



MANPOWER AND  
RESERVE AFFAIRS

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

THROUGH: RECORDS, PRIVACY AND DECLASSIFICATION DIVISION

SUBJECT: Justification for Use of the Social Security Number (SSN) - DD Form 1966,  
"Record of Military Processing – Armed Forces of the United States"

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 Form 1966, "Record of Military Processing - Armed Forces of the United States".

The DD Form 1966 is completed when applicants for military service meet DoD and service requirements and are ready to enlist in the Armed Forces or in the Coast Guard. The SSN is requested at first contact with the applicant to ensure accuracy of data on the specified individual and establish his/her correct identity. The DD Form 1966 is the main source document for military enlistment or continued military service records. The information collected is used to feed other DoD and service –specific forms that later would be used to issue identification cards and receive benefits associated with military service.

Title 10 U.S.C. Sections 504, 505, 506, 508, 12102; 14 U.S.C. Sections 351, 632; 50 U.S.C., Appendix 451; E.O. 9397 (SSN), as amended, 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) and 2.c.(3), acceptable uses are "Law Enforcement, National Security, and Credentialing", and "Security Clearance Investigation or Verification" for use in law enforcement, criminal, and background checks 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 Form 1966. 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 Form 1966 is covered by the following systems of records notices:

USMEPCOM:

DITPR #81

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570661/a0601-270-usmepcom-dod/>

Army:

DITPR # 17943

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570073/a0601-210c-tradoc/>

Air Force:

DITPR #12052

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

Marine Corps:

DITPR #4665

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

Navy:

DITPR # 9728

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

Coast Guard:

<http://www.gpo.gov/fdsys/pkg/FR-2011-08-10/html/2011-20225.htm>

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



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