

**SSN USE REVIEW AND JUSTIFICATION FOR IT SYSTEMS / APPLICATIONS**

10 Apr 2023

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 NAF Enterprise Contract Management System (ECM) assists NAF procurement personnel in efficient creation, reuse, and modification of contracts for improved accuracy and productivity. ECM helps MR structure more profitable and cost-effective contracts, streamline the contracting process, and improve compliance efforts. ECM automates and manages various stages of the contract life-cycle from creation, execution, and renegotiation of contracts and amendments through performance monitoring, analysis, and renewal.

2. Why is collection of the SSN necessary?

The collection of the SSNs are necessary when vendors/contractors who do not have an Employer Identification Number (E.I.N.) are using their SSNs for tax reporting purposes on the IRS form W9, "Request for Taxpayer Identification Number and Certification."

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

Federal Taxpayer Identification Number.

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?

When available, the E.I.N. is collected in place of SSNs for tax reporting purposes on IRS form W9. The information system, upon awarded contract, will maintain IRS W9 forms in an appropriately secured environment with role-based access for only those with a need-to-know in the performance of their duties.

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Commanding Officer

CEO/Director, HQMC M&RA MR

Command/Activity