



**DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY**  
**OFFICE OF PRIVACY, CIVIL LIBERTIES, AND FREEDOM OF INFORMATION**  
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January 22, 2026

MEMORANDUM FOR DEFENSE PRIVACY, CIVIL LIBERTIES, AND FREEDOM OF INFORMATION DIRECTORATE

THROUGH: *Defense Counterintelligence and Security Agency, Office of Privacy, Civil Liberties, and Freedom of Information*

SUBJECT: Justification for the Use of Social Security Numbers (SSNs) – DCSA Form 335, Freedom of Information / Privacy Act (FOI/PA) Request for Adjudication and Vetting Records

1. System / Form Description

DCSA Form 335 is used to collect SSN, full names, other personal identifiable information (PII) and signatures of individuals making Privacy Act and Amendment requests for/of records maintained in DCSA systems of record. Specifically, personnel vetting records pertaining to an individual's access to national security information. The DCSA Form 335 is utilized to standardize collection of data elements specific to the type of records requested and relied upon by the DCSA Freedom of Information and Privacy Office for Adjudications and Vetting to verify the identity of the requester and conduct an adequate search for responsive records.

2. Documentation

As documented in the DUSDI 02 DoD – Personnel Vetting Records System, and DoD-0008 – Freedom of Information Act and Privacy Act Records (FOIA/PA Records), the DCSA Form 335 is utilized to collect personally identifiable information from individuals, (military, civilian, and industry; with current or past affiliations with DoD), requesting adjudication and vetting records maintained by Adjudication and Vetting Services (AVS), a component of DCSA.

The form is maintained in a Privacy Act case file stored locally and may be retained for up to six years in accordance with the NARA General Records Disposition Schedules 4.2, item 20.

3. Authorized Uses

Use of SSN for DCSA Form 335 is authorized by one or more of the Acceptable Use Cases set forth in DoDI 1000.30, Enclosure 2. The Acceptable Use Cases applicable include the following:

*Acceptable Use Case 2.c. (3), Security Clearance Investigation or Verification.* The initiation, conduct, adjudication, verification, quality assurance, and billing fund control of background investigations and security clearances requires the use of the SSN. The SSN is the single identifier that links all aspects of these investigations together. This use case is also linked to other Federal agencies that continue to use the SSN as a primary identifier.

#### 4. Citation and Migration Plan (for Acceptable Use #11 only)

Not AU11: Citation of statutory requirement for the use of the SSN is not applicable to DCSA Form 355. Plan of Action for the migration from/elimination of the SSN on the DCSA Form 335 is not applicable.

DCSA AVS personnel vetting records are maintained in national security IT systems wherein the full SSN is used to retrieve records and is the only unique identifier that ensures the accuracy across all the systems for positive identification of the individual. The full SSN is necessary to locate and access a person's records maintained within the appropriate systems and therefore cannot be truncated or masked. Further, the SSN allows for interoperability with organizations beyond the DoD as it is both the single identifier that links all of the aspects of the personnel vetting process together and it continues to be used for personnel vetting missions as a primary identifier. Should the SSN no longer be used as the primary identifier by other agencies, DCSA will reassess use of the SSN.

#### 5. Safeguards

A thorough effort has been made to evaluate the risk associated with use of the SSN on the DCSA Form 335. Only authorized personnel with a need to know will have access to the form. Paper and electronic copies will be disposed of as required by the records disposition schedules.

#### 6. Point of Contact

For questions related to this memorandum contact Joy Greene at [joy.m.greene.civ@mail.mil](mailto:joy.m.greene.civ@mail.mil) or 667-424-3667.

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