



ADMINISTRATION AND  
MANAGEMENT

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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
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UNDER SECRETARIES OF DEFENSE  
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COMMANDERS OF THE COMBATANT COMMANDS  
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DIRECTOR, ADMINISTRATION AND MANAGEMENT  
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DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Social Security Numbers (SSN) Exposed on Public Facing and Open  
Government Websites

- References: (a) DTM 07-015-USD (P&R) – DoD SSN Reduction Plan, March 28, 2008  
(b) Office of Management and Budget Memorandum M-07-16, Safeguarding  
Against and Responding to the Breach of Personally Identifiable  
Information, May 22, 2007  
(c) President's Task Force on Identity Theft Strategic Plan, April 2007  
(d) Section 552a of title 5, United States Code, September 26, 2003  
(e) OMB Memorandum M-10-22, "Guidance for Online Use of Web  
Measurement and Customization Technologies," June 25, 2010

The Department of Defense (DoD) continuously monitors situations where the exposure of Personally Identifiable Information (PII) might pose a threat to an individual's privacy. References (a) through (e) address requirements to reduce the use of SSNs and where the SSN is necessary to carry out a business process of the Department to apply appropriate safeguards to ensure privacy protections are in place.

It was recently reported that the last four digits of an individual's SSN were posted on publicly accessible DoD open government Websites. This practice, whether in the

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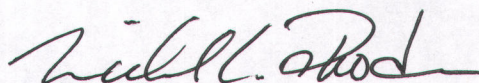


form of the full or partial SSN, presents a situation where an individual's PII could be used for identity theft.

Effective immediately, the following Privacy Act safeguards shall be strictly observed:

- SSNs shall not be posted, in whole or in part, on any public facing and/or open government Website in any form; and
- When required by executive order or law, release of documents containing PII to third parties shall be accomplished only with agreement of the recipient that this information will not be further posted to their public facing Websites and/or open government sites.

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