



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



APR 06 2017

MEMORANDUM FOR DEFENSE PRIVACY, CIVIL LIBERTIES AND TRANSPARENCY

FROM: HQ 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 to use Social Security Numbers (SSN) in the AFFIRST system, DoD Information Technology Portfolio Repository (DITPR) ID: 9051 based on acceptable SSN uses for legacy system interfaces described in DoDI 10003.30, Enclosure 2, Para 2.c.(11). 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 A&FRC services throughout the Air Force. The system is used by all Airman & Family Readiness Center (A&FRC) Staffs, MAJCOM, AFPC and Air Staff counterparts. User accounts and CAC login are required. Additionally, AFFIRST is used to capture the congressionally mandated Transition Assistance Program (TAP) service delivery/workshop session information for electronic upload into TAP Enterprise System hosted at Defense Manpower Data Center (DMDC) in Monterey, CA, for generation of the OSD TAP report. Furthermore A&FRC staff will be responsible for documenting the Air Force Families Forever program service delivery/outreach information in AFFIRST. The Air Force Families Forever program ensures family members of deceased Airman (including Gold Star families) are provided with immediate and long-term bereavement care, service and support.
2. AFFIRST has an approved System of Records Notice (SORN: F036 AFPC Z) and approved (SAF/A6PPF) Privacy Impact Statement, which states the SSN is used to ensure customer records are accurately distinguished from one another.
3. OSD launched the TAP ES system on 7 Nov 16, which updated the DD Form 2648/-1 to include removing the SSN data field. The TAP ES uses the DoD ID as the primary data element to uniquely identify a customer record in the system. With this capability now online, it is estimated it will require approximately one year to completely transition AFFIRST from the SSN to the DoD ID as the primary customers record unique identifying field. This will require changes to the AFFIRST data table and report structures.
4. The AFFIRST system has an approved Authority to Operate (ATO) and utilize current safeguarding and security techniques to protect information in accordance with the Privacy Act of 1974.


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Executive Director