



OVERSIGHT AND
COMPLIANCE

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

February 14, 2018

MEMORANDUM FOR DIRECTOR, ACCESSION POLICY, OFFICE OF THE
ASSISTANT SECRETARY OF DEFENSE (MANPOWER
AND RESERVE AFFAIRS)

SUBJECT: Justification for Use of the Social Security Number (SSN): DD Form 1966,
“Record of Military Processing – Armed Forces of the United States” – Accepted

Thank you for completing a review of the use of the SSN use within DD Form 1966, Record of Military Processing – Armed Forces of the United States. After review, the Defense Privacy, Civil Liberties, and Transparency Division (DPCLTD) has accepted your request to continue using SSNs in accordance with DoD Instruction 1000.30, “Reduction of Social Security Number (SSN) Use Within DoD.” Use is justified specifically under paragraphs c.(2) and c.(3) of Enclosure 2 in the cited instruction. This approval is for two years.

Because the process for accessioning of personnel for the Armed Forces will continue to require the SSN for determination of eligibility for service and concomitant security clearance, it is critical to ensure that this data is afforded the highest protections practicable through the use of appropriate administrative, technical, and physical safeguards. Please maintain a copy of your justification and this memo in your records.

If you have any questions, please contact Ms. Mary Fletcher, DPCLTD, at (703) 571-0090 or via e-mail at mary.p.fletcher4.civ@mail.mil.

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

cc:
WHS/ESD/RPDD
WHS/ESD/DD