



**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
HEADQUARTERS  
4800 MARK CENTER DRIVE  
ALEXANDRIA, VA 22350-1400**

March 06, 2023

**MEMORANDUM FOR PRIVACY, CIVIL LIBERTIES, AND FREEDOM OF  
INFORMATION DIRECTORATE**

**THROUGH: OFFICE OF THE UNDER SECRETARY OF DEFENSE FOR PERSONNEL  
AND READINESS**

**SUBJECT: Justification for the Use of the Social Security Number on DoDEA Forms 5010,  
5011, and 5013**

DoDEA Form 5010, "Application for Overseas Employment," DoDEA Form 5011, "Professional Evaluation," and DoDEA Form 5013, "Verification of Professional Educator Employment for Salary Rating Purposes," are used to collect personally identifiable information on applicants, including the applicant's SSN. The SSN is collected to permit reliable comparison of teacher applicant records collected from multiple sources. DoDEA must compare information contained on the teacher application to other data supplied by each applicant, various educational agency records (transcripts and teacher licensure records), prior employers (recommendations and salary history), and law enforcement records to determine an applicant's qualifications and eligibility.

As documented in the Department of Defense Instruction (DoDI) 1000.30, "Reduction of Social Security Number (SSN) Use Within DoD," August 1, 2012, implementing OMB M-07-16, [M-07-16 \(whitehouse.gov\)](https://www.whitehouse.gov/presidential-action/omb-m-07-16), states that acceptable uses of the SSN are those that are provided by law, require interoperability with organizations beyond the Department of Defense (DoD), or are required by operational necessities. DoDEA Forms 5010, 5011, and 5013 collect the SSN in conformity with these authorized uses. DoDEA Forms 5010, 5011, and 5013 are utilized to collect information from the applicant to prove eligibility to work for the U.S. Government. DoDI 1000.30 authorizes the use of the SSN precisely for that reason.

The justifications for the use of the SSN in accordance with DoDI 1000.30, enclosure 2 are:

DoDEA uses the SSN for law enforcement purposes, as it must obtain a criminal history check from applicants who are hired to ensure the welfare of children in our schools. Pub. L. No. 101-647, section 231 of the Crime Control Act of 1990, as amended by section 1094 of Public Law 102-190, and DoDI 1402.5, "Criminal History Background Checks on Individuals in Child Care Services," January 19, 1993.

DoDEA Forms 5010, 5011, and 5013 are needed for interoperability with databases belonging to other schools and state education agencies. DoDEA is required to obtain private school and state educational agency certifications of educator credentials. External agencies rely on the SSN as the only universal identifier. DoDEA may use this single reliable identifier in communication with external agencies and other employers

who may or may not be Federal employers. Additionally, the SSN is needed to ensure that records from applicants are compared to data for the same person that originates from other educational agencies. The interoperability of the DoDEA Employment Application System (EAS) with the Electronic Official Personnel Folder and other civilian personnel systems dictate that the SSN be used as the only reliable individual personal identifier.

The SSN is also needed because DoDEA operates a legacy system for which the SSN is currently the only available unique personal identifier. Although DoDEA has adopted a proprietary DoD identification number for its students, the Agency has no current date by which it will be able to reliably substitute its reliance on the SSN as related to hiring. Specifically, the information collected by DoDEA Forms 5010, 5011, and 5013 are inputted into the DoDEA EAS. The EAS must be interoperable with employer-maintained personnel systems within and without the Federal government.

The SSN cannot be truncated without the risk of misidentifying the applicant.

The information in DoDEA Forms 5010, 5011, and 5013 is collected and maintained in accordance with the Government Wide System of Record Notice, Office of Personnel Management OPM/GOVT-5, "Recruiting Examining and Placement Records;" but once an applicant becomes a Federal employee, the same information is maintained in accordance with OPM/GOV-1 "General Personnel Records." Copies of DoDEA Forms 5010, 5011, and 5013 are secured to protect Personally Identifiable Information in accordance with DoD regulations.

If you have any questions, my point of contact is Mr. Samuel Gotti. He can be reached at, 571-372-1891, or by email at, [samuel.gotti@dodea.edu](mailto:samuel.gotti@dodea.edu).

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