

## SSN REDUCTION REVIEW

DATE COMPLETED: 26 Sep 2018

EMAIL  
SUBMIT

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

Form Number: USNA 5500/1

Requiring Document: 10 U.S.C. 6958

Form Revision Date: 12-16

### 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? N01531-1
  - 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? \_\_\_\_\_
  - 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

LCDR Martin Fajardo, 52 King George St. Annapolis, MD 21402

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### 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)*  
 Authority: 10 U.S.C. 6958, Midshipmen: Qualifications for Admission; DoDI 1322.22, Service Academies; and E.O. 9397 (SSN), as amended, and N01531-1.  
 Purpose: Candidates receiving an offer of appointment are required to obtain a routine Police Record Check from their local police department. This background check is a precursor to the National Agency Check (NAC) that will be initiated on Induction Day at the Naval Academy.  
 Routine Uses: Information will only be collected and accessed by the Office of Admissions of the United States Naval Academy for the purposes of admissions and enrollment.  
 Disclosure: Voluntary; however, failure to provide the required information may result in a delay or inability to process the applicant's application.
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?		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
<input checked="" type="checkbox"/> APPROVED			25 Oct 2018
<input type="checkbox"/> DISAPPROVED	_____ Privacy Act Officer Printed Name	_____ Privacy Act Officer Signature	_____ Date
SECTION 3 - COMMAND FORMS MANAGER			
<input checked="" type="checkbox"/> APPROVED			25 Oct 2018
<input type="checkbox"/> DISAPPROVED	_____ Forms Manager Printed Name	_____ Forms Manager Approval Signature	_____ Date:
<b>NOTES:</b> (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 <a href="https://navalforms.documentservices.dla.mil/web/public/home">https://navalforms.documentservices.dla.mil/web/public/home</a> . 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**

26 Sep 2018

Date

**MEMORANDUM FOR THE RECORD**

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

1. What is the purpose of this form?

Candidates receiving an offer of appointment are required to obtain a routine Police Record Check from their local police department. This background check is a precursor to the National Agency Check (NAC) that will be initiated on Induction Day at the Naval Academy. The Police Record Check and the NAC are utilized to determine credibility and suitability for service and to grant a security clearance for access to classified material.

2. Why is collection of the SSN necessary?

There is not another unique identifier available that can be used to verify information across schools throughout the world and among law enforcement agencies.

If eliminated, confirming applicants' data will be more difficult and labor intensive. Law enforcement officials would need to expend more time and effort to verify data for a particular individual which would delay the data verification for USNA Office of Admission's staff. This would require more time per record for processing. There is also a reasonable expectation for an increase in having the wrong information added to applicant records with duplicate names resulting in more man hours spent resolving mistakes. The quality of customer service and capacity of record production for getting completed records to the Admissions board would both decrease as more man hours would be spent resolving student-to-data correlation issues.

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.

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?

N/A

U.S. Naval Academy

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

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