

DON CIO Message

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

Subject: Department of the Navy Social Security Number (SSN) Reduction Plan Phase Three

Originator: /C=US/O=U.S. GOVERNMENT/OU=DOD/OU=NAVY/OU=ORGANIZATIONS(UC)/L=DISTRICT OF COLUMBIA/L=WASHINGTON/OU=DON CIO WASHINGTON DC(UC)

DTG: 171625Z Feb 12

Precedence: ROUTINE

DAC: General

To: /C=US/O=U.S. GOVERNMENT/OU=DOD/OU=NAVY/OU=ORGANIZATIONS(UC)/L=DISTRICT OF COLUMBIA/L=WASHINGTON/OU=AAUSN OPTI WASHINGTON DC(UC)

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=NAVY/OU=ORGANIZATIONS(UC)/L=DISTRICT OF COLUMBIA/L=WASHINGTON/OU=ASSTSECNAV FM WASHINGTON DC(UC)

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=NAVY/OU=ORGANIZATIONS(UC)/L=DISTRICT OF COLUMBIA/L=WASHINGTON/OU=ASSTSECNAV IE WASHINGTON DC(UC)

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=NAVY/OU=ORGANIZATIONS(UC)/L=DISTRICT OF COLUMBIA/L=WASHINGTON/OU=ASSTSECNAV MRA WASHINGTON DC(UC)

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=NAVY/OU=ORGANIZATIONS(UC)/L=DISTRICT OF COLUMBIA/L=WASHINGTON/OU=ASSTSECNAV RDA WASHINGTON DC(UC)

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=NAVY/OU=ORGANIZATIONS(UC)/L=DISTRICT OF COLUMBIA/L=WASHINGTON/OU=BUMED WASHINGTON DC(UC)

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=B/OU=BUPERS MILLINGTON TN

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=NAVY/OU=ORGANIZATIONS(UC)/L=DISTRICT OF COLUMBIA/L=WASHINGTON/OU=CHINFO WASHINGTON DC(UC)

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=USMC/OU=ORGANIZATIONS/L=HQMC WASHINGTON DC/OU=CMC WASHINGTON DC(UC)/OU=CMC WASHINGTON DC C4(UC)

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=USMC/OU=ORGANIZATIONS/L=HQMC WASHINGTON DC/OU=CMC WASHINGTON DC(UC)

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=NAVY/OU=ORGANIZATIONS(UC)/L=DISTRICT OF COLUMBIA/L=WASHINGTON/OU=CNIC WASHINGTON DC(UC)

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=NAVY/OU=ORGANIZATIONS(UC)/L=DISTRICT OF COLUMBIA/L=WASHINGTON/OU=CNO WASHINGTON DC(UC)

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=CE-CS/OU=CNR ARLINGTON VA

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=CE-CS/OU=COMFLT CYBERCOM FT GEORGE G MEADE MD

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=CE-CS/OU=COMNAVAIRSYSCOM PATUXENT RIVER MD

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=CE-CS/OU=COMNAV CYBERFOR VIRGINIA BEACH VA

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=CE-CS/OU=COMNAV DIST WASHINGTON DC

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=CE-CS/OU=COMNAV FACENCOM WASHINGTON DC

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=CE-CS/OU=COMNAV LEGSVCCOM WASHINGTON DC

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=CE-CS/OU=COMNAV NETWARCOM VIRGINIA BEACH VA

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=CE-CS/OU=COMNAV RESFORCOM NORFOLK VA

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=CE-CS/OU=COMNAV SAFECEN NORFOLK VA

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=CE-CS/OU=COMNAV SEASYSYSCOM WASHINGTON DC

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=NAVY/OU=ORGANIZATIONS(MC)/L=CALIFORNIA/L=CORONADO/OU=COM NAVSPECWARCOM CORONADO CA(MC)

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=CE-CS/OU=COMNAV SUPSYSCOM MECHANICSBURG PA

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=CE-CS/OU=COMOPTEVFOR NORFOLK VA

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=CE-CS/OU=COMPACFLT PEARL HARBOR HI

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=CE-CS/OU=COMSPAWARSSYSCOM
SAN DIEGO CA

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=CE-CS/OU=COMUSNAVEUR NAPLES
IT

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=CE-CS/OU=COMUSNAVSO

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=CT-CZ/OU=CUSFFC N6 NORFOLK VA

