

SSN USE REVIEW AND JUSTIFICATION FOR IT SYSTEMS / APPLICATIONS

EMAIL
SUBMIT

DATE COMPLETED: 25 Aug 2017

Submission for (Check one): FORM IT SYSTEM SHARE DRIVE / WEB PORTAL

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Submission for IT SYSTEMS / APPLICATIONS

IT System / Application Name NAF HRMS / Oracle PeopleSoft HCM 9.2

DITPR DON / DADMS ID Number 92700

To be completed by IT system or application owner or program manager. IT systems and applications that collect, maintain, use, and or disseminate SSNs must be registered in DITPR DON or DADMS. The IT system or application owner or program manager must verify the accuracy of SSN data in the DITPR DON or DADMS.

IT System / Application Owner or Program Manager

1. Is the SSN information in DITPR DON or DADMS correct? YES NO

Name: Melanie Waters

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Phone: 703-432-0440

Approved Disapproved

Privacy Official

1. The SORN number is? pending

Name: Denise Savoie

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Phone: 703-432-2260

Approved Disapproved

NOTES:

- (1) For IT systems / applications, this completed SECNAV 5213/1 will be posted in the DOC tab of DITPR DON / DADMS respectively.
- (2) For forms, post the date this SECNAV 5213/1 is approved in Naval Forms Online <https://navalforms.documentservices.dla.mil/web/public/home> and maintain the SECNAV 5213/1 in the form's history/case file.
- (3) Approved share drive / web portal forms will be maintained locally by the share drive / web portal owner.

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MEMORANDUM FOR THE RECORD

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

1. What is the purpose of the IT system / application?

To manage, supervise, and administer programs for all Marine Corps Community Services (MCCS) Non-appropriated Fund (NAF) applicants, personnel, retirees, and MCCS Contingent Workers. The NAF Human Resource Management System (HRMS) is the official repository of personnel records, reports of personnel actions, and the documentation required in connection with these actions. Information is managed and tracked in the following main areas to: manage personal, employment, and job-related data related to recruiting and human resources management; track job announcements, applicants and recruiting actions, manpower, grades, and personnel actions; maintain and extract EEO reportable data; determine status, eligibility, and employee's rights and benefits under pertinent laws and regulations governing MCCS NAF employment; administer benefit plan enrollments; project and disburse pension plan funds to retirees; manage and monitor time and attendance and labor distribution data; compute employees' pay entitlements and deductions and issue payroll checks for amounts due; review earnings records; withhold amounts due for Federal, state, and city taxes to remit withholdings to the taxing authorities and to report earnings and tax collections; maintain current applicable suitability and background check(s) and security clearance completion information; track attendance at training courses; and manage and administer other actions needed to provide personnel services.

2. Why is collection of the SSN necessary?

The SSN is the primary unique identifier for each and every individual assigned. The SSN is required for verification of security clearances, integrations with other DOD systems that require SSN (including but not limited to DMDC for CAC processing), confirmation of employment eligibility, administration of workers compensation and validation, benefits processing including the Affordable Care Act, and Federal and State Income Tax Programs rely on the use of SSN for W2 and Tax Reporting purposes for payroll. SSNs are also required for interactions with financial institutions and benefits institutions that administer the Marine Corps NAF employee benefits program including health benefits, Flexible Spendings Accounts (FSA), life insurance, Savings, and Retirement plans.

Laws or Regulations: DoD Instruction 1400.25; DoD Instruction 1000.30; IRS Publication 15; 26 CFR 31.6011(b)-2; and 20 CFR 422.103. This system currently falls under SORNs N12293-1; NM07010-1; NM07421-1; OPM/GOVT-1; and NM1754-3 until approval of the MCCS NAF HRMS SORN.

3. List the acceptable use criteria for the SSN (found at this link: <http://www.doncio.navy.mil/ContentView.aspx?ID=1833>)

- Confirmation of Employment Eligibility
- Interactions With Financial Institutions
- Federal Taxpayer Identification Number
- Security Clearance Investigation or Verification
- Geneva Conventions Serial Number
- Foreign Travel
- Administration of Federal Worker's Compensation
- Computer Matching
- Legacy System Interface

4. If collection of the SSN is no longer necessary and a unique identifier can be substituted for the SSN or the SSN can be eliminated, on what date will either the substitution or elimination occur?

Not applicable

_____	_____
Commanding Officer	Command/Activity