



National Executive Director

PO Box 70735 SW Station
Washington, DC 20024-0735

Policy Memorandum 04-2002

Date: 8/15/2002

Subject: SOCIAL SECURITY NUMBERS

The National Headquarters Staff is receiving numerous inquiries into whether Social Security Numbers are required for Re-registration and Registration. The short answer is YES. The intent is not to be Big Brother, but to uniquely identify each Young Marine so there is no duplication in the Young Marine Database System (YMDBS). During the development of the YMDBS, it was decided that the Social Security Number (SSN) was the best and most cost effective method of achieving this.

I have since learned that using the SSN poses a number of issues that I will identify and address in this memorandum. The issues are the registrant who is any person seeking to register or re-register in the Young Marines program:

- Will not provide a SSN
- Does not have a SSN

Issue: The registrant or parent/legal guardian of a registrant will not provide a SSN.

Discussion: Everyone has the right to safeguard their identity and every parent has the responsibility to safeguard the identity of their children. The organization has the right to request information it deems necessary to properly manage and serve the needs of its constituents. It is ultimately a personal decision on whether they wish to conform or not to conform to an organization's requirements. It is no different than our requirement to have Young Marines conform to our personal appearance and grooming standards or adhere to our code of conduct.

Action: Registrants may not register without providing a legitimate Social Security Number. The UC shall assure registrants and parents/legal guardians of registrants that the unit:

- Safeguards and limits access to private information contained in unit files to include the Young Marine Record Book (YMRB)
- Information in the YMDBS is password protected and secured with access limited to key staff member authorized by the UC
- Information is shared with the NHQ and is not shared with any other unit. NHQ staff access to YMDBS is limited to those authorized by the National Executive Director.

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Issue: The registrant does not have a Social Security Number.

Discussion: This is a far more complex issue, because it involves two cases. The first is the legitimate and the second involves illegal immigrants. In the first case, there are several reasons why a registrant may not have a SSN. The registrant may not be registered on-line. All such registrants must initially register (and this year re-register) using the Registration and Insurance Transmittal Form. The NHQ staff will input the registrant into the YMDBS. Once in the YMDBS the unit will have access to their record as with any unit member. In the second case, illegal immigrants may not be registered in the Young Marines program.

Action. Follow the steps provided in the Letter of Instruction for Re-registration for FY 2003 covered under the Paper-based Re-registration Process. Make sure that Youth and Adult Transmittals are separate and do not forget to include payment for each name on the respective transmittals:

- Complete the Registration and Insurance Transmittal Form. Leave the SSN in line 2 blank and circle it. This will cue the NHQ staff that this is a special circumstance registrant,
- Attach a notarized copy of the registrant's birth certificate. If the registrant's birth certificate is lost, provide any court documents attesting to the registrant's legal name, date of birth, and place of birth, or
- If the registrant is an adult foreign national, please attach a copy of INS Identification Card (Green Card), or Tax Identification Number (TIN). If the foreign national is a child, attach the parent's INS Identification Card and/or TIN.

I hope that this clears up any misunderstanding. Remember, the NHQ staff is here to help you and I appreciate you bring this matter to my attention along with your entire well thought out recommendations. I look forward to another exciting and successfully year. Thank you and your staff again for all the hard work. Without your dedication, this program would not be possible.

Semper fidelis,

Michael B. Kessler Lieutenant Colonel, USMC (Ret)