances, and ceremonies required of an RMP for that religious organization, and is capable and authorized to minister as required within a pluralistic environment. Endorsement from the qualifying religious organization verifies: 1. That the RMP is a fully qualified RMP of a religious organization; 2. That the RMP is willing to function in a pluralistic environment, and is willing to support directly and indirectly the free exercise of religion by all members of the Military Services, their family members, and other persons authorized to be served by the military chaplaincies; and 3. That the RMP is educationally qualified for appointment as a chaplain.

A new DD Form 2088 shall be required at each change of career status, as defined by the Military Departments, to re-endorse the qualifications of the chaplain. The loss of ecclesiastical endorsement requires the chaplain to either seek another ecclesiastical endorsement within the time frame allotted by the Military Department involved, apply for non-chaplain duties with the understanding that the officer shall be discharged voluntarily as a chaplain on one day and appointed in a non-chaplain capacity on the next day, apply for voluntary retirement if eligible, or tender a voluntary resignation.

The use of the Religious Ministry Professional or Chaplain's SSN meets acceptable use (13) other cases as it is: 1. the connection of the individuals Religious Organization to the

individual's personnel military record, 2. the only individual personal identifier that can be used in the accession process that sufficiently allows the Chaplaincies to enter the data in an applicant's file for future accessioning, and 3. utilized to do cross checks of the SSN on the DD 2088 with original documents provided in the application for the Chaplaincy. The form is sent to an identified ecclesiastical endorsing agent for verification. Use of the SSN ensures that individuals with the same or similar names are distinguished in military records and record keeping with military personnel systems and that the correct endorsement certifies the specific chaplain. The SSN may be truncated to the last 4 numbers.

Completed forms are safeguarded as indicated in the following Systems of Records Notices:

Army – DITPR #1251

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570096/a0680-31a-ahrc/>

Navy – DITPR #9728

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570316/n01131-1/>

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570318/n01133-2/>

Marine Corps – DITPR #4665

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570628/m01133-3/>

Air Force Coast Guard – DITPR #12052

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569780/f036-aetc-r/>

Coast Guard

<http://edocket.access.gpo.gov/2008/E8-29845.htm>

Official Military Personnel Files:

Army – DITPR #1289

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570051/a0600-8-104b-ahrc/>

Navy – DITPR #12579

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570310/n01070-3/>

Marine Corps – DITPR #15713

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570626/m01070-6/>

Air Force – DITPR #2214

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569821/f036-af-pc-c/>

Coast Guard

<http://edocket.access.gpo.gov/2008/E8-29793.htm>

My point of contact for this action is Chaplain (Colonel) Jay Johns, US Army, at 703-697-9015.

A handwritten signature in black ink, appearing to read "Jay S. Johns, III". The signature is stylized and cursive.

JAY S. JOHNS, III  
Chaplain (Colonel), United States Army  
Executive Director, Armed Forces Chaplains Board