



**DEFENSE HUMAN RESOURCES ACTIVITY  
HEADQUARTERS  
4800 MARK CENTER DRIVE, SUITE 06J25-01  
ALEXANDRIA, VA 22350-4000**

MEMORANDUM FOR DEFENSE PRIVACY AND CIVIL LIBERTIES OFFICE  
THROUGH OSD/JS PRIVACY OFFICE

SUBJECT: Justification for the Use of the Social Security Number (SSN) – DD Form x683,  
“Application for Surrogate Association for DoD Self-Service (DS) Logon”

In accordance with Department of Defense (DoD) Instruction (DoDI) 1000.30, “Reduction of Social Security Number (SSN) Use within DoD,” this memorandum justifies the collection of the SSN on the DD Form x683, “Application for Surrogate Association for DoD Self-Service (DS) Logon.”

The DD Form x683 is used to establish a Defense Enrollment Eligibility Reporting System (DEERS) record and surrogate association for issuance of a DoD Self-Service (DS) Logon in accordance with DoDM 1341.02, Volume 1, “DoD Identity Management: DoD Self-Service (DS) Logon Program and Credential.” A surrogate may be established: (1) as the custodian of an unmarried minor child(ren) of a deceased Service member who is under age 18, who is at least 18 but under 23 and attending school full-time, or who is incapacitated; (2) as the agent of an incapacitated dependent (e.g., spouse, parent); or, (3) as the agent of a wounded, ill, or incapacitated Service member. In support of the Department’s SSN reduction plan, the DD Form x683 only requires the collection of SSN for initial DEERS enrollment. After initial DEERS enrollment, an individual will be assigned a unique DoD ID number which the individual may use in lieu of the SSN.

SSN collection is authorized under Acceptable Use (8) Computer Matching described in DoDI 1000.30. The SSN is collected and used in conjunction with other approved identity documentation and compared against other Federal agency systems, including against Social Security Administration systems to verify the SSN, to affirmatively establish the identity that the DS Logon represents.

The SSN, along with other personnel data information, is securely collected, stored, and managed in accordance with the DEERS Systems of Record Notice, DMDC 02 DoD.

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Deputy Director