



**DEPARTMENT OF THE ARMY**  
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY  
U.S. ARMY HEADQUARTERS SERVICES  
9301 CHAPEK ROAD  
FORT BELVOIR VA 22060-5527

3 DEC 2014

AAHS-ZA

MEMORANDUM FOR DEFENSE PRIVACY AND CIVIL LIBERTIES OFFICE

SUBJECT: Justification for Use of Social Security Number (SSN) in the Visa Passport Automated System (VPAS) and the DD Form 1056, "Authorization to Apply for a No-Fee Passport and/or Request for Visa"

1. References:

- a. Department of Defense (DoD) Instruction 1000.30, "Reduction of Social Security Number (SSN) Use Within DoD" 1 AUG 12.
- b. Office of the Administrative Assistant to the Secretary of the Army (OAA) Memorandum: Review Information Technology Systems to Reduce the Use of Social Security Numbers, 29 SEP 11.
- c. "Executive Order (EO) 9397 (SSN) as amended" or "EO 13478"
- d. Internal Revenue Code, Section 6039E (26 U.S.C. 6039E), "Information Concerning Resident Status"

2. The Visa Passport Automated System (VPAS) is the proprietary system of the OAA, Logistics Services Washington, Travel Services Division. The purpose of this system is to track and provide real time status on the processing of no-fee passport and visa applications for all military and civilian personnel and eligible dependent family members.

3. In accordance with 26 U.S.C. 6039E, passport applicants are required to provide their SSN, if they have one, when applying or renewing a U.S. passport. The Department of State (DoS) must provide the applicant's SSN and foreign residence information to the Department of the Treasury. Failure to provide the information may result in a \$500 penalty enforced by the IRS. Moreover, the SSN is used in connection with debt collection and checked against lists of persons ineligible or potentially ineligible to receive a U.S. passport. The failure to provide a SSN may result in significant delays in the processing of a passport application.

4. The use of SSNs within VPAS is an operational necessity for the following reason: The SSN is used as an effective and efficient means to create, identify, authenticate, and verify individual active and inactive passport and visa applications for all DoD personnel and eligible dependent family members. The SSN is the primary permanent

AAHS-ZA

SUBJECT: Justification for Use of Social Security Number (SSN) in the Visa Passport Automated System (VPAS) and the DD Form 1056, "Authorization to Apply for a No-Fee Passport and/or Request for Visa"

identifier and critical link for checking and matching all aspects of passport and visa applications with the Department of State. Per established process with DoS, the Passport and Visa Office is authorized to conduct searches in the Consular Consolidated Database (CCD), in order to provide DoD personnel world-wide with the status of their no-fee passport applications. This system utilizes the SSN as a unique identifier for pending passport requests.

5. The Application and Database are hosted in a server farm that provides enterprise network services for Headquarters Department of the Army, called the Headquarters Enterprise Network (HEN). The HEN accreditation process includes provisions for physical and information security to guarantee compliance with Army and appropriate security regulations, with final accreditation authority from the Army Chief Information Officer (CIO)/G-6. Records are kept in a secure and controlled area, and accessible only to authorized personnel. Access to the system is Common Access Card (CAC) protected, and access is restricted to authorized personnel. The application is scanned for vulnerabilities by the Army/OAA/Information Technology Agency (ITA) Enterprise Information & Mission Assurance Organization and approved for operations after they are assessed to be safe and secure. The applications log of the system provides user IDs for various user transactions. This information is maintained in the database, and available to authorized System Administrators. The database is backed up on a daily basis.

6. A new Privacy Act Systems of Records Notice (SORN) has been written and is attached. The SORN is: A0 1000.21, DoD OAA, entitled "Visa Passport Automated System (VPAS)."

7. A new Privacy Impact Assessment will be forwarded to the CIO/G-6.

8. A Paper Reduction Act (PRA) submission is pending approval by the Office of Management and Budget.

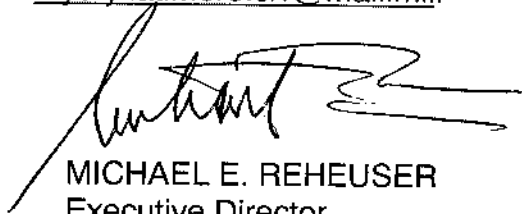
AAHS-ZA

SUBJECT: Justification for Use of Social Security Number (SSN) in the Visa Passport Automated System (VPAS) and the DD Form 1056, "Authorization to Apply for a No-Fee Passport and/or Request for Visa"

9. No SSN elimination plan is provided, as the Department of State has no plan for moving away from the use of the SSN to locate and track passport and visa records and to determine entitlement to a U.S. passport. An acceptable use for the collection of the SSN has been identified.

10. The point of contact for this memorandum is Dr. Toyé Latimore, Director, Logistics Services Washington at 703-614-3767 or [toye.y.latimore.civ@mail.mil](mailto:toye.y.latimore.civ@mail.mil).

Encl



MICHAEL E. REHEUSER  
Executive Director