

***** UNCLASSIFIED // *****

DTG: 192101Z Jul 10

Precedence: ROUTINE

Originator: DON CIO WASHINGTON DC(UC)

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MSGID/GENADMIN/DON CIO WASHINGTON DC//

SUBJ/DEPARTMENT OF THE NAVY SOCIAL SECURITY NUMBER (SSN) REDUCTION PLAN
FOR FORMS PHASE ONE//

REF/A/DOC/DIRECTIVE-TYPE MEMORANDUM (DTM) 07-015-USD(P&R)/28MAR2008//
REF/B/DOC/DODINST 7750.07/20APR2007// REF/C/DOC/DOD 7750.7-M/AUG1991//
REF/D/DOC/SECNAVINST 5210.16/31DEC2005// REF/E/DOC/SECNAV
M5213.1/DEC2005// REF/F/DOC/DOD 5400.11-R/14MAY2007//
REF/G/DOC/SECNAVINST 5211.5E/28DEC2005//

NARR/REF A ANNOUNCED THE DOD SSN REDUCTION PLAN. REF B DELINEATES THE
POLICY AND RESPONSIBILITIES OF THE DOD FORMS MANAGEMENT PROGRAM. REF C
IMPLEMENTS POLICY AND DELINEATES SPECIFIC RESPONSIBILITIES TO DOD
COMPONENT FORMS MANAGEMENT OFFICERS. REF D DELINEATES THE AUTHORITIES
AND RESPONSIBILITIES OF THE DON FORMS MANAGEMENT PROGRAM. REF E IS THE
PROCEDURES MANUAL FOR DON FORMS MANAGEMENT. REF F PROVIDES GUIDANCE ON
SECTION 552A OF TITLE 5 UNITED STATES CODE (U.S.C.) AND THE PRIVACY ACT
OF 1974. REF G DELINEATES THE POLICY, AUTHORITIES, AND
RESPONSIBILITIES OF THE DEPARTMENT OF THE NAVY PRIVACY PROGRAM. REFS A,
B, C, AND F ARE POSTED ON THE DOD ISSUANCES WEB SITE AT
[HTTP://WWW.DTIC.MIL/WHS/DIRECTIVES/](http://www.dtic.mil/whs/directives/). REFS D, E, AND G ARE POSTED ON
THE DON ISSUANCE WEB SITE AT [HTTP://DONI.DAPS.DLA.MIL/DEFAULT.ASPX//](http://doni.daps.dla.mil/default.aspx/)

POC/MS. BARBARA FIGUEROA/CIVPERS/DON FORMS MANAGER/DNS-5/LOC:
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BARBARA.FIGUEROA@NAVY.MIL//

POC/ MS. LAURIE SOMERS/CIVPERS/USMC FORMS MANAGER/LOC: WASHINGTON
DC/TEL: 703 614 2951/DSN 224 2951/E-MAIL: LAURIE.SOMERS@USMC.MIL//

PASSING INSTRUCTIONS:

CNO: PLEASE PASS TO

DNS/N091/N093/N095/N097/N09N/N1/N2/N6/N3/N5/N4/N8//

CMC: PLEASE PASS TO HQMC C4 AND HQMC PP&O

NAVY ECHELON II COMMANDS: PLEASE PASS TO COMMAND FORMS MANAGER (FMO)

USMC MAJOR SUBORDINATE COMMANDS: PLEASE PASS TO COMMAND FMO

RMKS/1. IAW REFS A THROUGH E, THE CHIEF OF NAVAL OPERATIONS (CNO),
COMMANDANT OF THE MARINE CORPS (CMC), AND DEPARTMENT OF THE NAVY (DON)
CHIEF INFORMATION OFFICER (CIO), ARE INITIATING PROCEDURES FOR A REVIEW
OF ALL OFFICIAL AND NON-OFFICIAL FORMS THAT COLLECT SOCIAL SECURITY
NUMBERS (SSNS). COMPLIANCE WITH PROVISIONS OF THE PRIVACY ACT (PA) AS
OUTLINED IN REFS F AND G, MUST ALSO BE FOLLOWED WHENEVER SSNS ARE USED
IN A BUSINESS PROCESS. FAILURE TO COMPLY WITH THE PA MAY RESULT IN
CIVIL ACTIONS AND/OR CRIMINAL PENALTIES.

2. BACKGROUND: THE SSN HAS EVOLVED BEYOND ITS INTENDED PURPOSE TO BECOME THE IDENTIFIER OF CHOICE FOR MANY OF THE BUSINESS PROCESSES WITHIN THE DEPARTMENT OF THE NAVY. WHILE USE OF THE SSN HAS BECOME THE ENABLER TO IDENTIFY AND AUTHENTICATE INDIVIDUALS, IT IS ONE OF THE KEY ELEMENTS FOR IDENTITY THEFT AND FRAUD. WIDESPREAD USE OF THE SSN HAS REACHED UNACCEPTABLE LEVELS AND REQUIRES A DEPARTMENT-WIDE EFFORT TO ELIMINATE OR REDUCE THE COLLECTION, USE, DISPLAY, AND STORAGE OF THIS SENSITIVE DATA ELEMENT.

