



PERSONNEL AND
READINESS

OFFICE OF THE UNDER SECRETARY OF DEFENSE
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WASHINGTON, D.C. 20301-4000

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

SUBJECT: Justification to Collect Social Security Number on DD Form 149, "Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552"

This memorandum satisfies the requirements of DoDI 1000.30, "Reduction of Social Security Number (SSN) Use Within DoD," which requires justification to collect and use SSNs on DD Form 149, "Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552."

The DD Form 149 provides a standard format for applicants to apply to the Secretary of a military department to correct an error or remove an injustice in any military record. The form further provides applicants with a means to set forth sufficient evidence justifying the requested relief.

As required in DoDI 1000.30, the acceptable use for the SSN has been identified as 13, "Other Cases." The collection of full SSNs is necessary because, in many cases, applicants no longer have an alternate identifier (e.g., DoD ID number) or never had an alternate identifier assigned. In these instances, the applicant's SSN is the sole means to verify the individual's identification.

The information collected on this form is covered under the following Privacy Act Systems of Records Notices: A0015-185 SFMR, "Correction of Military Records Cases"; NM01000-1, "Board for Correction of Naval Records Tracking System (BCNRTS) and Case Files"; F036 SAFCB A, "Air Force Correction Board Records"; and DHS/ALL-036, "Board for Correction of Military Records."

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 it 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, (202) 815-1083.

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