



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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AUG 16 2011

MEMORANDUM FOR RECORD

SUBJECT: Social Security Number Justification for Employee Activity Guide for Labor Entry (EAGLE)

BLUF: Directive-Type Memorandum (DTM) 2007-015-USD(P&R) – “Department of Defense (DOD) Social Security Number (SSN) Reduction Plan” (*Incorporating Change 1, November 29, 2010*) requires the “systems senior official (flag officer or SES equivalent)” to sign off on a memorandum justifying the continued use of SSNs in a DOD system. This memorandum serves to justify the continuing need for EAGLE to collect and maintain SSNs.

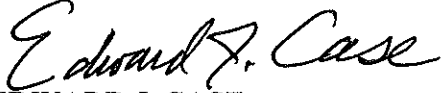
BACKGROUND: The aforementioned DTM lists 11 “acceptable” uses for SSNs. Acceptable use for EAGLE is as follows:

“Interactions with Financial Institutions. Federal law requires that individuals who hold accounts with financial institutions must provide the SSN as part of the process to open accounts. It may therefore be required for systems, processes, or forms that interface with or act on behalf of individuals or organizations in transactions with financial institutions to provide the SSN.”

EAGLE provides time and attendance recording for DLA personnel, and tracks time against workload, projects, and accounting data. Civilian employee personally identifiable information (PII) maintained includes: name; SSN; userID; and leave balances. Military employee and contractor PII maintained includes name and userID.

The Privacy Act System of Records Notices for EAGLE are S340.10, “DLA Civilian Time and Attendance, Project and Workload Records (December 2, 2009, 74 FR 63128)” and S900.50, “Labor Hours, Project and Workload Records (March 4, 2011, 76 FR 12076).” The EAGLE Privacy Impact Assessment is posted at the following DLA Web address: <http://www.dla.mil/InformationOperations/Pages/PIA.aspx>. My signature below constitutes approval and justification for continued use and storage of the SSN in EAGLE.

My point of contact is Mr. Leonard Requa, DLA Information Operations, IT Business, Licensing, and Performance Management, at (703) 767-4975, DSN 427-4975, or leonard.requa@dla.mil.


EDWARD J. CASE
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