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=NAVY/OU=ORGANIZATIONS(UC)/L=DISTRICT OF
COLUMBIA/L=WASHINGTON/OU=DON CIO WASHINGTON DC(UC)

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=N/OU=NAVAUDSVC WASHINGTON
DC

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=N/OU=NAVHISTHERITAGECOM
WASHINGTON DC

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=NAVY/OU=ORGANIZATIONS(UC)/L=DISTRICT OF
COLUMBIA/L=WASHINGTON/OU=NAVINGEN WASHINGTON DC(UC)

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=N/OU=NAVPGSCOL MONTEREY CA

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=N/OU=NAVWARCOL NEWPORT RI

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=N/OU=NAVY BAND WASHINGTON
DC

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=N/OU=NAVY JAG WASHINGTON DC

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=N/OU=NETC PENSACOLA FL

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=NAVY/OU=ORGANIZATIONS(UC)/L=DISTRICT OF
COLUMBIA/L=WASHINGTON/OU=OGC WASHINGTON DC(UC)

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=NAVY/OU=ORGANIZATIONS(UC)/L=DISTRICT OF
COLUMBIA/L=WASHINGTON/OU=OLA WASHINGTON DC(UC)

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=O-Q/OU=ONI WASHINGTON DC

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=O-Q/OU=PEO EIS WASHINGTON DC

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=O-Q/OU=PRESINSURV VIRGINIA
BEACH VA

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=U-Z/OU=USNA ANNAPOLIS MD

/C=US/O=U.S. GOVERNMENT/OU=DOD/OU=AUTODIN PLAS/OU=CE-CS/OU=COMSC WASHINGTON DC

UNCLASSIFIED/

UNCLASSIFIED/

MSGID/GENADMIN/DON CIO WASHINGTON DC//

SUBJ/DEPARTMENT OF THE NAVY SOCIAL SECURITY NUMBER (SSN) REDUCTION PLAN PHASE THREE//

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//

REF/H/MSG/DONCIO DTG: 192101ZJUL10//

NARR/REF A ANNOUNCED THE DEPARTMENT OF DEFENSE (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, AS AMENDED. REF G DELINEATES THE POLICY, AUTHORITIES, AND RESPONSIBILITIES OF THE DEPARTMENT OF THE NAVY PRIVACY PROGRAM. REFS 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). REF H IS THE DON CIO GENADMIN ANNOUNCING THE IMPLEMENTATION OF THE DON SSN REDUCTION PLAN FOR FORMS. //

POC/MR. STEVE MUCK/CIVPERS/DON PRIVACY LEAD/DON CIO/LOC: WASHINGTON DC/TEL: 703 695 1297/E-MAIL: STEVEN.MUCK@NAVY.MIL//

PASSING INSTRUCTIONS:

CNO: PLEASE PASS TO DNS/N1/N2/N6/N3/N5/N4/N8//

CMC: PLEASE PASS TO DCMS/ARSF/C4//

RMKS/1. THE SOCIAL SECURITY NUMBER (SSN) IS THE MOST COMMON ELEMENT REPORTED IN THE LOSS, THEFT OR COMPROMISE OF PERSONALLY IDENTIFIABLE INFORMATION (PII). IT IS ONE OF THE KEY ELEMENTS USED TO COMMIT IDENTITY THEFT AND FRAUD. THE DEPARTMENT OF THE NAVY (DON) CONTINUES TO IMPLEMENT GUIDANCE TO BETTER SAFEGUARD PII BY REDUCING OR ELIMINATING THE COLLECTION, USE, DISPLAY, AND MAINTENANCE OF THE SSN (REFS A THRU H APPLY). THE DON HAS IMPLEMENTED PHASES ONE AND TWO OF THE SSN REDUCTION PLAN AND IS NOW IMPLEMENTING

PHASE THREE. (FOR MORE INFORMATION REGARDING PHASES ONE AND TWO, GO TO WWW.DONCIO.NAVY.MIL/PRIVACY.) THIS DON-WIDE EFFORT REQUIRES SENIOR LEADERSHIP ATTENTION AND COOPERATION. IT ALSO REQUIRES COMPLIANCE FROM ALL SAILORS, MARINES, AND CIVILIANS AS WELL AS ALL CONTRACTORS OPERATING UNDER A DON CONTRACT.

