

## SSN USE REVIEW AND JUSTIFICATION FOR IT SYSTEMS / APPLICATIONS

EMAIL  
SUBMIT

DATE COMPLETED: 06 Sep 2017

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

### SSN USE REVIEW AND JUSTIFICATION FOR IT SYSTEMS / APPLICATIONS

Submission for IT SYSTEMS / APPLICATIONS

IT System / Application Name NAF Financial Management System

DITPR DON / DADMS ID Number DITPR DON ID 11343

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: Douglas Herman

E-Mail: Douglas.Herman@usmc-mccs.org

Phone: (703) 784-4017

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.

## SSN USE REVIEW AND JUSTIFICATION FOR IT SYSTEMS / APPLICATIONS

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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?

Non-appropriated Funds (NAF) Financial Management System (FMS) is a commercial off-the shelf software used by the Marine Corps Community Services (MCCS) Business Operations to manage NAF financial transactions and records, in accordance with MCO 7010.19. Personal information is maintained to support vendor information, tender management, insufficient funds data, employee tuition assistance and travel reimbursement, and the last employment payment to the employee's beneficiary in the event of an employee's death.

2. Why is collection of the SSN necessary?

SSN collection/maintenance includes vendors that do not have an Employer Identification Number (E.I.N.) for tax reporting purposes and patrons that do not have a DoD Identification (ID) number assigned on their U.S. Uniformed Services Identification and Privilege Card for the tendering process of sales by check. SSNs are also required for the collection of delinquent debts and the issuance of Information Returns (1099) for contract payments of \$600 or more and prizes of \$1,200 or more, in accordance with MCO 7010.19. Historical SSN collections of vendors and patrons with a current E.I.N. or DoD ID number may be maintained in NAF FMS.

Laws or regulations: Disclosure is authorized under 5 U.S.C. 301; Debt Collection Improvement Act of 1996 (Pub.L. 104-134); DoD Instruction 1000.30, Reduction of Social Security Number Use Within DoD; DoD 7000.14-R, Department Of Defense Financial Management Regulations; MCO 7010.19; and Executive Order 9397, as amended.  
Pending SORN approval.

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

Federal Taxpayer Identification Number  
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?

When possible, use of SSN is replaced with an E.I.N. or patron DoD ID number.

\_\_\_\_\_  
Commanding Officer

\_\_\_\_\_  
Command/Activity