



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE PERSONNEL CENTER
JOINT BASE SAN ANTONIO-RANDOLPH TEXAS

18 March 2014

MEMORANDUM FOR SAF/A6PPF
ATTN: AIR FORCE PRIVACY OFFICE

FROM: AFPC/CA
550 C Street West
JBSA-Randolph TX 78150

SUBJECT: Justification for the Use of the Social Security Number (SSN) – Air Force Family Integrated Results & Statistical Tracking (AFFIRST) System

1. Request approval to continue the use of SSN in the AFFIRST system, DITPR ID: 9051. Per AFI 36-3009, Para 3.13.1 & 3.13.1.1, AFFIRST is a web-based, data gathering, service delivery system that provides timely information about daily activities, outcome-based results (readiness and retention), and return on investment of Airman and Family Readiness Center (A&FRC) services throughout the Air Force. The system is used by all A&FRC staffs, Major Commands, Air Force Personnel Center, and Air Staff counterparts. User accounts and Common Access Card login are required. AFFIRST is used to capture the congressionally mandated Transition Assistance Program (TAP) service delivery information and electronically transmits data required for the quarterly Office of the Secretary of Defense (OSD) TAP report to the Defense Manpower Data Center (DMDC) located in Monterey, CA. Additionally, as of February 2014, A&FRC staff will be responsible for documenting the Air Force Families Forever (AFFF) program service delivery/outreach information in AFFIRST. The AFFF program ensures family members of deceased Airmen are provided with immediate and long-term bereavement care, service and support.
2. AFFIRST has an approved System of Records Notice, (SORN: F036 AF DP A), and approved (SAF/A6PPF) Privacy Impact Statement which states that SSNs are used to ensure customer records are accurately distinguished from one another. This is of particular concern when transmitting OSD mandated TAP Preseparation counseling data to DMDC. The DD Form 2648/-1, Pre-separation Counseling Checklist, currently requires the member's SSN, which is then used as the member's identifying (relational) field with the DMDC Transition database to ensure that the transmitted data matches member's record in the TAP database fields at DMDC.
3. When OSD eliminates the requirement for the SSN on the DD Form 2648/-1, AFFIRST will transition to using the DOD ID for the purposes of uniquely identifying customer records and transmitting data to DMDC, as required. A DOD ID field has already been added to the AFFIRST customer record in preparation for this transition.
4. The AFFIRST system has an approved Authority to Operate and utilizes current safeguarding and security techniques to protect information, in accordance with the Privacy Act of 1974.

A handwritten signature in cursive script that reads "Debra A. Warner".

DEBRA A. WARNER, SES
Executive Director