

MILPERSMAN 1000-060

MILITARY PERSONNEL SOCIAL SECURITY NUMBER (SSN)

Responsible Office	NAVPERSCOM (PERS-331)	Phone:	DSN COM	882-3347 (901) 874-3347
---------------------------	--------------------------	--------	------------	----------------------------

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/
----------------------	---	--

Reference (s)	(a) DOD Instruction 1000.30 of 1 Aug 2012 (b) 5 U.S.C. §552a Privacy Act of 1974
----------------------	---

1. Policy:

a. The Social Security number (SSN) will be the sole military personnel unique identifier for Navy personnel, per references (a) and (b), until such time that an alternate identifier is used - department of defense identification (DODID).

b. Change of the military SSN in the official record is made only after an administrative examination of the evidence and approval by Commander, Navy Personnel Command (COMNAVPERSCOM).

c. Since the SSN is essential for personnel identification in the Navy, an applicant must have an SSN prior to being accepted for enlistment or commission in any Navy component.

d. To facilitate pay and personnel record maintenance, the SSN recorded on DD 4 Enlistment/Reenlistment Document Armed Forces of the United States or NAVPERS 1000/4 Officer Appointment Acceptance and Oath of Office must be validated and will be used on all reports, forms, documents, correspondence, and official records concerning a member of the Navy per reference (a).

2. Command's Responsibility. Prior to submission of request for military SSN change, the command shall provide the Service Member with a Privacy Act Statement, per reference (b), as follows:

"The authority to request this information is derived from 5 U.S.C. §301 Departmental Regulations. The purpose is to affect a correction of a military personnel social security number (SSN). It will become a permanent part of the Navy Personnel Records System. Disclosure of the information requested is voluntary; however, failure to provide the information may result in disapproval of the request for change of military SSN."

3. **Member's Responsibility.** The member must submit a written request to the Navy Standard Integrated Personnel System Help Desk, via the commanding officer, with a copy of the Social Security card.

4. **How to Send Documents.** Forward member's letter request, command endorsement, and documentary evidence to the following address listed:

SPAWAR ITC NSIPS/CDM
NAS JRB
1330 Military Parkway, RM 104
Fort Worth, TX 76127

5. **Effective Date.** For Navy record purposes, an SSN change is effective from the date of COMNAVPERSCOM authorization as indicated in block 1 on DD 1343 Notification of Change in Service Member's Official Records.

NOTE: Changes to the Service Member's SSN will reflect in all corporate data systems, including the electronic service record. Copies of the DD 1343 may be obtained via OMPF "View", OMPF "My Record", or by written request.

Commander, Navy Personnel Command
Records Management Policy Section
PERS 313
5720 Integrity Dr
Millington, TN 38055