

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 FORMS

20 Nov 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 purpose of this form is obtain an evaluation of the NROTC scholarship applicant by Math/Science/English teacher to ascertain the student's characteristics in an academic environment.

2. Why is collection of the SSN necessary?

The collection of the social security number on the subject form is necessary to assure that the information presented by each applicant is correctly filed with the applicant's file as there are often applicants with the same or similar names.

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

Other cases- to avoid misfiling information as a result of the same or similar names.

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