

## SSN REDUCTION REVIEW

DATE COMPLETED: 17 Jul 2019

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

Form Number: NAVCRUIT 1131/238

Requiring Document: NAVCRUITCOMINST 1131.2

Form Revision Date: 18 July 2019

### SECTION 1

**TO BE COMPLETED BY FORM ORIGINATOR/SPONSOR.** Forms that collect and retrieve by SSN/PII must be covered by a System of Record Notice (SORN), be call for within a requiring document, and have Privacy Act Officer approval for Privacy Act Statements. Return completed packages that contain the SSN Reduction Review Form, Justification, and if need the DD 67 to the cognizant forms manager.

1. Is the form covered by a System of Record Notice (SORN)?  YES  NO
  - a. If yes, what is the SORN number? 1130-1
  - b. If no, contact the Privacy Act Officer for instructions.
2. Does the form contain a Privacy Act Statement (PAS)?  YES  NO
  - a. If yes, has the PAS been approved by a Privacy Act Officer?  YES  NO
  - b. If no, contact the Privacy Act Officer for instructions.
3. Is the SSN Field needed?  YES  NO
  - a. If no, complete DD67 to request revision of the form.
4. Could an alternative to the SSN be used?  YES  NO
  - a. If yes, complete DD67 to request revision of the form.
5. Is this form electronic?  YES  NO
  - a. If yes, is the SSN field masked or truncated?  YES  NO
  - b. If no, could it be?  YES  NO
6. Is this form part of an IT system?  YES  NO
  - a. If yes, what is the IT System name and DITPR DON ID? WebTools DON ID 20838
  - b. If yes, does the IT System mask or truncate the display of the SSN on the form?  YES  NO
  - c. If no, Could it be?  YES  NO
7. Is Justification Memorandum for the Record attached?  YES  NO

### CONTACT INFORMATION - IT System Owner or Form Originator/Sponsor

Name, Code, Mailing Address

LaShema Lewis, NAVCRUITCOM 00SD, 5722 Integrity Dr, Millington, TN 38054

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901-874-7696

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### SECTION 2 TO BE COMPLETED BY PRIVACY ACT OFFICER

**To verify information given in Section 1 is accurate, is in compliance with Privacy Act Regulations, and meets requirements of the SSN Reduction Plan.**

1. Is Privacy Act Statement (PAS) correct?  YES  NO
2. If there is not a PAS, is one needed?  YES  NO
3. If a PAS needed, what is the correct PAS? (Originator/owner of form/IT system will work with the Privacy Act Officer to draft a PAS if needed) (Field will expand to fit typed data)
4. Is the System of Records Notice (SORN) number cited in Section 1 correct?  YES  NO
5. Does a SORN need to be initiated?  YES  NO  
(Determination of need for SORN will be worked between the originator/owner of form/IT system and Command Privacy Act Office)
6. Is use of SSN Justification Form complete and approved?  YES  NO

APPROVED  
 DISAPPROVED

LCDR Boyd Ellis, CNRC JAG

Privacy Act Officer Printed Name

 LCDR, JAG, USN

Privacy Act Officer Signature

18 Jul 2019

Date

### SECTION 3 - COMMAND FORMS MANAGER

APPROVED  
 DISAPPROVED

LaShema K. Lewis, CNRC 00SD

Forms Manager Printed Name



Forms Manager Approval Signature

18 Jul 2019

Date:

**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.dia.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.

SSN USE REVIEW AND JUSTIFICATION FOR FORMS

18 Jul 2019

Date

MEMORANDUM FOR THE RECORD

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

1. What is the purpose of this form?

The NAVCRUIT 1131/238 is required to complete a prospective officer's commissioning package. This form allows recruiters to efficiently identify and authenticate individuals in the U.S. Navy. The name, date of birth and SSN are the only identifiers on the NAVCRUIT 1131/238. There may be multiple individuals with the identical name and date of birth, but SSNs are assigned to only one individual.

2. Why is collection of the SSN necessary?

Per the MILPERSMAN 1000-060 The SSN is the sole military personnel identification number for Navy personnel per Executive Order 9397 (requires federal agencies to use Social Security number as numerical identifier directive) and 10 U.S.C. 5013 (authorizes SECNAV to collect SSN). Since the SSN is essential for personnel identification in the Navy, an applicant must have an SSN prior to being accepted for enlistment or commission in any Navy component. An alternate form of identification and authentication is not available.

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

Geneva Conventions Serial Number: As of the late 1960s, the Social Security number (SSN) has served as the Geneva Conventions serial number for Armed Forces of the United States. Many of the systems, processes and forms used by the Department of Defense categorize individuals by their SSNs. In many cases, it is essential to be able to identify individuals for the purpose of the Geneva Conventions. In addition, it may be necessary to access this number on short notice.

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?

It is paramount to acquire the applicants SSN. This document contains all of the information needed to implement the new Officer Service Record once the individual is commissioned. This is the only time in the commissioning process for Recruiting Command to obtain the candidates SSN which is imperative to establish the individuals pay and IRS account. Without this information there currently is no other method in place to establish a pay or IRS account which will eventually affect the candidates retirement account. Additionally, it is mandatory for all commissioned officers to pass a security clearance and in order to do this the members SSN must be on file and this document is the only vehicle to obtain that information.

STEVEN M. MILINKOVICH, CAPT, Chief of Staff, NAVCRUITCOM

  
CAPT, USN  
Commanding Officer

Navy Recruiting Command, Chief of Staff  
Command/Activity