DEFENSE FINANCE AND ACCOUNTING SERVICE
ARLINGTON
1931 JEFFERSON DAVIS HIGHWAY
ARLINGTON VA 22240-5291

NOV - 4 2003

DFAS-DFC

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Leave and Earnings Statement

This is to inform you of the Defense Finance and Accounting Service's intent to mask part of the social security number (SSN) on the hard-copy Leave and Earnings Statements (LES) that are mailed to the civilian employees' home address on record. Effective the pay period ending January 24, 2004, only the final 4-positions of the SSN will be displayed on the hard-copy LES. This change will not impact the electronic LES available on myPay, which will continue to display the entire 9-position SSN.

We believe that this change is necessary in order to address concerns raised by employees with respect to identity theft. This memorandum serves as notification to allow you time to resolve any related labor/management issues.

Any questions concerning this memorandum may be directed to Mr. Paul Axe at (703) 607-5023 or DSN 327-5023.

Jerry S. Hinton
Director for Finance

cc: DFAS-ARL/HF (Teresa Briley)
Director, Military and Civilian
Pay Services
Director, Civilian Pay Services
National Security Agency (Laneita Kisamore)

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