

SAMPLE PLAN TO ELIMINATE USE OF THE SSN

- a. Any use of the SSN that cannot be justified through appropriate authorities must be eliminated.
- b. Elimination of the use of SSN shall be completed consistent with the existing life cycle to reduce impact on operations and decrease overall cost.
- c. The plan to eliminate the use of the SSN shall include:
 - (1) Alternative identifier that will be used to replace the function for which SSNs have been used.
 - (2) Associated forms and systems that will be affected by elimination of SSN.
 - (3) Mitigation strategy to reduce or eliminate affects of removal of SSN in conjunction with associated forms or systems.
 - (4) Timeline, with milestones, for removal of the SSN.
 - (5) Where elimination is not to occur immediately, include interim measures to provide additional protection of SSN.
 - (6) Where elimination is dependent on changes to other systems and/or forms, include efforts made to work with owners of those systems and/or forms to collaborate and eliminate the use of SSNs.
- d. An example of an Elimination Plan is given below.

Sample SSN Elimination Plan

System/Form Name: _____

System of Records Notice Number: _____

System/Form Owner: _____

Inputs that use, provide, or are identified by SSN:

Forms: DD Form XXX – For each form the plan shall include the purpose of the SSN serves as well as potential alternatives. Some level of detail regarding the owner of the form and any pertinent details regarding the form owner’s plan to eliminate the use of the SSN.

Systems: XXX System – For each system that provides an input to the system or is responsible for generating the form, the plan shall discuss the purpose served by the SSN and any potential alternatives. Some level of detail shall be included regarding the system owner and any important details regarding their plan to eliminate the use of the SSN.

Outputs that include or are identified by SSN:

Forms: DD Form XXX – For each form the plan shall include the purpose the SSN serves as well as potential alternatives. Some level of detail regarding the owner of the form and any pertinent details regarding the form owner’s plan to eliminate the use of the SSN.

System: XXX System – For each system that provides an input to the system or is responsible for generating the form, the plan shall discuss the purpose served by the SSN and any potential alternatives. Some level of detail shall be included regarding the system owner and any important details regarding their plan to eliminate the use of the SSN.

Elimination Strategy and Timeline:

The strategy shall include specific steps that must be accomplished to eliminate the use of the SSN with dates by which these steps will be accomplished. Be sure to include all appropriate references to dependencies such as other form or systems, availability of resources (manpower, funding, etc) and dates by which these milestones will be completed.

While it is clear that there may be significant constraints on making these changes, it is not acceptable to avoid activity through mutual dependencies.

Interim Strategy and Timeline:

Where elimination of the SSN cannot be achieved quickly or directly, interim steps shall be taken to provide better protection for SSNs. This may include masking or truncation, changes to displays or reports, or any other steps which can be shown to provide improvements to protection.