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RESERVE AFFAIRS

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14 FEB 2019

MEMORANDUM FOR: Defense Privacy, Civil Liberties, and Transparency Division

THROUGH: Records, Privacy, and Declassification Division

SUBJECT: Justification for Use of Social Security Number (SSN) - Department of Defense (DoD) Form 3058, "Consent to Conduct Installation Records Checks"

This memorandum provides justification to collect and use the SSN on DD Form 3058 per DoD Instruction 1000.30, "Reduction of Social Security Number (SSN) Use Within DoD."

The DD Form 3058 authorizes consent to conduct Installation Records Checks (IRC) on individuals who provide child care services, as defined by Section 20351 of 34 U.S.C (Crime Control Act of 1990). The form is used to collect information regarding an individual's criminal history which encompasses military law enforcement records, the Defense Central Index of Investigations (DCII), and information pertaining to the Family Advocacy Records (child and/or domestic abuse) maintained in the Family Advocacy Program (FAP) Central Registry. Once completed, the form is maintained by the initiating office and/or the appropriate human resources office. Any paper forms and copies are secured to protect Personally Identifiable Information in accordance with DoD regulations, and access to records is limited to individuals who are properly screened and cleared on a need-to-know basis in the performance of their official duties.

The SSN of the eligible individual is used as a primary identifier for the initiation, conduct, adjudication, verification and re-verification of the criminal history background investigation and suitability/fitness determination. The SSN cannot be truncated without the risk of misidentifying the individual, nor can it be masked since the form may be used in an electronic and/or paper format. Section 2c. (2) Law Enforcement, National Security, and Credentialing of DoDI 1000.30 identifies the acceptable use of the SSN. Failure to collect the SSN from the individual risks misidentification of background record checks used to determine an individual's eligibility and/or suitability to work with children under age 18 in DoD-sanctioned programs.

The information collected on this form is covered under the Privacy Act System of Records Notices:

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

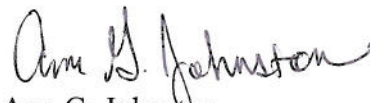
**Army:** A0215-3 SAMR, NAF Personnel Records, located at:  
<https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570010/a0215-3-samr/>, DITPR #593 and,  
A0690-200 DAPE, Department of the Army Civilian Personnel System, located at:  
<https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570099/a0690-200-dape/>, DITPR #6080

**Navy and Marine Corps:** NM01754-3, DON Child and Youth Program, located at:  
<https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570428/nm01754-3/>, DITPR #NM01754-3

**Air Force:** F034 AF SVA C, Child Development/Youth Programs Records, located at:  
<https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569755/f034-af-sva-c/>, DITPR #11299.

The SSN will no longer be needed on the DD 3058 when an alternate method of identification is identified; once this is accomplished, the form will be modified.

If you have any questions, my point of contact is Mrs. Karen S. Morgan who can be reached at [Karen.s.morgan4.civ@mail.mil](mailto:Karen.s.morgan4.civ@mail.mil) and at (571) 372-0859.



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