3. THE SSN REDUCTION PLAN WILL CONSIST OF TWO PHASES. THIS MESSAGE PROVIDES PHASE ONE GUIDANCE FOR FMOS TO REVIEW ALL FORMS; DON CIO WILL RELEASE A SIMILAR MESSAGE FOR COMMAND INFORMATION OFFICERS (IOS) TO REVIEW ALL INFORMATION TECHNOLOGY (IT) SYSTEMS. THE IMPLEMENTATION OF PHASE TWO WILL BE ANNOUNCED AFTER DOD PROVIDES FURTHER GUIDANCE REGARDING THE USE OF AN ALTERNATIVE IDENTIFIER IN PLACE OF THE SSN. THE GOAL OF PHASE ONE IS TO REVIEW AND JUSTIFY SSN USE IN ALL DON FORMS AND IT SYSTEMS AND, WHERE POSSIBLE, ELIMINATE THEIR USE. PHASE ONE WILL ALSO REQUIRE REGISTRATION OF ALL NEW AND EXISTING OFFICIAL FORMS ON NAVAL FORMS ONLINE AT [HTTPS://NAVALFORMS.DAPS.DLA.MIL//](https://NAVALFORMS.DAPS.DLA.MIL//). CONTINUED COLLECTION AND USE OF SSNS WILL REQUIRE A BUSINESS NEED/PURPOSE BEFORE APPROVAL IS GIVEN FOR CONTINUED USE. WHERE A UNIQUE IDENTIFIER MUST BE USED TO IDENTIFY AN INDIVIDUAL AND THE SSN IS NO LONGER APPROPRIATE FOR USE, PHASE TWO WILL AUTHORIZE AND ESTABLISH GUIDELINES FOR REPLACING THE SSN WITH ANOTHER UNIQUE IDENTIFIER.

A. FOR ALL NON-OFFICIAL FORMS THAT COLLECT SSNS AND HAVE NEVER BEEN DOCUMENTED AND APPROVED BY EITHER DOD, NAVSO, OPNAV, OR CMC PROMPT ACTION MUST BE TAKEN TO EITHER ELIMINATE USE OR TO SUBMIT THEM TO THE PROPER FORMS MANAGEMENT OFFICE FOR APPROVAL PER REF D.

B. FOR ALL OFFICIAL FORMS CONTAINING SSN FIELDS THE ACTION OFFICER/ORIGINATOR OF THE FORM OR INSTALLATION FMOS WILL PROVIDE SSN REVIEW AND JUSTIFICATION USING THE SECNAV 5213/1 SSN REDUCTION REVIEW MAR 2010 FORM. SECNAV 5213/1 CAN BE FOUND AT [HTTPS://NAVALFORMS.DAPS.DLA.MIL//](https://NAVALFORMS.DAPS.DLA.MIL//). ACCEPTABLE USES OF THE SSN ARE THOSE THAT ARE PROVIDED FOR BY LAW, REQUIRE INTEROPERABILITY WITH ORGANIZATIONS BEYOND THE DOD, OR ARE REQUIRED BY OPERATIONAL NECESSITY. OPERATIONAL NECESSITY MAY BE THE RESULT OF THE INABILITY TO ALTER SYSTEMS, PROCESSES, OR FORMS DUE TO COST OR UNACCEPTABLE LEVELS OF RISK. EASE OF USE OR UNWILLINGNESS TO CHANGE ARE NOT ACCEPTABLE JUSTIFICATIONS FOR THIS CASE. THE HIGHER RISK AND INCREASED LIABILITY TO OUR PERSONNEL SHOULD BE STRONGLY CONSIDERED PRIOR TO REQUESTING APPROVAL FOR CONTINUED USE OF THE SSN USING THE OPERATIONAL NECESSITY JUSTIFICATION CATEGORY. SEE REF A FOR ACCEPTABLE USES. THE JUSTIFICATION SECTION MUST BE SIGNED BY AN SES, OR FLAG OFFICER, OR PERSONNEL WITH BY DIRECTION AUTHORITY. IF A JUSTIFICATION FOR SSN USE IS REJECTED, THE ACTION OFFICER/ORIGINATOR OF THE FORM WILL ENSURE IMMEDIATE STEPS ARE TAKEN TO ELIMINATE THE SSN DATA FIELD OR ELIMINATE THE FORM.

4. FOR NAVY AND SECRETARIAT ACTIVITIES, SEND FORM REVIEWS TO THE DON FMO VIA THE CHAIN OF COMMAND. THE DON FMO SHALL REVIEW SECNAV/NAVSO/OPNAV FORMS AND SHALL CONSULT WITH THE DON PRIVACY ACT OFFICER.

5. FOR MARINE CORPS ACTIVITIES, SEND REPORTS TO USMC FMO VIA THE CHAIN OF COMMAND. THE HQMC FMO SHALL REVIEW USMC FORMS AND SHALL CONSULT

WITH THE HQMC PA OFFICER. THE HQMC FMO SHALL SEND A CONSOLIDATED USMC REPORT TO THE DON FMO. FOR ADDITIONAL GUIDANCE CONTACT CMC ARDE 703 614 1712, DSN 224 1712 OR E-MAIL SMB.HQMC.ARDE@USMC.MIL.

6. THE SSN REVIEW AND JUSTIFICATION USING SECNAV 5213/1 FOR ALL OFFICIAL FORMS MUST BE COMPLETED BY 1 OCTOBER 2010. THE DON FMO WILL COMPILE A REPORT OF SECNAV/NAVSO/OPNAV/CMC FORMS TO BE SUBMITTED TO THE DON CIO BY 01 NOVEMBER 2010. THE SSN REDUCTION PLAN FOR NEW FORMS USING THE ABOVE PROCESS WILL BE AN ANNUAL DON REQUIREMENT DUE BY 01 JULY OF EACH YEAR.

7. RELEASED BY ROBERT J. CAREY, DEPARTMENT OF THE NAVY CHIEF INFORMATION OFFICER.//