



OVERSIGHT AND  
COMPLIANCE

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

October 25, 2019

MEMORANDUM FOR THE DEFENSE COUNTERINTELLIGENCE AND SECURITY  
AGENCY, DEFENSE VETTING DIRECTORATE

SUBJECT: Justification for the Use of Social Security Numbers on Department of Defense Form 2962, Personnel Security System Access Request (PSSAR) - 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 to use the SSN for the purpose of (3) Security Clearance Investigation or Verification. The SSN is collected by the form to establish individual user accounts in the National Background Investigation Services (NBIS) System, the Department of Defense's (DoD) next-generation personnel vetting case control, management system, Joint Personnel Adjudication System (JPAS), Secure Web Fingerprint Transmission (SWFT) and Defense Central Index Investigations (DCII). This form must be reviewed on a continuous basis and a new justification must be provided if any change to the form is submitted.

While this form has been identified as requiring the collection, maintenance 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. Also, please maintain a copy of your justification and this memo in your records.

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

If you have any questions, please contact Ms. Cheryl Jenkins at (703) 571-0026 or e-mail, [cheryl.jenkins8.civ@mail.mil](mailto:cheryl.jenkins8.civ@mail.mil).

Cindy L. Allard  
Chief, Defense Privacy, Civil Liberties,  
and Transparency Division

cc:  
DCSA Privacy Office  
WHS/ESD/DD