



OFFICE OF THE UNDER SECRETARY OF DEFENSE  
1500 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

SEP 13 2018

MEMORANDUM FOR DEFENSE PRIVACY, CIVIL LIBERTIES, AND TRANSPARENCY  
DIVISION

THROUGH: RECORDS, PRIVACY, AND DECLASSIFICATION DIVISION

SUBJECT: Justification for Requirement of Social Security Number (SSN) on DD Form 2475,  
"DoD Educational Loan Repayment Program (LRP) Annual Application"

This memorandum is to satisfy the requirement established in the Office of the Under Secretary of Defense (OUSD) Personnel and Readiness (P&R) Department of Defense Instruction (DoDI) 1000.30, "Reduction of Social Security Number (SSN) Use Within DoD", which requires justification of the collection and use of the SSN on DD Form 2475, "DoD Educational Loan Repayment Program (LRP) Annual Application."

The DD Form 2475 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 and have been offered LRP as an incentive for enlistment. The SSN is requested when the applicant agrees to the incentive in return for his or her service in the Armed Forces. DD Form 2475 is the main source document used to ensure individual loans are paid as agreed in the enlistment contract. The information collected is used to feed other DoD and service specific systems and coordinate with the appropriate financial institution.

The collection of SSN meets acceptable use (7) Federal Taxpayer Identification Number in that DoD provides the Internal Revenue Service of the loan amounts it repays on behalf of the individual (taxable income) and (8) Computer Matching to allow DoD to verify the value of the loan and to effect payment to the lending institution with the Department of Education, the U.S. Public Health Service or to the lending financial institution(s).

The safeguards protecting these records include ensuring computer facilities and terminals are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained and manual records and computer printouts are available only to authorized personnel having a need-to-know.

The data on DD Form 2475 is covered by the following systems of records notices:

USA: A0600-8-104b AHRC, Official Military Personnel Records (DITPR #1289)

ARNG: A0600-8-104b NGB, Military Personnel Records Jacket (DITPR #1289)

USAF: F036 AF PC C, Military Personnel Records System (DITPR #2214)

USN: N01070-3, Navy Military Personnel Records System (DITPR #12579)

USMC: M01070-6, Marine Corps Official Military Personnel Files (DITPR #15713)

My point of contact for this action is Mr. Dennis Drogo, (703) 697-9268.

A handwritten signature in cursive script that reads "Stephanie P. Miller". The signature is written in black ink and is positioned above the typed name and title.

Stephanie P. Miller  
Director, Accession Policy  
(Military Personnel Policy)