

## SSN REDUCTION REVIEW

EMAIL  
SUBMIT

DATE COMPLETED: 02 Sep 2022

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

Form Number: NAVMC 10469

Requiring Document: MCO 1130.76C

Form Revision Date: FEB 2022

### 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? M01133-3
  - 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? DITPR DON ID 4665 (MCRISS)
  - 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 Mark P. Jovich, G-3, Marine Corps Recruiting Command	Office Telephone Number: (703) 432-9649
E-mail Address mark.jovich@marines.usmc.mil	

### 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

<input checked="" type="checkbox"/> APPROVED	<u>Deborah Contaoi</u>	<u>15 Jun 2022</u>
<input type="checkbox"/> DISAPPROVED	Privacy Act Officer Printed Name	Privacy Act Officer Signature
		Date

### SECTION 3 - COMMAND FORMS MANAGER

<input checked="" type="checkbox"/> APPROVED	<u>Ernest W Williams</u>	<u>15 Jun 2022</u>
<input type="checkbox"/> DISAPPROVED	Forms Manager Printed Name	Forms Manager Approval Signature
		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.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**

09 Feb 2022

Date

**MEMORANDUM FOR THE RECORD**

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

1. What is the purpose of this form?

NAVMC 10469

This form is required to determine a student's eligibility for admission or retention in the United States Marine Corps Commissioning Programs.

2. Why is collection of the SSN necessary?

The social security number is used as a unique identifier for the universities or colleges to identify students when verifying their education status. It is requested that the social security number be used on the form in order to accurately identify students. Using the social security number will ensure the correctness of the form. While not every applicant might have a driver's license, state identification card, or passport, every applicant has either an SSN or an Alien Registration Number (ARN). Therefore, in order to ensure that every applicant is who they claim to be, to prevent disqualified applicants from enlisting fraudulently under a false identity, the continued use of SSNs is essential. If the use of the SSN were to be eliminated, it would compromise the integrity of Marine Corps accession data and inhibit the recruiting process.

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

-Confirmation of Employment Eligibility. Federal statute requires that all persons employed within the United States provide an SSN or comparable identifier to prove that they are eligible to work for or with the U.S. Government. Any system that deals with employment eligibility may contain the SSN

-The SSN is the common link across all documents within the officer application process. Per DoDI 1000.30, the SSN is authorized to serve as an organizations unique identifier for law enforcement checks, security clearances, and computer matching. In the case of Marine Corps Recruiting, prior to a candidate being issues an EDIPI, the only number we can use to identify a candidate with a definite level of accuracy is the SSN. This number is also the unique identifier within the Marine Corps Recruiting Information Support System (this instance fall under "Computer Matching" per the DoDI 1000.30).

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?

SSN is still necessary.

_____	LTCOL/USMC, AC/S G-1, Marine Corps Recruiting
Commanding Officer	Command/Activity