

### SSN REDUCTION REVIEW

DATE COMPLETED: 04 May 2016

Submission for (Check one):  FORM  IT SYSTEM

Form Number: NAVMC 10469

Requiring Document: MCO 1130.76C

Form Revision Date: May 2016

#### SECTION 1

**TO BE COMPLETED BY FORM ORIGINATOR/SPONSOR. Forms that collect and retrieve by SSN/PII must be covered by a System of Record Notice (SORN), be call for within a requiring document, and have Privacy Act Officer approval for Privacy Act Statements. Return completed packages that contain the SSN Reduction Review Form, Justification, and if need the DD 67 and the SSN Elimination Plan to the cognizant forms manager. If SECNAV/OPNAV/NAVSO send to DON Forms Manager OPNAV.DONFORMS.DNS51@navy.mil, If NAVMC forms send to the USMC Forms Manager, SMB.HQMC.ARDE@USMC.MIL**

1. Is the form covered by a System of Record Notice (SORN)?  YES  NO
  - a. If yes, what is the SORN number? M01133-3
  - b. If no, contact the Privacy Act Officer for instructions.
2. Does the form contain a Privacy Act Statement (PAS)?  YES  NO
  - a. If yes, has the PAS been approved by a Privacy Act Officer?  YES  NO
  - b. If no, contact the Privacy Act Officer for instructions.
3. Is the SSN Field needed?  YES  NO
  - a. If no, complete DD67 to request revision of the form.
4. Is this form electronic?  YES  NO
  - a. If yes, is the SSN field masked or truncated?  YES  NO
  - b. If no, could it be?  YES  NO
5. Is this form part of an IT system?  YES  NO
  - a. If yes, what is the IT System name and DITPR DON ID? DITPR DON ID 4665 (MCRISS)
  - b. If yes, does the IT System mask or truncate the display of the SSN on the form?  YES  NO
  - c. If no, Could it be?  YES  NO
6. Is Justification Memorandum for the Record attached?  YES  NO
7. Could an alternative to the SSN be used?  YES  NO

#### CONTACT INFORMATION - IT System Owner or Form Originator/Sponsor

Name, Code, Mailing Address <u>Mark P. Jovich, G-3, Marine Corps Recruiting Command</u>	Office Telephone Number: <u>(703) 432-9649</u>
	E-mail Address <u>mark.jovich@marines.usmc.mil</u>

#### SECTION 2 TO BE COMPLETED BY PRIVACY ACT OFFICER

**To verify information given in Section 1 is accurate, is in compliance with Privacy Act Regulations, and meets requirements of the SSN Reduction Plan.**

1. Is Privacy Act Statement (PAS) correct?  YES  NO
2. If there is not a PAS, is one needed?  YES  NO
3. If a PAS needed, what is the correct PAS? (Originator/owner of form/IT system will work with the Privacy Act Officer to draft a PAS if needed) (Field will expand to fit typed data)
4. Is the System of Records Notice (SORN) number cited in Section 1 correct?  YES  NO
5. Does a SORN need to be initiated?  YES  NO  
*(Determination of need for SORN will be worked between the originator/owner of form/IT system and Command Privacy Act Office)*
6. Is use of SSN Justification Form complete and approved?  YES  NO

<input checked="" type="checkbox"/> APPROVED	<u>Deborah Contaoi</u>	<u>VANNEWKIRK.1176225200</u>	<u>13 May 2016</u>
<input type="checkbox"/> DISAPPROVED	Privacy Act Officer Printed Name	Privacy Act Officer Signature	Date

#### SECTION 3 - COMMAND FORMS MANAGER

<input type="checkbox"/> APPROVED	<u>Elena D. Drayer</u>	<u>DRAYER.ELENA.DALE.1289580812</u>	<u>16 May 2016</u>
<input type="checkbox"/> DISAPPROVED	Forms Manager Printed Name	Forms Manager Approval Signature	Date:

**NOTES:**

- (1) If Disapproved, sponsor/originator will need to provide a plan to include milestones and timeline of the elimination of the SSN usage.
- (2) SSN Reduction Packages for forms will be kept by the cognizant form manager in the forms's history/case file.
- (3) SSN Reduction Packages for IT Systems will be kept by the cognizant CIO office.

04 May 2016

Date

## MEMORANDUM FOR THE RECORD

Subj: JUSTIFICATON FOR THE USE OF THE SOCIAL SECURITY NUMBER (SSN)

NAVMC 10469

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*(Form number and name or IT system name and DITPR DON ID number)*

This form is required to determine a student's eligibility for admission or retention in the United States Marine Corps Commissioning Programs. The social security number is used as a unique identifier for the universities or colleges to identify students when verifying their education status. It is requested that the social security number be used on the form in order to accurately identify students. Using the social security number will ensure the correctness of the form.

JENNINGS CHARLES DELSHAW Digitally signed by JENNINGS CHARLES DELSHAW N.1125412510  
DN: cn=US, o=U.S. Government, ou=DoD, ou=FKL, ou=USMC,  
c=US, email=jcd@usmc.mil  
N.1125412510 Date: 2016.05.10 10:54:31 -0400

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*Signature (Flag, SES, or by direction)*

LtCol, USMC, AC/S G-1, By Direction

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Title and Code

Marine Corps Recruiting

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Command