



REPLY TO
ATTENTION OF

UNITED STATES ARMY CADET CORPS
HEADQUARTERS
1122 MAIN STREET
POST OFFICE BOX 277
MILLERSBURG, KY 40348-0277

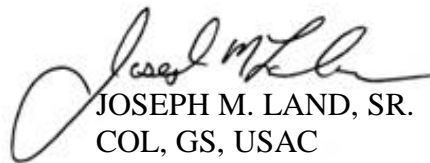
Office of the Chief of Staff

14 February 2011

MEMORADUM FOR UNIT COMMANDERS

SUBJECT: Use of Social Security Numbers within the U.S. Army Cadet Corps

1. The use of Social Security numbers (SSN) within the U.S. Army Cadet Corps (USAC) is restricted to the following policies:
 - a. The full SSN will only be required on initial enrollment documents, and in CADTRAK, upon enrollment of USAC personnel. Specific and detailed guidance on SSN security during the enrollment process will be forthcoming within personnel regulations which are in development.
 - b. The full SSN will no longer be used for any other routine USAC administrative form (promotion recommendation, request for orders, etc.), including the 201 file folder. The last four digits of the SSN will be used on all forms and rosters.
 - c. The full SSN will not be used on any Alpha Roster, unless required by a federal agency to gain access to a government facility.
 - d. The SSN will no longer be on Cadet Identification Cards. Cadets will not be reissued an ID card to comply with this policy. ID cards issued upon re-enrollment will follow this policy. Officers, NCOs and USAC Civilians will continue to have the SSN on ID cards.
 - e. The full SSN will not be transmitted by email under any circumstances, except the transmission of initial enrollment documents.
2. Identify theft is rampant throughout our society. As a result, the security of personal information is of paramount importance. All commanders are responsible for the security of the information provided to them, both for the benefit of the individual member, as well as the corps.
3. The above policy is effective 1 March 2011.
4. Point of contact for this policy is the undersigned at (859) 484-2100, ext. 16, or joseph.m.landsr@armycadets.org.


JOSEPH M. LAND, SR.
COL, GS, USAC
Chief of Staff