



## DEPARTMENTS OF THE ARMY AND AIR FORCE

ARMY & AIR FORCE EXCHANGE SERVICE

Office of the General Counsel

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GC-C

January 3, 2019

### 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 Internal Portal Travel Requests: Relocation Request for CONUS to Overseas, Plus Relocation Services Request, Household Goods Request, Relocation Request Overseas to CONUS, and Relocation Request for Overseas to Overseas.

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 Internal Portal Travel Requests are used to collect personal information from active AAFES associates and their dependents. The information collection allows AAFES to process all official Continental United States (CONUS) and Outside the Continental United States (OCONUS) Exchange Permanent Change of Station (PCS) requests for AAFES employees and their dependents/family members. The data collected assists the AAFES Human Resources (HR) Travel personnel in determining the eligibility of the employee and/or dependents to travel, obtain passports and visas and travel expense reimbursement.
3. The applicable acceptable uses for collection and use of the SSN are (3) Security Clearance Investigation or Verification and (9) Foreign Travel. Information collected on these worksheets is part of the AAFES associate's travel folder obtainable either 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 or their dependent's travel, their required travel documentation and security clearance.
4. The IT Systems and the System of Records Notice (SORNs) associated with the AAFES Travel Requests is AAFES 0410.01, "Employee Travel Files".
5. Information contained in this system is solicited by authority of Title 10 U.S.C. 7013, Secretary of the Army; Title 10 U.S.C. 9013, Secretary of the Air Force; Army Regulation 215-1, The Administration of Morale, Welfare, and Recreation Activities and Non-appropriated Fund Instrumentalities; Army Regulation 215-8/AFI 34-211(I), Army and Air Force Exchange Service Operations; and E.O. 9397 (SSN), as amended.

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AAFES Travel Requests are not made publically available. Only personnel with a need to know have access to the requests. A thorough effort has been made to evaluate the risk associated with the use of the SSN on each request. Paper and electronic copies of the form are disposed of as required by the records disposition schedule. Personnel using the requests are required to follow the established safeguards to protect individual's privacy.

6. My POC is Mrs. Teresa Schreurs, Paralegal, FOIA/Privacy Manager, [schreurste@aafes.com](mailto:schreurste@aafes.com), 214-312-6103.



On behalf of:  
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