



PERSONNEL AND  
READINESS

## OFFICE OF THE UNDER SECRETARY OF DEFENSE

4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

05 NOV 2009

### MEMORANDUM FOR RECORD

**SUBJECT:** Justification for Requirement of Social Security Number (SSN) on DD Form 294, "Application for Review by the Physical Disability Board of Review (PDBR) of the Rating Awarded Accompanying a Medical Separation from the Armed Forces of the United States"

In accordance with the requirement established in the Office of the Under Secretary of Defense (OUSD) Personnel and Readiness (P&R) Directive Type Memorandum (DTM) 07-015-USD(P&R), "DoD Social Security Number (SSN) Reduction Plan," this memorandum justifies the collection and use of the Social Security Number (SSN) on the DD Form 294, "Application for Review by the Physical Disability Board of Review (PDBR) of the Rating Awarded Accompanying a Medical Separation from the Armed Forces of the United States."

The SSN is required on the DD Form 294 to ensure the proper medical records from DoD Medical Treatment Facilities and the Veterans' Administration are retrieved as well as the proper personnel records. It is used in conjunction with the information on the DD Form 294 to ensure the appropriate records are being reviewed to minimize the risk of modifying the wrong individual's record. Further these checks minimize fraudulent claims. If there is a change in the rating, DFAS is notified to effect the pay change and currently the only mechanism to do so is the SSN. The SSN cannot be truncated without the risk of misidentifying the former service member, nor can it be masked since the form is used in a paper format. The Defense Accounting and Finance System (DFAS) and various military pay legacy systems whose disbursing systems interface with DFAS make payments to applicants who have their separation ratings changed.

The former member (applicant) will fill in and submit a DD Form 294 to request a PDBR review. The DD Form 294 will record the name, address, former branch of service, signature and disability rating awarded. The information will be used to retrieve the medical separation and VA records and to review them as required by law to ascertain whether the rating accompanying the medical separation of the covered individuals defined in 10 USC 1554a should be increased and/or the applicant should be medically retired. In accordance with the law, the Secretary of the Military Department will be responsible for correcting the military records where appropriate. In order to protect

Personally Identifiable Information (PII) the paper form will not be accessible to those members of the PDDBR who do not need access to it to perform the review and will not be duplicated to identify the applicant on internal processing documents such as the vote sheet or case summary. It will only be used to ensure the correct identity on service and medical records, VA records and financial records.

This is a legacy system interface that will exist until an alternative to SSN is established and in use by DFAS, and the Military Service Departments for retrieval of DoD medical and personnel records. Consequently, the SSN will be required on the DD Form 294. Further, since records are frequently requested from the VA, there is an inter-governmental requirement as well, which will exist until and if VA changes its treatment record key.

The data on this form is covered by the Department of the Air Force Systems of Records Notice "F036 SAFCB A, Air Force Correction Board Records (November 12, 2008, 73 FR 66870)."

A handwritten signature in black ink, appearing to read "Noel Koch", with a large, stylized initial "N" and a horizontal line extending to the right.

Noel Koch  
Deputy Under Secretary of Defense  
(Wounded Warrior Care and Transition Policy)