



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON, DC

1 February 2016

MEMORANDUM FOR SAF/AA

FROM: AF/JAA

SUBJECT: Justification for the Use of Social Security Numbers

1. This memorandum is prepared justifying the use of Social Security Numbers (SSNs) on the Judge Advocate Functional Server (JAFS). The JAFS system encompasses the Air Force Judge Advocate General's Corps (AFTJAGC) information technology system and its associated applications. There are several specific programs within JAFS that collect SSNs: Automated Military Justice Administration Management System (AMJAMS), Area Defense Electronic Reporting (ADER), Roster, Attorney Bar License Reimbursement System (ABLRS), Student Loan Repayment Program (SLRP), Armed Forces Claims Information Management System (AFCIMS), Web-based Legal Information On-line System (WebLIONS), Web-based Administrative Separation Program (WASP), Web-based Magistrate Court System (WebMag), Military Judges Conference Registration System, Course Nomination System (CNS), Witness Funding Management System (WFMS), JAG Corps Accessions, and the Continuation Pay Management System (CPMS).

2. The following programs require the use of SSNs and the justification for doing so is referenced in DoDI 1000.30, *Reduction of Social Security Number (SSN) Use Within DoD*, Enclosure 2. At this time, all SSNs on JAFS are encrypted using 128-bit encryption.

a. AMJAMS (Computer Matching and Law Enforcement). This program is the central management program for all Air Force military justice actions, including non-judicial punishment under Article 15, Uniform Code of Military Justice (UCMJ) actions, and courts-martial. It interfaces with the Air Force Personnel Center's (AFPC) data and also with Air Force Office of Special Investigation's (AFOSI) computer systems, both of which rely on SSNs to accurately identify individuals. All SSNs are encrypted and not readily available for viewing on screen by the users.

b. ADER (Computer Matching and Law Enforcement). ADER is the defense counsel counterpart to AMJAMS. As a law enforcement product, it uses SSNs to interface with AMJAMS and AFPC to accurately identify clients facing disciplinary actions. All SSNs are encrypted and not readily available for viewing on screen by the users.

c. Roster (Computer Matching). Roster is an internal AFTJAGC personnel management system that is used by The Judge Advocate General to fulfill his duties under 10 U.S.C. § 806. The program interfaces with AFPC data using SSNs as the primary identifier between the two systems. Any SSNs are not displayed to the user of the program, but are accessible by those individuals who need access for personnel actions.

d. The Attorney Bar License Reimbursement System (Computer Matching, Interaction with Financial Institution, and Federal Taxpayer Identification Number). ABLRS relies on SSNs from Roster to pass required payee information to the Defense Finance and Accounting Service (DFAS) system. All SSNs are passed internally and not accessible by the users.

e. Student Loan Reimbursement Program (Computer Matching, Interaction with Financial Institution, and Federal Taxpayer Identification Number). SLRP relies on SSNs from Roster to pass required payee information to the Defense Finance and Accounting Service (DFAS) system. All SSNs are passed internally and not accessible by the users.

f. Armed Forces Claims Information Management System (Computer Matching, Interaction with Financial Institution, and Federal Taxpayer Identification Number). AFCIMS collects SSNs from parties who file claims against the government for damages relating to natural disasters, medical malpractice, or torts claims. The information is required for providing identifying payee information to DFAS.

g. Web-based Legal Information On-line System (Legacy). WebLIONS uses SSNs to provide eligibility checks for authorized military, dependent, and retirees before providing legal assistance. In addition the SSNs are used to provide attorney-client conflict checks so that an attorney does not represent or provide advice to opposing parties.

h. Web-based Administrative Separation Program (Computer Matching and Legacy). WASP uses SSNs to receive data from the AFPC data on individuals identified for administrative separation from the Air Force. The SSN is also used to prepare the template letters in WASP to write the discharge notification memorandums as required by AFI 36-3208.

i. Web-based Magistrate Court System (Law Enforcement). WebMAG uses SSNs to track defendants who are facing court in Federal Magistrate Court. This information is used to prepare pleadings before the court and accurately track defendants.

j. Military Judges Registration System (Legacy). This system is used to register military judges of all services to attend a bi-annual conference at Maxwell AFB, Alabama. The purpose of collecting SSNs is so that the Air Force Judge Advocate General School can process orders and payment from other services.

k. Course Nomination System (CNS) (Computer Matching and Legacy). CNS is used to register students for courses managed by the Air Force Judge Advocate General School. The JAG Corps Office of Professional Development uses the program to enter SSNs from non-Air Force JAG Corps members to facilitate the processing of orders and payments from other services.

l. Witness Funding Management System (Interaction with Financial Institution and Federal Taxpayer Identification Number). WFMS is used by the Military Justice Directorate (AFLOA/JAJM) to process orders for and payments to witnesses in military courts-martial. The SSN is used as required by DFAS to identify payees.

m. JAG Corps Accessions (Confirmation of Employment Eligibility). The JAG Corps Office of Professional Development uses SSNs collected through the JAG Corps Accessions program to

identify applicants and new members of the Air Force JAG Corps and access them into the personnel system as required by AFPC.

n. Continuation Pay Management System (Computer Matching, Interaction with Financial Institution, and Federal Taxpayer Identification Number). CPMS uses SSNs stored in Roster for JAG Corps members to pay authorized continuation pay through the DFAS system. DFAS requires use of SSNs to identify payees.

3. The JAFS system has a Privacy Impact Assessment (PIA) detailing the collection policy and network security measures taken to prevent unauthorized disclosure of personally identifiable information. The use of SSNs by the JAFS system is also detailed in the following System of Record Notices (SORNs):

- a. F051 AFJA C, Judge Advocate Personnel Records
- b. F051 AFJA G, Legal Assistance Administration Records
- c. F051 AFJA H, Litigation Records (Except Patents)
- d. F051 AFJA I, Military Justice and Magistrate Court Records
- e. F051 AFJA J, Claims Records

4. The programs that use SSNs on JAFS will undergo a multi-tiered transition from SSNs to other methods of identification.

a. Legacy systems will be converted first following the phase out of SSN use by AFPC. The primary program impacted by the initial change will be WeBLIONS. As SSNs are no longer used by dependents, the program will begin a transition to using the new, unique identifiers provided by AFPC. This transition will occur over time as the application is updated.

b. For those systems that rely on SSNs for computer matching, primarily those that interface with AFPC and DFAS, the JAFS programs will transition over to using unique identifiers in conjunction with the sending/receiving system. Until these organizations provide AFLOA/JAS with a timeline for their own conversion, it is difficult to estimate a completion date for the transition.

c. For those systems that involve fulfill law enforcement purposes or are required for Federal Tax Payer Identification, AFLOA/JAS will continue to use SSNs that are encrypted and removed from readily accessible viewing. Because SSNs will still be necessary for these systems, every effort will be made to provide protection to all personally identifiable information.

5. Mr. Brian Suckman, AFLOA/JAS, is the JAS point of contact for this matter. If you have questions, please contact Mr. Suckman at DSN 493-4569 or via e-mail at [brian.suckman.2@us.af.mil](mailto:brian.suckman.2@us.af.mil).



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