2. ACTION: PHASE THREE CONSISTS OF THREE SIGNIFICANT ACTIONS: 1. COMMANDS ARE NOW AUTHORIZED TO USE THE ELECTRONIC DATA INTERCHANGE PERSONAL IDENTIFIER (EDIPI) REFERRED TO AS THE DEPARTMENT OF DEFENSE IDENTIFICATION (ID) NUMBER BUT MUST FOLLOW STRICT GUIDELINES FOR ITS USE. ALL DON BUSINESS PROCESSES MUST MEET ACCEPTABLE USE CRITERIA (CONTAINED IN ATTACHMENT 1 OF REF A) FOR CONTINUED SSN USE, ELIMINATE THE SSN, OR TRANSITION TO THE DOD ID NUMBER AS A SUBSTITUTE FOR THE SSN. 2. ALL LETTERS, MEMORANDA, SPREADSHEETS, HARD COPY LISTS, AND ELECTRONIC LISTS MUST MEET THE ACCEPTABLE USE CRITERIA IF THEY COLLECT THE SSN. 3. WHEN CHANGES TO A PROCESS RESULT IN THE ELIMINATION OF THE USE OF THE SSN, DON DIRECTIVES AND INSTRUCTIONS SHALL BE UPDATED TO REFLECT THOSE CHANGES.

A. DON BUSINESS PROCESSES SHALL SUBSTITUTE THE DOD ID NUMBER IN PLACE OF THE SSN WHEN RESOURCES ARE AVAILABLE AND/OR INTERFACING SYSTEMS IMPLEMENT THE USE OF THE DOD ID NUMBER. THE FOLLOWING GUIDELINES MUST BE STRICTLY ADHERED TO WHEN SUBSTITUTING THE DOD ID NUMBER FOR THE SSN.

1. THE DOD ID NUMBER SHALL ONLY BE USED FOR DOD BUSINESS PURPOSES. THIS MAY INCLUDE TRANSACTIONS THAT INCLUDE ENTITIES OUTSIDE THE DEPARTMENT, AS LONG AS INDIVIDUALS ARE ACTING ON BEHALF OF OR IN SUPPORT OF THE DOD.

2. FOR USE IN AUTHENTICATION TRANSACTIONS, AN INDIVIDUAL'S NAME AND/OR DOD ID NUMBER SHALL BE TREATED SIMPLY AS AN IDENTIFIER. SEPARATE AUTHENTICATION FACTORS MUST BE PROVIDED BEYOND THE INDIVIDUAL'S NAME AND/OR DOD ID NUMBER (E.G., PASSWORD, PIN, COMMON ACCESS CARD) IN ACCORDANCE WITH DOD AUTHENTICATION POLICIES.

3. PRESENCE OR KNOWLEDGE OF AN INDIVIDUAL'S DOD ID NUMBER ALONE SHALL BE CONSIDERED AS NO MORE SIGNIFICANT THAN PRESENCE OR KNOWLEDGE OF THAT INDIVIDUAL'S NAME. IT DOES NOT CONSTITUTE ANY LEVEL OF AUTHORITY TO ACT ON THAT INDIVIDUAL'S BEHALF.

4. THE DOD ID NUMBER, DOD BENEFITS NUMBER, OR ANY OTHER INTERNAL NUMBER ASSIGNED BY THE DON TO AN INDIVIDUAL -- BY ITSELF OR WITH THE ASSOCIATED NAME -- SHALL BE CONSIDERED INTERNAL GOVERNMENT OPERATIONS RELATED PII. LOSS, COMPROMISE OR THEFT OF THE DOD ID NUMBER IS LOW RISK WITH REGARD TO INDIVIDUAL HARM AND/OR IDENTITY FRAUD. NO PII BREACH REPORT SHALL BE INITIATED UNLESS OTHER PII ELEMENTS ARE PRESENT.

5. THE DOD ID NUMBER MAY NOT BE SHARED WITH OTHER FEDERAL AGENCIES UNLESS A MEMORANDUM OF UNDERSTANDING (MOU) IS AGREED UPON BY THE DOD AND THE RECIPIENT AGENCY. ALL MOUS FOR SHARING THE DOD ID NUMBER WILL BE SENT TO THE DON CIO FOR APPROVAL AND SUBMISSION TO DOD.

6. IF DOD SUBSTITUTES THE DOD ID NUMBER IN PLACE OF THE SSN, IT WILL NORMALLY REQUIRE SUBSTITUTION OF THE DOD ID NUMBER IN APPLICABLE DON FORMS AND/OR INTERFACING IT SYSTEMS IN THE FUTURE.

