



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, AND TRANSPARENCY

THRU: SENIOR COMPONENT OFFICIAL PRIVACY, OUSD (P&R)

SUBJECT: Justification for the Use of Social Security Numbers (SSNs) in
DD Form 293, "Application for the Review of Discharge from the Armed Forces of the
United States"

1. This memorandum is written to satisfy the requirement established in Department of Defense Instruction (DoDI) 1000.30, "Reduction of Social Security Number (SSN) Use Within DoD," which requires justification of the collection and use of the SSN in DD Form 293, "Application for the Review of Discharge from the Armed Forces of the United States." The DD Form 293 is used by former Service members to apply for a change of their service characterization or reason for military discharge under 10 U.S.C. § 1553 and DoD Directive 1332.41, "Boards for the Correction of Military Records (BCMRs) and Discharge Review Board (DRBs)." The DD Form 293 provides the applicant a vehicle to present their reasons and justifications to upgrade their discharge service characterization or to change the narrative reason for separation, separation code or reentry code to the Military Department DRBs. The applicants are former Service members, their lawful or legal representatives, and spouses and ex-spouses of former members may seek to change in the service characterization or reason of the military discharge. These applicants download the collection instrument online and complete it on the computer or print it out to submit it through the mail to or submit it via email to their respective Service DRB. When received by the DRBs, this information is privileged and restricted to individuals who have a need for the record in the performance of their official duties.

2. The use of the SSN is required as all Service members have other identification numbers. Former service members may not have been provided an EDIPI as they were not given on because they left the service before an EDIPI was issued; therefore, the member's SSN is needed to identify the individual and secure the appropriate records from storage.

3. The justification for the use of the SSN in accordance with DoDI 1000.30, enclosure 2 is:

(13) Other Cases. The SSN is the sole means of properly verifying the records of former service member never having received an Electronic Data Interchange-Personal Identifier (EDIPI) or DoD ID number during their time in the Armed Forces or those former service members no longer in possession of an EDIPI or DoD ID number.

4. The data collected is covered by the following system of records notices: "A0 025-400-2 OAA, "Army Records Information Management System (ARIMS)"; A0015-185 SFMR, "Correction of Military Records Cases," N01000-2, "Naval Discharge Review Board

Proceedings," F036 SAFPC B "Air Force Discharge Review Board Original Case Files," F013 AFMC B, "Air Force Information System Records;" M01040-3 "Marine Corps Manpower Management Information System Records"; "M01070-6, "Marine Corps Official Military Personnel Files," T7340b, "Case Management System," for Defense Finance and Accounting Service published at <https://dpcl.d.defense.gov/Privacy/SORNs/>; see also the systems of records notices: "DHS/USCG-014 Military Pay and Personnel Records" published at <https://www.dhs.gov/system-records-notices-sorns>.

5. For questions related to this memorandum, please contact Ms. Margarete Ashmore at margarete.p.ashmore.civ@mail.mil and telephone at 571-480-3624.

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Margarete P. Ashmore
Deputy Director, Office of Legal Policy