



OFFICE OF THE SUPERINTENDENT  
UNITED STATES MILITARY ACADEMY  
WEST POINT, NEW YORK 10996-5000

AUG 12 2016

MASP

MEMORANDUM FOR RECORD

SUBJECT: Justification for the Use of the Social Security Number for Academy Management System (AMS), DITPR #2628

1. References

a. Directive-Type Memorandum (DTM) 2007-015-USD (P&R) – “DoD Social Security Number (SSN) Reduction Plan” dated 28 March 2008, with Incorporating Change 2 dated 8 August 2011.

b. United States Military Academy (USMA) Academy Management System (AMS) Department of the Army Privacy Impact Assessment (PIA), Version 1.0 dated 18 August 2012

c. Requirements for a License as a Professional Engineer, New York State Education Law, Title 8, Article 145, Section 7206 effective 15 July 2011

d. Regulations of the Commissioner (New York State), Part 68, Engineering and Land Surveying effective 15 July 2011

2. The United State Military Academy utilizes the Academy Management System (AMS) to control and document every aspect of cadet information. AMS was developed as a custom software solution and is maintained by the Information and Educational Technology Division’s (IETD) Software Engineering Branch (SEB). The System is a collection of approximately 250 modules that are used to manage cadet recruitment, development, and academic operations.

a. The Academy Management System (AMS) stores SSN’s for use in several processes IAW with DTM 2007-015-USD (P&R), Attachment 1. The following business functions are addressed as acceptable uses for SSNs within AMS:

(1) Law Enforcement, National Security, Credentialing. This includes, but is not limited to, checks of the National Crime Information Center; state criminal histories; and Federal Bureau of Investigation records checks.

(2) Security Clearance Investigation or Verification. The initiation, conduct, or verification of security clearances requires the use of the SSN. The SSN is the single identifier that links together all aspects of these investigations.

SUBJECT: Justification for the Use of the Social Security Number for Academy Management System (AMS), DITPR #2628

(3) Interactions with Financial Institutions. Systems, processes, or forms that interface with or act on behalf of individuals or organizations in transactions with financial institutions requires the SSN of those individuals. The Defense Finance and Accounting Service (DFAS) requires an individual's SSN for various financial and pay actions.

(4) Federal Taxpayer Identification Number. The application of Federal and State income tax programs rely on the use of the SSN. As such, systems that have any function that pertains to the collection, payment, or recording keeping of this use must contain the SSN. DFAS requires an individual's SSN for various benefit actions.

(5) Computer Matching. Many business processes exist that support current or past student records.

(a) Systems, processes, or forms that interact with other Government agencies may require the continued use of the SSN as a primary identifier. USMA uses an individual's SSN for personnel to obtain graduate records for all classes prior to the creation of a non-SSN based student number in 2009.

(b) Use of the last four digits of the SSN, along with full name, is also used to verify transcripts for degree verification or records identification.

(c) If a graduate or non-graduate has the same name, the SSN is used to determine which record is the correct one that needs to be accessed.

(d) During the application process, the candidate SSN is used to initiate and validate candidate status.

b. Foreign Travel. DoD personnel are often required to travel beyond the borders of the United States and many members often require official clearance prior to travel. Currently, the SSN is used as the identifier for these purposes. This applies to all cadets that are studying abroad and/or cadets, faculty, and staff that are traveling abroad for any Academy missions.

c. Other Cases. Other cases that support required business functions include:

(1) 10 U.S.C. 3013 and 4334, and E.O. 9397 (SSN). In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3).

(2) New York State Fundamental of Engineering examination packet for the New York State Certification of Engineering degree.

MASP

AUG 12 2016

SUBJECT: Justification for the Use of the Social Security Number for Academy Management System (AMS), DITPR #2628

3. Point of Contact for this action is LTC Edward Teague, West Point CIO and Associate Dean, IETD, [edward.teague@usma.edu](mailto:edward.teague@usma.edu), Ph: (845) 938-5569, DSN: 688-5569.

Encl



ROBERT L. CASLEN, JR.  
Lieutenant General, US Army  
Superintendent