

OHIO MILITARY RESERVE



Regulation 600-1

RECORDING OF NAME AND SOCIAL SECURITY NUMBER

Headquarters, Ohio Military Reserve
Office of the Assistant Chief of Staff,
Personnel and Administration, G1
Bldg. 863, 7281 Second Street
Rickenbacker Airport
Columbus, Ohio
43217-1222

01 February 2006

Summary of Changes

The changes noted herein are only those changes of significance or which effect ongoing operations.
Changes in terminology, organization or other routine matters are not reflected.

OHMR Regulation 600-1, Recording of Name and Social Security Number, dated 01 Feb 06

Paragraph	Change
5	The term "service number" is replaced by "SSN" and the two terms will be used interchangeably in the interim.
6a	The full nine-digit SSN will be used in original enlistment or appointment documents or in documents when required by outside agencies.
6b	The full nine-digit SSN will be used in all official record copies or orders and correspondence whether the record copy is electronic or hard copy.
6c	All other documents (including requests for orders, orders, certificates, and correspondence) for general use or distribution internally or externally will use an abbreviated SSN. The abbreviation will consist of the last five digits of the SSN with the first digit separated from the last four by a dash.
6d	SSNs will be reasonably safeguarded and records containing SSNs will be destroyed in a secure manner when obsolete.

OHMR Regulation 600-1

Headquarters
Ohio Military Reserve
Bldg. 863, 7281B Second Street
Rickenbacker Airport
Columbus, Ohio 43217-1222
01 February 2006

Name and Social Security Number

By Order of the Governor:

CHARLES S. ROWELL, JR.
*Colonel, Ohio Military Reserve
Chief of Staff*

Official:



RICHARD B. IOTT
*Colonel, Ohio Military Reserve
Assistant Chief of Staff*

Supersedes. This regulation supersedes OHMR-R 600-1, 01 November 2000.

Applicability. This regulation applies to all components, elements, detachments, units and personnel of the Ohio Military Reserve.

Supplementation. Supplementation of this regulation and establishment of command and local policies and forms are prohibited without prior written approval from the Assistant Chief of Staff, Personnel and Administration -G1.

Suggested Improvements. Suggested improvements which may be considered for this regulation should be forwarded in writing to the proponent agency of this regulation, the Office of the Assistant Chief of Staff, Personnel and Administration - G1, Bldg. 863, Rickenbacker Airport, Columbus, Ohio 43215.

Summary. This Regulation sets up the procedures for use of name and social security number (SSN) as personnel identifiers and corresponding safeguard measures.

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1. Purpose. This regulation prescribes procedures for recording personal information normally used as personnel identifiers.

2. References.

- a. AR 600-2
- b. AR 640-2-1

3. Responsibilities. Commanders will insure that each individual is assigned only one Social Security Number (SSN) and that the number is recorded accurately and correctly on official records.

4. How to record names on military records. All personnel will follow these instructions to record names on their military records. These instructions apply to all military personnel records.

a. Complete last name, full first name and middle initial, if any, will be recorded in that order on all military records. When parts of names such as "Jr." and "II" are used, they will appear after the middle initial. In the absence of a middle name, these parts of names will be entered immediately following the first name. The abbreviation "NMI" (no middle initial) and "IO" (initial only) will not be used. Examples of how to record names are as follows:

Anderson, Thomas J.
Benjamin, Judy Marie
Edward, Ray, Jr.
Evans, John W., II

b. These instructions will not apply to signature blocks. (See OHMR Regulation 25-50, Preparing and Managing Correspondence, for instructions on names in signature blocks.)

c. The name which appears on OHMR Form 11 (Application for a Commission in the Ohio Military Reserve) will be presumed to be the correct official name.

d. The name which appears on OHMR Form 21 (Enlistment Contract) will be presumed to be the correct official name.

5. The SSN. The SSN of an individual is essential for official identification. It ordinarily will appear in original official military records for identification purposes. In the past, individuals commissioned or enlisted in the Ohio Military Reserve utilized their SSN as an OHMR service number. The term "service number" will be phased out; in the interim the terms "SSN" and "service number" will be used interchangeably. Extreme care must be used in initially transcribing the individual's SSN into military records. Memory or personal records of the individual will not be acceptable as a basis for recording the SSN.

6. Use and security of the SSN.

a. The full nine-digit SSN will be used in all original enlistment and appointment documents. It will also be used on original official external documents when required by the external agency (for example: worker's compensation claims or background investigations)

b. The full, nine-digit SSN will be used in all official record copies of orders and correspondence whether the record copy is electronic or hard copy.

c. All other documents or copies of official documents (including requests for orders, orders, certificates, and correspondence) for general use or distribution internally or externally will use an abbreviated SSN. The abbreviation will consist of the last five digits of the SSN with the first digit separated from the last four by a dash. Below is an example:

SSN

Smith, Raymond E. 233-53-0076

Abbreviated

Smith, Raymond E. 3-0076

d. SSN information will not be casually treated and will be handled in a manner that provides reasonable and prudent privacy, protection, and security. Materials that contain complete SSNs will be reasonably safeguarded and will be destroyed in a secure manner when obsolete.

6. Prefixes and suffixes. Prefixes and suffixes will not be assigned to SSNs.