



**DEPARTMENT OF THE ARMY**  
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY  
U.S. ARMY HEADQUARTERS SERVICES  
9301 CHAPEK ROAD  
FORT BELVOIR VA 22060-5527

AAHS-ZA

25 January 2019

MEMORANDUM THRU

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Army Publishing Directorate, Forms Management Division (AAHS-PAF), 9301 Chapek Road, Bldg 1458, Fort Belvoir, VA 22060-55477

Records Privacy, and Declassification Division, 9301 Chapek Road, Building 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 Use of Social Security Number (SSN) in the Visa Passport Automated System (VPAS), DITPR# 19934, and the DD Form 1056, "Authorization to Apply for a No-Fee Passport and/or Visa"

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 Visa Passport Automated System (VPAS) is the proprietary system of the OAA, Army Headquarters Services, Travel Services Division. The purpose of this system is to track and provide real time status on the processing of no-fee passport and visa applications for all military and civilian personnel and eligible dependent family members. The DD Form 1056 is generated through VPAS and is the instrument that collects applicant Personal Identifiable Information (PII).
3. Applicable acceptable uses include Foreign Travel and Other cases required by law. In accordance with 26 U.S.C. 6039E, passport applicants are required to provide their SSN, if they have one, when applying or renewing a U.S. passport. The Department of State (DoS) must provide the applicant's SSN and foreign residence information to the Department of the Treasury. Failure to provide the information may result in a \$500 penalty enforced by the IRS. Moreover, the SSN is used in connection with debt collection and checked against lists of persons ineligible or potentially ineligible to receive a U.S. passport. The failure to provide a

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SSN may result in significant delays in the processing of a passport application.

4. The IT System and the System of Records Notice (SORN) associated with DD Form 1056 is: VPAS - DITPR# 19934; APMS # DA305238; SORN: A0-1000.21 OAA DoD, Visa Passport Automated System (VPAS).

5. The prescribing directive for DD Form 1056 is the DoS requirement under 26 U.S.C. 6039E. Appropriate authorities supporting collection of the SSNs are: 10 U.S.C. 113, Secretary of Defense; DoD 1000.21M, Passport and Passport Agent Services Manual; and E.O. 9397 (SSN), as amended.

6. The DD Form 1056 is not made publicly 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 the form. Paper and electronic copies of the forms disposed of as required by the records disposition schedules. Personnel using the form are required to follow the established safeguards to protect the individual's privacy.

7. No SSN elimination plan is provided, as the Department of State has no plan for moving away from the use of the SSN to locate and track passport and visa records and to determine entitlement to a U.S. passport. An acceptable use for the collection of the SSN has been identified.

8. The point of contact for this memorandum is Mr. Stuart K. Archer, Director, Directorate of Executive Travel at (703) 545-1131 or stuart.k.archer.civ@mail.mil.

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Encl

SUSAN D. TIGNER  
Executive Director