



DOD SOCIAL SECURITY NUMBER REDUCTION PLAN

Privacy Act ♦ November 2009

TMA Privacy Office Guidance

Records Management ♦ FOIA ♦ DUAs ♦ HIPAA Compliance ♦ Privacy Act/System of Records ♦ PIAs

Purpose

Due to the overuse of Social Security Numbers (SSNs), the threat of identity theft is increasingly common. Therefore, all Federal agencies must evaluate the use of SSNs as an identifier. To facilitate, the Office of the Under Secretary of Defense released Directive-Type Memorandum (DTM) 07-15-USD (P&R), “DoD Social Security Number (SSN) Reduction Plan,” March, 28 2008. This plan lays the foundation for the reduction or elimination of SSN use wherever applicable.

This paper provides a brief overview of the DTM 07-15-USD (P&R) and provides guidance that promotes clear and consistent decision-making in review of current SSN use. The DTM is currently being converted into a DoD Instruction which will provide additional guidance.

Guidance

The DTM consists of three sections that provide the tools necessary to review the use of SSNs for DoD agencies. The following chart provides information that can be found within each section:

Section	Description
Attachment 1	This section provides the appropriate uses for SSN utilization, alternatives to SSN use, and the role training plays in protecting Personally Identifiable Information (PII).
Attachment 2	This section is referred to as the SSN Reduction Plan. It focuses on SSN use in DoD systems and forms. Additionally, it provides the proper steps for SSN review, justification, and reporting.
Attachment 3	This section provides definitions that apply to the DTM.

When reviewing and implementing the SSN Reduction Plan it is important to note the following:

- The Component Forms Management Officer shall review DoD Component forms that utilize SSNs.



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- The DoD Forms Management Officer shall review DoD and OSD forms that utilize SSNs.
- The Defense Privacy Office is responsible for the final review of SSN usage for systems.
- The plan does not call for the complete elimination of SSN use. Such determinations are subject to applicability.

According to the DTM, the following are acceptable uses of SSNs:

- Geneva Conventions Serial Number
- Law Enforcement, National Security, Credentialing
- Interactions with Financial Institutions
- Confirmation of Employment Eligibility
- Administration of Federal Worker's Compensation
- Federal Taxpayer Identification Number
- Computer Matching
- Foreign Travel
- Noncombatant Evacuation Operations
- Legacy System Interface
- Other

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TMA Privacy Office 5111 Leesburg Pike, Suite 810 Falls Church, VA 22041



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References

DTM 07-15-USD (P&R), “DoD Social Security Number (SSN) Reduction Plan,” March, 28 2008

<http://www.dtic.mil/whs/directives/corres/pdf/pr080328ssn.pdf>

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