



PERSONNEL AND  
READINESS

**UNDER SECRETARY OF DEFENSE**  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

August 24, 2023

MEMORANDUM FOR OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE FOR  
PRIVACY, CIVIL LIBERTIES, AND TRANSPARENCY

SUBJECT: Justification for the Use of Social Security Numbers – DD Form 3058, “Consent to Conduct Installation Records Checks”

The DD Form 3058 authorizes consent to conduct Installation Records Checks on individuals who provide childcare services, as defined by 34 U.S.C 20351, Child Care Worker Employee Background Checks Requirements for Background Checks. 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, and information pertaining to the Family Advocacy Records (child and domestic abuse) maintained in the Military Service Family Advocacy Program (FAP) Central Registry. Once completed, the form is maintained by the initiating human resource or security office. Any paper forms or 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.

In accordance with DoDI 1000.30, the collection of the social security numbers (SSNs) on the DD Form 3058 meets Acceptable Use (2) Law Enforcement, National Security, and Credentialing. 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. Failure to collect the SSN from the individual risks misidentification of background check records used to determine an individual's eligibility and/or suitability to work with children under age 18 in DoD- sanctioned programs. The SSN will no longer be needed on the DD 3058 when an alternate method of identification is identified for use within the DoD background check process; once this is accomplished, the form will be modified.

Once completed, the information collected from the DD Form 3058 is covered by System of Records Notices (SORN), DUSDI-02, Personnel Vetting Records System at: <https://dpcl.d.defense.gov/Portals/49/Documents/Privacy/SORNs/OSDJS/DUSDI-02-DoD.pdf>. This system is protected against compromise of Personally Identifiable Information (PII) and cyberattack by the full suite of defenses and sensors of the DoD cybersecurity perimeter. Protections include the encryption of data in transit and data at rest, as well as user based access controls.

The Office of the Under Secretary for Defense for Personnel and Readiness (OUSD(P&R)) is committed to safeguarding the privacy of individuals whose information the Department collects. My point of contact for this matter is the OUSD(P&R) Privacy, Civil Liberties, and FOIA Officer, Ms. Jessica Levin, [jessica.m.levin.civ@mail.mil](mailto:jessica.m.levin.civ@mail.mil), (202) 815-1083.

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