B. MEMORANDA, LETTERS, SPREADSHEETS, HARD COPY LISTS, ELECTRONIC LISTS AND SURVEYS THAT COLLECT, USE OR MAINTAIN THE SSN MUST MEET ACCEPTABLE USE CRITERIA AND ALL OTHER REQUIRED PRIVACY ACT CONSIDERATIONS. COMMANDS SHALL ENSURE THAT A REVIEW OF THESE COLLECTIONS IS CONDUCTED TO DETERMINE THAT THERE IS AN AUTHORITATIVE BASIS AND REQUIREMENT FOR CONTINUED SSN USE. IF NO AUTHORITY OR LEGAL REQUIREMENT EXISTS, THE COLLECTION AND USE OF THE SSN SHALL CEASE UNLESS AND UNTIL SUCH AUTHORITY IS OBTAINED. IN AUSTERE OR TACTICAL ENVIRONMENTS WHERE CONTINUITY OF OPERATIONS REQUIRES THE USE OF THE SSN IN MEMORANDA, LETTERS, SPREADSHEETS, HARD COPY LISTS, ELECTRONIC LISTS OR SURVEYS, APPROVAL BY LOCAL COMMANDERS CAN BE GRANTED. EFFECTIVE 01 OCT 15, ALL MEMORANDA, LETTERS, SPREADSHEETS, HARD COPY OR ELECTRONIC LISTS AND SURVEYS THAT COLLECT, USE OR MAINTAIN THE SSN SHALL BE ELIMINATED UNLESS JUSTIFICATION FOR CONTINUED USE OF THE SSN CAN BE VERIFIED. AFTER 01 OCT 15, POTENTIAL EXCEPTIONS SHALL UNDERGO A DOCUMENTED REVIEW AND JUSTIFICATION PROCESS SIMILAR TO THE REQUIREMENTS FOR OFFICIAL FORMS AND IT SYSTEMS. THIS FORMAL REVIEW PROCESS WILL BE PROVIDED AT A FUTURE DATE.

C. AS BUSINESS PROCESSES CHANGE TO ELIMINATE THE USE OF THE SSN, ALL APPLICABLE DON DIRECTIVES AND INSTRUCTIONS SHALL BE UPDATED. COMMAND LEADERSHIP MUST ENSURE THAT THESE CHANGES ARE MADE.

D. ADDITIONAL GUIDANCE.

1. THE USE OF THE SSN INCLUDES THE SSN IN ANY FORM, INCLUDING BUT NOT LIMITED TO: TRUNCATED, MASKED, PARTIALLY MASKED, ENCRYPTED OR DISGUISED SSNS. AFTER 01 OCT 12, A DISCLOSURE OF THE LAST FOUR NUMBERS OF THE SSN TO INDIVIDUALS WITHOUT A NEED TO KNOW WILL BE TREATED AS A PII BREACH INCIDENT THAT MAY RESULT IN WRITTEN NOTIFICATIONS TO AFFECTED PERSONNEL.

2. FOR NEW AND EXISTING FORMS AND IT SYSTEMS, ANY USE OF THE SSN THAT CANNOT BE JUSTIFIED THROUGH APPROPRIATE AUTHORITIES SHALL BE ELIMINATED. WHERE ELIMINATION IS NOT IMMEDIATE (WITHIN SIX MONTHS OF THE DATE OF THIS MESSAGE), AN SSN ELIMINATION PLAN SHALL BE SUBMITTED TO THE DON CIO PRIVACY OFFICE. A SAMPLE PLAN CAN BE FOUND AT: WWW.DONCIO.NAVY.MIL/PRIVACY.

3. EVEN IF THERE IS APPROPRIATE AUTHORITY TO COLLECT OR USE SSNS, SSNS SHALL NOT BE INCLUDED IN ANY DOCUMENT OR IT SYSTEM UNLESS ABSOLUTELY NECESSARY.

4. THE INCLUSION OF SSNS EVEN IN ENCRYPTED EMAILS SHALL BE SIGNIFICANTLY REDUCED WHEN THE DOD ID NUMBER OR OTHER IDENTIFIER BECOMES EXECUTABLE IN DON-WIDE BUSINESS PROCESSES.

