



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

1155 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1155

November 28, 2022

Ref: SSNJ-2023-0030-USD P&R

**MEMORANDUM FOR THE OFFICE OF MANPOWER AND RESERVE AFFAIRS,  
OFFICE OF THE ASSISTANT SECRETARY OF  
DEFENSE**

**SUBJECT: Justification for the Use of Social Security Numbers in the DD Form 93, Record of  
Emergency Data - Approval**

Thank you for completing a review of Social Security Number (SSN) use within the subject form. My office has reviewed and approved your request to use the SSN for the following Acceptable Uses: (4) Interactions With Financial Institutions, (8) Computer Matching and (11) Legacy System Interface. Note, 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 (DoD) Identification Number (DoD ID), the program's mission changes thus eliminating the need for the SSN use or the form is superseded or deemed obsolete. Additionally, the SSN is only required for the initial DD Form 93 submission if a DoD ID has not been issued and, once issued, the DoD ID should be used for all subsequent transactions.

The DD Form 93 is used by military personnel, DoD civilians and contractors to designate beneficiaries to notify in the event of their death. It is also a guide for the disposition of a service member's pay and allowances if they are captured, missing or interned. For civilian and contractor personnel, the SSN is used to expedite the notification process in the event of an emergency and/or the death of the individual. The SSN is also used to interface with financial institutions in order to fulfill death payments to service member, civilian and contractor beneficiaries. In addition, the SSN is used in documented and published computer matching agreements to verify eligibility for benefits with other Federal agencies including the Social Security Administration and Department of Veterans Affairs. Further, the SSN is used to interface with the Electronic Military Personnel Office to initiate benefit processing in the event of an emergency or death of a service member, civilian or contractor.

While this system 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. 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, my point of contact is Ms. Viki Halabuk at [wiki.l.halabuk.civ@mail.mil](mailto:wiki.l.halabuk.civ@mail.mil).

Ms. Rahwa A. Keleta  
Chief, Privacy and  
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cc:  
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