



OVERSIGHT AND  
COMPLIANCE

OFFICE OF THE CHIEF MANAGEMENT OFFICER  
9010 DEFENSE PENTAGON  
WASHINGTON, DC 20301-9010

April 18, 2019

MEMORANDUM FOR THE OFFICE OF THE UNDERSECRETARY OF DEFENSE,  
PERSONNEL AND READINESS

SUBJECT: Justification for the Continued Use of Social Security Numbers on DD Form 293,  
“Application for the Review of Discharge from the Armed Forces of the United States” -  
Accepted

Thank you for completing a review of Social Security Number (SSN) use within this form. The Defense Privacy, Civil Liberties and Transparency Division (DPCLTD) has reviewed this request and has accepted your justification to use the SSN for the purpose of (2) Law Enforcement, National Security, and Credentialing, to review criminal convictions in law enforcement databases tied to punitive discharges. In addition, Acceptable Use (13) Other Cases, was accepted. DPCLTD recognizes reliance on the SSN as the sole means of properly verifying the records of former service members never having received an EDIPI / DoD ID number during their time in the Armed Forces or those former service members no longer in possession of an EDIPI / DoD ID number. This form must be reviewed on a continuous basis and a new justification must be provided if any change to the System of Records Notice is submitted.

Acceptable Use (1) Geneva Conventions Serial Number, is not an acceptable justification for SSN collection by the form.

SSN Justifications must be renewed three (3) years after the date of this memorandum if the associated System of Records has not been updated.

While this form has been identified as requiring collection, maintenance, and use of the SSN, you must ensure the data is afforded the highest protections practicable through use of appropriate administrative, technical, and physical safeguards. Please maintain a copy of your justification and this memo in your records.

Please note, the DPCLTD appreciates the inclusion of an EDIPI / DoD ID number dialog box on the form. The inclusion of this dialog box greatly contributes to the DoD's commitment to reducing SSN use whenever possible in the transaction of business.

If you have any questions, please contact Mr. Brent Bice at (703) 571-0075 or email, [brent.j.bice.civ@mail.mil](mailto:brent.j.bice.civ@mail.mil).

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Cindy L. Allard  
Chief, Defense Privacy, Civil Liberties,  
and Transparency Division

cc: WHS/ESD/RPDD