UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, DC 20301-4000

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PERSONNEL AND
READINESS

MEMORANDUM FOR SECRETARIES OF THE MILTARY DEPARTMENTS
CHAIRMAN OF JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
COMMANDERS OF THE COMBATANT COMMANDS
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DIRECTOR, NET ASSESSMENT
DIRECTOR, FORCE TRANSFORMATION
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Updated Plan for the Removal of Social Security Numbers (SSNs) from Department of Defense (DoD) Identification (ID) Cards

This Memorandum cancels the January 28, 2009 Memorandum, "Business Practice Changes to Allow the Removal of Social Security Numbers from DoD Identification (ID) Cards," which established a timeline for truncation and removal of the visible SSN on all ID cards.

The Memorandum addresses concerns raised by DoD stakeholders about potential adverse impacts that may occur if the SSN is truncated or removed as previously planned. These impacts primarily concern existing business practices associated with the identification of DoD personnel overseas, especially in theater, as well as the administration of TRICARE benefits for DoD beneficiaries. Both of these mission critical business practices continue to rely heavily on the presence of a visual, numeric-identifier on ID cards.

In order to limit any potential adverse impact to DoD missions or to personnel and their beneficiaries, the updated plan (attached) includes two alternative identifiers, the DoD Identification Number and DoD Benefits Number, which will help support the

broadest array of business practices while still reducing the Department's reliance on the SSN.

My point of contact for this action is Ms. Heidi Boyd who may be reached at (703) 696-0404.

Clifford L. Stanley

Attachments:
As stated

cc:
Commandant, United States Coast Guard
Director, National Oceanic and Atmospheric Administration
Director, United States Public Health Service

Updated Plan for
SSN Removal on DoD ID Cards

Background

The Office of Management and Budget has issued requirements for the protection of Personally Identifiable Information (PII). These requirements include direction to all Federal Agencies to eliminate, when feasible, their use of the Social Security Numbers (SSNs). The Department has developed the DoD SSN Reduction Plan (DTM 07-015), part of which will eliminate the use of visible SSNs on identification (ID) cards.

In 2007, DoD proposed a three phase plan to remove SSNs from DoD ID Cards. The first phase, removal of printed dependent SSNs from all Dependent ID Cards, was implemented in December 2008. This effort remains intact as part of the updated SSN removal plan and will be completed by end of 2012 as a result of the standard Dependent ID card life cycle.

The second phase previously included plans to remove the printed SSN from all ID cards except Geneva Conventions (GC) ID Cards, which would have retained the last four digits of the SSN for GC purposes. Prior to implementation of this phase, concerns were raised that removing the printed SSN would impact several business processes, including administration of TRICARE medical benefits and use of the ID card in lieu of a Passport overseas, especially in theater. As a result, this phase is being modified as described below to prevent the potential adverse impacts. The final phase, removing the SSN from ID card bar codes, remains on schedule for initiation during 2012.

Replacing the SSN with Alternative Identifiers

The modified approach to the second phase of the SSN is a forward looking option that replaces the SSN with a **DoD Identification Number and DoD Benefits Number.** This updated approach has been formulated to meet requirements set forth by Congress and OMB, consistent with OMB M-07-16 and DoD Policy (DTM 07-015) and provides a clear transition plan away from the unnecessary use of the SSN, within DoD, with the least impact to DoD operations. This updated phase should be ready to implement no later than the end of 2010.

When the new plan is fully implemented, all individuals, with a direct relationship with DoD, will use a new identifier. This new identifier is the Electronic Data Interchange-Person Identifier (EDI-PI), hereafter referred to as "DoD Identification (ID) Number," and will be printed on all DoD ID cards. All individuals eligible to receive DoD benefits, such as commissary, exchange, Morale, Welfare and Recreation or TRICARE purchased care, will, in addition to the DoD ID Number, receive a DoD Benefits Number.

System and process owners that rely on the use of either the printed SSN or the SSN contained in the bar code should continue to adapt their processes to prepare for these changes. For assistance, assessing particular concerns please contact the Defense Manpower Data Center (DMDC) at cacsupport@osd.pentagon.mil.

Features of the DoD ID Number:

- The DoD ID Number is an existing 10-digit number created by DEERS for each person who has a direct relationship with the Department. The DoD Identification Number does not change over time nor is it based on role (e.g. dependent, civilian).
- The DoD ID Number is not currently known to the ID card holder population, but is in use in most DoD systems and is already on DoD ID Cards in the barcode and chip.
- The expanded use of the DoD ID Number may require changes to some existing practices and, as a result, further policy guidance concerning the appropriate use of that number may become necessary. The deletion of the SSN may necessitate minor changes to bilateral agreements with foreign countries if those agreements currently designate the SSN as an identification number.
- It is intended that the DoD ID Number be used openly and treated in a similar manner to an employee number and used to replace most instances of the SSN within the DoD.

Features of the DoD Benefits Number:

- The DoD Benefits Number is an existing number created by the Defense Enrollment Eligibility Reporting System (DEERS) for each Service member or sponsor. The DoD Benefits Number does not change over time.
- The DoD Benefits Number has been agreed to by the Tricare Management Activity (TMA) as an acceptable substitute for the SSN for management of benefits with no interruption of services.
- The DoD Benefits Number provides a visible distinction between cards that convey benefits from those that do not.