

MEMORANDUM FOR DEFENSE PRIVACY, CIVIL LIBERTIES, AND TRANSPARENCY
DIVISION

THROUGH: RECORDS, PRIVACY AND DECLASSIFICATION DIVISION

SUBJECT: Justification for the Use of the Social Security Number (SSN) in the Personnel Security System Access Request (PSSAR), Form DD 2962

This memorandum is to satisfy the requirement established in Department of Defense Instruction (DoDI) 1000.30, "Reduction of Social Security Number (SSN) Use Within DoD," that requires justification of the collection and use of the SSN in the Personnel Security System Access Request (PSSAR) Form (DD 2962).

The DD 2962, PSSAR, is the authoritative form for requesting access to the following systems: Joint Personnel Adjudication System (JPAS), Defense Information System for Security (DISS), Secure Web Fingerprint Transmission (SWFT), and Defense Central Index of Investigations (DCII). The form requires the collection of the SSN to facilitate the granting of access to the suite of DMDC systems to Security Managers for the purpose of the initiation, investigation and adjudication of information relevant to DoD security clearances and employment suitability determinations for active duty military, civilian employees and contractors requiring the aforementioned clearances. As a suite of Personnel Security Systems, they are the authoritative source for clearance information resulting in access determinations to sensitive/classified information and facilities.

In accordance with DoDI 1000.30, Enclosure 2, paragraph 2.c.(2), use of the SSN within the PSSAR falls under 03 acceptable use, 'Security Clearance Investigation or Verification'. The SSN is the single identifier that links all aspects of a security clearance investigation together. This use case is also linked to other Federal agencies that continue to use the SSN as a primary identifier.

The information collected is covered by the Defense Manpower Data Center System of Records Notices below for each respective system for which access is requested. Each system is 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."

System of Records Notices:

DMDC 12 DoD, Joint Personnel Adjudication System (JPAS),
<https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570567/dmdc-12-dod/>, DITPR #6696

DMDC 24 DoD, Defense Information System Security (DISS),
<https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/799795/dmdc-24-dod/>, DITPR #1640

DMDC 19 DoD, Secure Web Fingerprint Transmission (SWFT),
<https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/588980/dmdc-19-dod/>, DITPR #20194

DMDC 13 DoD, Defense Central Index of Investigations (DCII),
<https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570716/dmdc-13-dod/>, DITPR #6697

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