



OVERSIGHT AND  
COMPLIANCE

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

June 4, 2019

MEMORANDUM FOR THE ACTING PRINCIPAL DIRECTOR, MILITARY COMMUNITY AND  
FAMILY POLICY

SUBJECT: Justification for the Continued Use of Social Security Numbers on DD Form 2168,  
“Application for Discharge of Member of Group Certified to Have Performed Active Duty  
with 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 for the continued use of the SSN for the purpose of (13) Other Cases, to determine if an individual was part of an established group that previously provided active duty military equivalent service as a civilian or contractor and should be issued a DD Form 214 and DD Form 1300. 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.

SSN collection by the form in Question 18.b is not approved. There is no language in the identified DoD Issuance, DoDD 1000.20, “Active Duty Service Determinations for Civilian or Contractual Groups,” requiring the SSN to identify the applicant on the form.

The Privacy Act Statement on the form must be updated to include DoDD 1000.20. Please work with the Department of Defense (DoD) Forms Management Office to update it and submit the approved final form to this office by November 30, 2019.

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 memorandum in your records.

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

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  
WHS/ESD/DD (Forms)