SSN USE REVIEW AND JUSTIFICATION FOR IT SYSTEMS / APPLICATIONS

EMAIL SUBMIT	

DATE COMPLETED: _____

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 Admissions Information System (AIS)/AEEE

DITPR DON / DADMS ID Number 5737

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: Herbert R. Elkin

E-Mail: elkin@usna.edu

Phone: 410-293-1449

☒ Approved   ☐ Disapproved

Privacy Official

1. The SORN number is?   N01531-1

Name: N01531-1

E-Mail: scampbel@usna.edu

Phone: 410-293-1550

☒ 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

30 Nov 2021
Date

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?

   The Admissions Information System (AIS) is used to collect personal information for all candidates applying to attend the Naval Academy. The AIS is a component of the AEEE hybrid network enclave which serves as a dynamically variable resource for multifaceted teaching, education, and research activities in a blended physical/virtual campus environment similar to four-year civilian universities. This information is needed by officials to track the competitive standing, scholastic, and leadership potential of midshipmen throughout their time at the USNA.

2. Why is collection of the SSN necessary?

   AIS interacts with other DoN/DoD systems/networks/components which use the SSN as the primary identifier. The initiation, conduct, and verification of security clearances (a requirement for enrollment at USNA) require the use of the SSN as it is the single nationally-used unique identifier by Law Enforcement agencies to conduct security/background investigations. Federal statute also requires that all persons employed within the United States (Midshipmen are employed by the Untied States Navy) must provide an SSN or comparable identifier to prove that he or she is eligible to work for or with the government of the United States. In addition, midshipmen may travel beyond the borders of the United States and will need to provide their SSN in order to seek clearance prior to travel.
   Authority for collection: 10 USC 5013, Secretary of the Navy; 10 USC 6956, 6957, 6958, and 6963; and E.O. 9397 (SSN).

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

   Law Enforcement, National Security and Credentialing: Almost every law enforcement application must be able to report and track individuals through the use of the SSN. This includes, but is not limited to, checks of the National Crime Information Center, state criminal histories and Federal Bureau of Investigation records checks.
   Security Clearance Investigation or Verification: The initiation, conduct or verification of security clearances requires the use of the SSN. The SSN is the single identifier that links all the aspects of these investigations. This use case is also linked to other Federal agencies that continue to use the SSN as a primary identifier.
   Confirmation of Employment Eligibility: Federal statute requires that all persons employed within the United States must provide an SSN or comparable identifier to prove that he or she is eligible to work for or with the U.S. government. Any system that deals with employment eligibility must contain the SSN.
   Computer Matching: Systems, processes or forms that interact with other government agencies may require the continued use of the SSN as a primary identifier until such time as the applications to which they are linked move to some other identifier as a primary means for transferring, matching or checking information. These applications should be rigorously scrutinized to determine the availability of some other means of conducting these transactions.
   Foreign Travel: DoD personnel are often required to travel beyond U.S. borders, which may require official clearance prior to travel. Currently, the SSN is used as the identifier for these purposes.

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?

   As the collection of SSNs is used to verify employment eligibility, conduct security clearance review/ issuance, law enforcement background/security investigations, and to interface with other Federal databases involving pay and benefits; the SSN cannot be eliminated from AIS at this time.

U.S. Naval Academy

_____
Commanding Officer

_____
Command/Activity