



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

1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155

May 13, 2022

Ref: SSNJ-2022-0022-DFAS

MEMORANDUM FOR THE INFORMATION TECHNOLOGY OFFICE, DEFENSE
FINANCE AND ACCOUNTING SERVICE

SUBJECT: Justification for the Use of Social Security Numbers in the Defense Civilian Pay System (DCPS) - Approval

Thank you for completing a review of Social Security Number (SSN) use within the subject system. My office has reviewed and approved your request to use the SSN for the following Acceptable Uses: (7) Federal Taxpayer Identification Number and (8) Computer Matching. 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 Identification Number, the program's mission changes thus eliminating the need for the SSN use, or the system is decommissioned.

DCPS is used to process payroll for federal civilian employees according to existing regulatory, statutory, and financial information requirements relating to civilian pay entitlements and applicable policies and procedures. The system provides individual earnings notifications to the Department of Treasury for tax reporting purposes via the SSN. The SSN is also used to identify and match federal employee records in the Department of Treasury system(s). Thus, the SSN is vital to properly identifying and maintaining records for complaint regulations and identification purposes to process payroll.

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. Tracy Rogers at tracy.c.rogers2.civ@mail.mil.

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Ms. Rahwa A. Keleta
Chief, Privacy and
Civil Liberties Division

cc: DFAS Privacy and Civil Liberties Office