



**DEFENSE ACQUISITION UNIVERSITY  
9820 BELVOIR ROAD  
FORT BELVOIR, VA 22060-5565**

March 6, 2020

**MEMORANDUM FOR DEFENSE PRIVACY, CIVIL LIBERTIES AND TRANSPARENCY  
DIVISION**

**THROUGH RECORDS, PRIVACY AND DECLASSIFICATION  
DIVISION**

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**SUBJECT: Justification for the Use of the Social Security Number (SSN) – DAU Data Services Management (DSM)**

This memorandum is to satisfy the requirements of the Department of Defense Instruction (DoDI) 1000.30, “Reduction of Social Security Number (SSN) Use Within DoD,” requiring justification to collect and use the SSN within DAU Data Services Management.

The DAU Data Services Management hosts various systems that manage administrative and academic functions related to student registrations, student account requests, and Student Distance Learning Authentication. The student records are also used to verify attendance, grades, statistical analysis, tracking, and reporting for Defense Acquisition Workforce Improvement Act (DAWIA) Certification purposes. These functions are necessary to support Acquisition Workforce Certifications and graduation data shared with the Services and Corporate Partners of DoD sponsored students.

As required in DoDI 1000.30, the acceptable use for the Social Security Number (SSN) has been identified as (11), Legacy System Interface. The DAU DSM interfaces with the Army Training Requirements and Resources System (ATRRS). The ATRRS system uses the SSN as the single primary database key to identify each individual student. The data passed between DAU DSM and ATRRS is used to maintain the students training records and provide validation that the individual has taken the necessary courses mandated as part of the acquisition workforce.

The System of Records Notice DSMC 02, Defense Acquisition University Student Files (in process of being altered to: DAU 02, DAU Data Services Management) will be submitted to the Defense Privacy, Civil Liberties and Transparency Division (DPCLTD) for publication. The electronic records are secured to protect Personally Identifiable Information (PII) in accordance with the Privacy Act of 1974 and DoD 5400.11-R, “Department of Defense Privacy Program”.

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