



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

1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155

May 8, 2025

Ref: SSNJ-2025-0013-DTIC

MEMORANDUM FOR THE DEFENSE TECHNICAL INFORMATION CENTER

SUBJECT: Justification for the Use of Social Security Numbers in the Defense Technical Information Center (DTIC)/User Services Directorate Defense User Registration System (DURS) - Approval

Thank you for completing a review of Social Security Number (SSN) use within the subject system. My office has reviewed and approved your request to use the SSN for the following Acceptable Use: (8) Computer Matching. SSN use is approved indefinitely or until the establishment of a reasonable alternative for the collection of data other than the SSN such as the Department of Defense Identification Number (DoD ID), or the program's mission changes thus eliminating the need for SSN use.

The DTIC requires registration for all eligible users requesting access to DTIC's repository of access-controlled scientific and technical information documents through the DURS. The SSN is collected from authorized applicants to verify identity and affiliation. For example, for Federal employees, the SSN is used to execute real-time validation with the Office of Personnel Management's (OPM's) electronic Official Personnel Folder to verify the employment and citizenship data of non-DoD personnel requesting access to DTIC digital resources. Additionally, the SSN is collected to interface with the Defense Manpower Data Center (DMDC) DoD Person Search (DPS) to verify identity; DPS relies on the SSN as an alternate identifier to the DoD ID attached to a user's certificate when verifying an individual. When employment and citizenship are verified, the SSN is discarded, and not available in any report or to any end user.

While this system has been identified as requiring the collection and use of the SSN, you must ensure this 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 approval in your records.

The reference number for this action is listed at the top of this memorandum. If you have any questions, please contact my Team at osd.mc-alex.oatsd-pclt.mbx.pcltd-ssnj@mail.mil.

Ms. Rahwa A. Keleta
Director, Privacy and Civil Liberties

Cc: WHS/ESD/RPDD