



DEPARTMENTS OF THE ARMY AND AIR FORCE

ARMY & AIR FORCE EXCHANGE SERVICE

Office of the General Counsel

P.O. Box 650060

Dallas, TX 75265-0060

GC-C

September 25, 2018

MEMORANDUM THRU:

Army Privacy Office (AAHS-RDF), 9301 Chapek Rd. Bldg. 1458 Fort Belvoir, VA 22060-5605

FOR Defense Privacy, Civil Liberties and, Transparency Division, 4800 Mark Center Drive,
Alexandria, VA 22350-3100

SUBJECT: Justification for the Use of the Social Security Number (SSN) – AAFES Form 1100-016, Army and Air Force Exchange Service Identification & Privilege Card Application

1. This memorandum is to satisfy the requirements of DoDI 1000.30, “Reduction of Social Security Number (SSN) Use Within the DoD,” requiring justification to collect and use the SSN.
2. The AAFES Form 1100-016, Army and Air Force Exchange Service (AAFES) Identification & Privilege Card Application, is used to collect personal information from active AAFES associates, their dependents, and AAFES retirees. The information collection allows AAFES employee dependents and AAFES retirees the opportunity to become or remain eligible AAFES patrons.
3. The applicable acceptable uses for collection and use of the SSN are (2) Law Enforcement, National Security, and Credentialing, (3) Security Clearance Investigation or Verification, (5) Confirmation of Employment Eligibility, (8) Computer Matching, and (9) Foreign Travel. Information collected on this form is part of the AAFES associate’s official personnel folder obtainable by the individual’s name or SSN. SSN collected is used to assist in the location of all relevant data associated with the employee which can affect the individual’s security clearance, pay, employment, promotion, or benefits to said employee or his/her dependents and beneficiaries.
4. The IT Systems and the System of Records Notice (SORNs) associated with the AAFES Form 1100-016 is AAFES 0401.04, “Official Personnel Folder”.
5. Information contained in this system is solicited by authority of Title 10, U.S.C. §3013 “Secretary of the Army”; Title 10 U.S.C. §8013 “Secretary of the Air Force”; Army Regulation 215-3, “Nonappropriated Funds Personnel Policies and procedures”; Army Regulation 215-8/Air Force Instruction 34-211(I) “Army and Air Force Exchange Service Operations” and E.O. 9397 (SSN) as amended.

AAFES Form 1100-016 is not made publically available. Only personnel with a need to know have access to the form. A thorough effort has been made to evaluate the risk associated with the use of the SSN on this form. Paper and electronic copies of the form is disposed of as

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required by the records disposition schedule. Personnel using the form are required to follow the established safeguards to protect the individual's privacy.

6. My POC is Mrs. Teresa Schreurs, Paralegal, FOIA/Privacy Manager, schreurste@aafes.com, 214-312-6103.

A handwritten signature in cursive script that reads "Teresa Schreurs".

On behalf of:

EDWIN LLEWELYN

Deputy General Counsel

Office of the General Counsel