

SSN REDUCTION REVIEW

DATE COMPLETED: 30 Nov 2021

EMAIL
SUBMIT

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

Form Number: USNA 1531/3

Requiring Document: 10 U.S.C 8456/8458

Form Revision Date: 11/21

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? DITPR ID# 5737 and DITPR-DON ID# 21020
 - 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

Admissions Office, 52 King George St., Annapolis, MD 21402

Office Telephone Number:

410-293-1800

E-mail Address

latta@usna.edu

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. § 2005, Advanced Education Assistance: Active Duty Agreement; Reimbursement Requirements; 10 U.S.C. 347, International engagement authorities for service academies; 10 U.S.C. § 5013, Secretary of the Navy; 10 U.S.C. § 8454, Midshipmen: number; 10 U.S.C. § 8456, Midshipmen: Nomination and Selection to fill Vacancies; 10 U.S.C. § 8458, Midshipmen: Qualifications for Admission; 10 U.S.C. § 8462, Midshipmen: Discharge for Unsatisfactory Conduct or Inaptitude; 10 U.S.C. § 8463, Midshipmen: Discharge for Deficiency; 10 U.S.C. § 8459, Midshipmen: Agreement for Length of Service; DoDI 1322.22, Service Academies; OPNAVINST 1531.5E, Nominations to the United States Naval Academy for Children of Members of the Armed Forces, Including Reserves, Active, Retired, Disabled or Deceased; OPNAVINST 1531.6D, Nomination and Admission of Citizens of Foreign Countries to the U.S. Naval Academy; and E.O. 9397 (SSN), as amended., and N01531-1.

Purpose: Applicant files contain information used for personal information verification and to evaluate/determine competitive standing and eligibility for appointments to the Naval Academy. Midshipmen records consist of academic, military, and physical records used to track each student's progress at the Naval Academy.

Routine Uses: Information will be used by the United States Naval Academy faculty and staff for executing all aspects of the mission of the Academy. Information may be shared within the DoD pursuant to a valid need to know and outside the DoD pursuant to a routine use authorized by N01531-1.

Disclosure: Voluntary; however, failure to provide the required information may result in a delay or inability to process the respondent's application or allow for the continued enrollment of a midshipman at the Naval Academy.

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

APPROVED Shannon Campbell 30 Nov 2021
 DISAPPROVED _____ _____ _____
 Privacy Act Officer Printed Name Privacy Act Officer Signature Date

SECTION 3 - COMMAND FORMS MANAGER

APPROVED Shannon Campbell 30 Nov 2021
 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

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 this form?

The candidate application requires a SSN in order to differentiate academic and personal information between applicants as well as to conduct mandatory clearance and background investigations. There is not another unique identifier available that can be used to verify information across schools throughout the world, Federal agencies, and among law enforcement agencies.

Applicants report their academic information and extra curricular activities via these online forms which are then verified by a school administrator. USNA gets applicants from across the globe and there is not a world-wide system used across different schools in different countries that can standardize the student identification process. The requirement that applicants be US citizens and that US citizens have SSNs allows Admissions to use SSNs to identify students to school administrators.

2. Why is collection of the SSN necessary?

Impact if eliminated

If eliminated, confirming applicants' data will be more difficult and labor intensive. School and 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>)

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?

NA

U.S. Naval Academy

Commanding Officer

Command/Activity