

04/12/2013

MEMORANDUM FOR:
SAF/A6PCF

FROM:
AFROTC/RRU
551 E. Maxwell Blvd
Maxwell AFB AL 36112

SUBJECT: Justification for the Use of the Social Security Number (SSN)

1. The system of records is FO36 AETC X, College Scholarship Program (CSP) and used by AFROTC scholarship program office and AFROTC detachments for processing and awarding of HSSP scholarships; counseling applicants concerning application difficulties and problems; investigatory material compiled to determine suitability, eligibility and selection for a scholarship, and the recruiting of applicants into the AFROTC program.
2. The SSN is required at the time of application to ensure proper identification of applicants. There are times applicants have the same names therefore the SSN is required to ensure proper identification.
3. The System of Records Notice (SORN) is F036, AETC X, CSP access to the system can be obtain by requesting release via SORN address listed. The reader can requested access via the PA or FOIA office referencing the SORN or OMB Control Number 0701-0101.
4. After initial screening of applications the applicant is assigned an employee identification number within HSSP database and the SSN is no longer required. Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties that are properly screened and cleared for need-to-know. Records are stored in locked rooms and cabinets. Those in computer storage devices are protected by computer system software. All information is sent out through the U.S. Postal Service. All records are destroyed after 1 year or when longer needed whichever is sooner, and paper copies are destroyed by tearing, shredding, pulping or burning. Computer records are destroyed by erasing, deleting or overwriting.



JACK E. SANDERS, Civ, DAF
Chief, College Scholarship Program