5. IF THE SSN OR OTHER PERSONAL IDENTIFIER WILL BE USED TO RETRIEVE INFORMATION, A PRIVACY ACT SYSTEM OF RECORD NOTICE (SORN) MUST EXIST OR BE ESTABLISHED PRIOR TO ITS COLLECTION OR USE, PER REF F.

6. THE REQUIREMENT FOR THE USE OF THE SSN ESTABLISHED BY EXECUTIVE ORDER 9397, AS AMENDED, HAS BEEN ELIMINATED. E.O. 9397, AS AMENDED, IS NO LONGER SUFFICIENT BY ITSELF TO AUTHORIZE THE COLLECTION, MAINTENANCE, OR USE OF THE SSN IN DON SYSTEMS OR BUSINESS PROCESSES. ADDITIONAL LAW OR STATUTE SHALL BE CITED AUTHORIZING SSN USE.

7. ROSTERS. PII MUST BE LIMITED TO ONLY THE MINIMUM ELEMENTS REQUIRED TO FULFILL THE PURPOSE FOR WHICH IT IS INTENDED AND SHALL NEVER INCLUDE SSNS, E.G., RECALL ROSTERS SHOULD ONLY CONTAIN NAMES, ADDRESSES, AND TELEPHONE NUMBERS.

8. FAX MACHINES. THE USE OF FAX MACHINES TO SEND INFORMATION CONTAINING THE SSN AND OTHER PII BY DON PERSONNEL IS PROHIBITED EFFECTIVE 01 OCT 12. EXTERNAL CUSTOMERS SUCH AS SERVICE VETERANS, AIR FORCE AND ARMY PERSONNEL, DEPENDENTS AND RETIREES MAY CONTINUE TO FAX DOCUMENTS CONTAINING THE SSN TO DON ACTIVITIES BUT SHALL BE STRONGLY ENCOURAGED TO USE AN ALTERNATIVE MEANS. ALTERNATIVES TO THE USE OF FAX MACHINES INCLUDE UNITED STATES POSTAL SERVICE AND SCANNING. SCANNED DOCUMENTS SHALL BE TRANSMITTED USING A SECURE MEANS SUCH AS ENCRYPTED EMAILS, SAFE ACCESS FILE EXCHANGE (SAFE), ETC. DETAILS REGARDING THE USE OF SAFE CAN BE FOUND AT: DONCIO.NAVY.MIL/PRIVACY/SSN.

9. SCANNERS. THE USE OF NETWORK-ATTACHED MULTI-FUNCTION DEVICES (MFD) AND SCANNERS TO SCAN DOCUMENTS CONTAINING THE SSN AND OTHER PII IS RESTRICTED TO THE FOLLOWING LIMITATIONS AND PROHIBITIONS EFFECTIVE 01 OCT 12. THESE RESTRICTIONS DO NOT APPLY FOR A SCANNER/MFD THAT IS DIRECTLY CONNECTED TO THE USER'S WORKSTATION.

A. NETWORK-ATTACHED MFD AND SCANNER "SCAN TO EMAIL" FUNCTIONALITY MAY BE USED ONLY IF THE SENDER CAN VERIFY THAT THE INTENDED RECIPIENTS ARE AUTHORIZED TO ACCESS THE SCANNED FILE, AND THE MFD OR THE SCANNER ENCRYPTS THE EMAIL MESSAGE CONTAINING THE SCANNED FILE.

B. NETWORK-ATTACHED MFD AND SCANNER "SCAN TO FILE" OR "SCAN TO NETWORK SHARE" FUNCTIONALITY MAY BE USED ONLY IF THE SENDER CAN VERIFY THAT ALL USERS ARE AUTHORIZED TO HAVE ACCESS TO THE SCANNED FILE OR NETWORK SHARE LOCATION.

3. IMPLEMENTATION AND COMPLIANCE. TO ENSURE COMPLIANCE, IMPLEMENTATION OF THE DON SSN REDUCTION PLAN IS SUBJECT TO INSPECTION AND AUDIT BY THE NAVAL INSPECTOR GENERAL, DEPUTY NAVAL INSPECTOR GENERAL FOR MARINE CORPS MATTERS/INSPECTOR GENERAL OF THE MARINE CORPS, OR NAVAL AUDIT SERVICE AS APPROPRIATE, AND MAY BE INCORPORATED INTO COMMAND INSPECTION PROGRAMS.

4. RELEASED BY TERRY A. HALVORSEN, DEPARTMENT OF THE NAVY CHIEF INFORMATION OFFICER.//