



MANPOWER AND
RESERVE AFFAIRS

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

1500 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-1500

MEMORANDUM FOR DEFENSE PRIVACY AND CIVIL LIBERTIES OFFICE

THROUGH: OSD/JS Privacy Office

SUBJECT: Justification for Use of the Social Security Number (SSN) - DD Forms 2807-1, "Record of Medical History," DD Form 2807-2, "Medical Prescreen of Medical History Report," and DD Form 2808, "Report of Medical Examination"

This memorandum is to satisfy the requirements established in the Department of Defense Instruction (DoDI) 1000.30, Reduction of Social Security Number (SSN) Use Within DoD, to justify the collection and use of the SSN on DD Forms 2807-1, "Record of Medical History," DD Form 2807-2, "Accession Medical History Report," and DD Form 2808, "Report of Medical Examination".

The DD Form 2807-1 This form is completed by the applicant for the Military Services to evaluate an applicant's medical status in determining his or her eligibility for enlistment, appointment, or induction and to evaluate the entry standards for the Military Services in accordance with DoDI 6130.03. Information obtained on the form ensures an applicant has identified any medically disqualifying condition(s) prior to the application process and meets congressional requirements to obtain both the applicant's health-care provider and insurance provider information. Military Services will provide the MEPS medical section any applicant arrest information in order to assist with his/her evaluation.

The DD Form 2807-2 is completed by the Military Services to evaluate an applicant's medical status in determining eligibility for enlistment, appointment, or induction and to evaluate the entry standards for the Military Services. Information obtained on the form ensures an applicant has identified any medically disqualifying condition(s) prior to the application process. Military Services will provide the MEPS medical section any applicant arrest information in order to assist with his/her evaluation.

The DD Form 2808 is completed by the MEPS Chief Medical Officer to document the findings of the medical examination and also document discussions on answers reported on the DD Form 2807-2. The DD Form 2808 is then included in the applicants medical record and employment application packet for the Military services to review when making an employment and job offer in the enlistment contract.

Title 10 USC, Sections 504, 505, 506, 508, 12102; 14 USC, Sections 351, 632; 50 USC, Sections Appendix 451; Executive Order 9397, November 1943 (SSN) outlines the regulatory guidance for all Military Services and the Coast Guard for obtaining data used in determining

employment eligibility of applicants and for establishing records for those applicants who are accepted.

In accordance with DoDI 1000.30, Enclosure 2, paragraph 2.c.(2), 2.c.(3) and 2.c.(5), the collection of the SSN is acceptable for use of law enforcement, criminal, and background checks as well as employment eligibility verification necessary for application to enter military service. The SSN will continue to be used until another federal employee number is established, once identified, the SSN on this form will migrate to the new DoD identifier. The Service's IT accession systems populate the electronically generated DD Forms 2807-1 and 2807-2. The MEPS will electronically generate the DD Form 2808. The paper forms will be secured to protect Personally Identifiable Information (PII) in accordance to DoD regulations. Records are maintained in secure, limited access, or monitored areas. Physical entry by unauthorized persons is restricted through the use of locks, passwords, or other administrative procedures. Access to personal information is limited to those individuals who require the records to perform their official assigned duties.

The data on DD Forms 2807-1, 2807-2, and 2808 are covered by the following system of records:

USMEPCOM:

<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/6811/a0601-270-usmepcom-dod.aspx> U.S. Military Processing Command Integrated Resources System (USMIRS), (November 03, 2010, 75 FR 67700)

My point of contact for this action is MAJ Kevin Bentz at 703-695-5527.



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(Military Personnel Policy)