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MAY 1 2013

TRICARE
MANAGEMENT
ACTIVITY

MEMORANDUM FOR RECORD

SUBJECT: Justification for the Use of the Social Security Number (SSN) for TRICARE Plus Enrollment Application (DD Form 2853) and TRICARE Plus Disenrollment Request (DD Form 2854)

This memorandum is written to satisfy the requirements established in the Department of Defense (DoD) Instruction 1000.30, Reduction of Social Security Number (SSN) Use Within DoD, effective August 1, 2012, (DoDI 1000.30) which requires justification whenever DoD collects and uses an SSN. It pertains to proposed revisions to the TRICARE Plus Enrollment Application, DD Form 2853, 20121024 DRAFT (DD Form 2853), included as Attachment A. The current DD Form 2853 is included as Attachment B. It also pertains to proposed revisions to the TRICARE Plus Disenrollment Request, DD Form 2854, 20121024 DRAFT (DD Form 2854), included as Attachment C. The current DD Form 2854 is included as Attachment D.

The system of records notice applicable to the personally identifiable information (PII) collected by DD Form 2853 and DD Form 2854 is DHA 07, Military Health Information System (March 30, 2006, 71 FR 16127). DHA 07 is included as Attachment E. The collection of information by DD Form 2853 and DD Form 2854 is subject to the Office of Management and Budget (OMB) approval under the requirements of the Paperwork Reduction Act. However, the Notice of OMB Action, included as Attachment F, is expired and references DD Form 2852 instead of DD Form 2853.

DD Form 2853 is used by individuals to apply for TRICARE Plus and DD Form 2854 is used by individuals to request disenrollment from TRICARE Plus. TRICARE Plus is a program offered by some military treatment facilities (MTFs) to those already eligible for TRICARE Standard, TRICARE Extra, TRICARE Standard Overseas, or TRICARE for Life. Dependent parents and parents-in-law are also eligible for TRICARE Plus. Enrollees are assigned a primary care provider stationed at a MTF and are expected to utilize that provider for all non-emergency primary care.

Some of the information collected by DD Form 2853 and DD Form 2854 may be used by TRICARE Managed Care Support Contractors (MCSCs) to update the Defense Enrollment Eligibility Recording System (DEERS). The system of records notice applicable to the PII collected into DEERS is DMDC 02 DoD, Defense Enrollment Eligibility Reporting Systems (DEERS) (November 21, 2012, 77 FR 69807). DMDC 02 DoD is included as Attachment G. DEERS was designed to use the SSN as the primary identifier of an individual and usage of that SSN is still required in some situations.

In accordance with DoDI 1000.30, continued use of SSNs by DD Form 2853 and DD Form 2854 must be justified by one or more of the Acceptable Use Cases set forth in Enclosure 2. The Acceptable Use Case applicable to these forms is Paragraph 2.c.(11), Legacy System Interface. The continued use of the SSN may be acceptable for a specific period of time, provided that formalized, written plans are in place for migration away from the SSN in the future.

TRICARE Management Activity (TMA) has an SSN Reduction Plan for its Purchased Care Operations which is in-line and consistent with DMDC's Plan to Remove SSNs from DoD Identification (ID) Cards (copy included as Attachment H). In January 2011, TMA stopped issuing DoD ID Cards which display the SSN. Instead, TMA began issuing DoD ID Cards which display the DoD beneficiary's DoD Benefits Number (DBN) and DoD ID Number. These two identifiers are not generally known or available to DoD beneficiaries until displayed on their DoD ID Cards. Since most DoD beneficiaries replace their DoD ID Cards every three to four years, the process of replacing DoD ID Cards which display a SSNs with those which display a DBN and DoD ID Number should be substantially completed in 2014. As such, a substantial portion of DoD Beneficiaries should be cognizant of these numbers and where to find them in 2014. The one group expected to replace their DoD ID Cards less frequently is retired beneficiaries.

TRICARE MCSCs, whose systems and interfaces are part of TMA's purchased care operations, were notified in fall 2010 to prepare a workaround process to query DEERS eligibility using the DBN. A modification to the TRICARE Systems Manual (TSM) was published June 4, 2012, requiring MCSCs to modify their systems to include free-standing DBN and DoD ID Number data fields in addition to data fields for the SSN. The Publications System Change Transmittal is included as Attachment I. The Contracting Officer directed the contractors to implement this change within 60 days of the TSM publication date. Activities were finalized within that time frame and the systems are now fully functional.

Although TRICARE MCSCs and DEERS can accept the DBN and DoD ID Number as an identifier in addition to the SSN, the SSN needs to be collected by DD Form 2853 and DD Form 2854 in lieu of the DBN or DoD ID Number until all DoD beneficiaries are cognizant of those numbers and where to find theirs. When the required renewal for the DD Form 2853 and DD Form 2854 occurs again, more DoD beneficiaries submitting these forms should know about the DBN and DoD ID Number and where to find their numbers.

If there are any questions, my point of contact is Ms. Shane Pham, (703) 681-8666, shane.pham@tma.osd.mil.



Mr. Michael W. O'Bar
Deputy Chief
TRICARE Policy & Operations

Attachments:

Attachment A: TRICARE Plus Enrollment Application, DD Form 2853, 20121024 DRAFT

Attachment B: TRICARE Plus Enrollment Application, DD Form 2853, November 2010

Attachment C: TRICARE Plus Disenrollment Request, DD Form 2854, 20121024 DRAFT

Attachment D: TRICARE Plus Disenrollment Request, DD Form 2854, November 2010

Attachment E: DHA 07, Military Health Information System (March 30, 2006, 71 FR 16127)

Attachment F: Notice of Office of Management and Budget Action for DD Form 2853 and DD Form 2852

Attachment G: DMDC 02 DoD, Defense Enrollment Eligibility Reporting Systems (DEERS) (November 21, 2012, 77 FR 69807)

Attachment H: TMA's SSN Reduction Plan for its Purchased Care Operations

Attachment I: Publications System Change Transmittal for Tricare Systems Manual (TSM), February 2008, Change 39, 7950.2-M, June 4, 2012