SSN USE REVIEW AND JUSTIFICATION FOR IT SYSTEMS / APPLICATIONS

EMAIL SUBMIT	

DATE COMPLETED: 02 Feb 2018

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

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Submission for IT SYSTEMS / APPLICATIONS

IT System / Application Name Retail Point of Sale System

DITPR DON / DADMS ID Number 22923

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: Kevin McDonald

E-Mail: MCDONALDK@usmc-mccs.org

Phone: (703) 784-3869

☐ Approved   ☐ Disapproved

Privacy Official

1. The SORN number is?   NM04060-1

Name: Denise Savoie

E-Mail: Denise.Savoie@usmc-mccs.org

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?

   Retail Point of Sale System (RPOS) is a cash register system, located at most Marine Corps Exchange facilities, that includes credit authorization, check processing, tender management, sales transactions, inventory of data, and reporting data for the sales of goods.

2. Why is collection of the SSN necessary?

   The collection of SSNs is necessary to identify patrons who are placed on the bad debt list or should be placed on the bad debt list due to incurring a debt to Morale Welfare and Recreation activities or the Exchange services. Identification of patrons on the bad debt list is via a computer matching system between Marine Corps Community Services (MCCS) and the Army and Air Force Exchange Service (AAFES). Identification of individuals on the MCCS bad debt list or the AAFES bad check list is necessary to ensure additional debt is not incurred through payments tendered by check or StarCard until the debt is paid in full and the individual is removed from the bad debt list.

   Use of the SSN is the only option that can be used in the tendering process of sales by check when the patron's U.S. Uniformed Services Identification and Privilege Card does not have a DoD ID number as in the case with some older style identification cards or in other very limited situations when the customer does not have a U.S. Uniformed Services ID and Privilege Card such as agents or authorized guests. Historical SSN collections of patrons with a current DoD ID number may be maintained in RPOS.

   Laws or regulations: Disclosure is authorized under 5 U.S.C. 301; DoD Instruction 1000.30; DoD Instruction 1015.15; MCO 7010.19 W/CH1; MCO 4066.18; and Executive Order 9397, as amended. SORN NM04060-1, pending SORN update/approval.

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

   Interactions With Financial Institutions
   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 a current DoD ID number.

_____
Commanding Officer

_____
Command/Activity