



**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS AIR FORCE PERSONNEL CENTER**  
**JOINT BASE SAN ANTONIO-RANDOLPH TEXAS**

28 Mar 2023

MEMORANDUM FOR DEFENSE PRIVACY, CIVIL LIBERTIES, AND FREEDOM OF  
INFORMATION DIRECTORATE

FROM: AFPC/DPFF  
550 C Street West  
JBSA-Randolph, TX 78150

SUBJECT: Justification for the Use of the Social Security Numbers (SSNs) - Air Force Family  
Integrated Results & Statistical Tracking (AFFIRST) System; DITPR # 9051

1. System: AFFIRST is a web-based, data gathering, service delivery management system that provides timely information about daily activities, outcome-based results, and return on investment of Center services throughout the Air Force. The system is used by all Active Duty, Guard and Reserve Military & Family Readiness Center (M&FRC) Staffs, MAJCOM, AFPC and Air Staff counterparts to document and report service delivery information. User accounts and CAC login are required. The system has an approved Authority to Operate (ATO) and utilizes current safeguarding and security techniques to protect information in accordance with the Privacy Act of 1974.

2. Documentation: As documented in the approved System of Record Notice (SORN) F036 AFPC Z, Air Force Family Integrated Results & Statistical Tracking System (AFFIRST) (April 09, 2014, 79 FR 19592), and DD2930 Privacy Impact Assessment, AFFIRST is utilized to collect information from M&FRC customers for the purpose facilitating service delivery, reporting service delivery data, and return on investment of services throughout the Air Force.

3. Authorized Uses: The justification(s) for the use of the SSN in accordance with DoDI 1000.30, enclosure 2 are:

(11) Legacy System Interface. Some Air Force systems only contain SSNs and have yet to transition to the use of DoD ID Numbers as the unique identifier. AFFIRST will continue to accommodate requests made from AF systems using SSN's until they are able to migrate away from the SSN in the future per their internal SSN-reduction plan.

3a. Migration Plan: The use of SSN as a requirement, allowed by the acceptable use cited above, must continue until such time as MilPDS, forms and related applications to which AFFIRST is linked, move to some other identifier as a primary means for transferring, matching, or checking information. The level of risk and functional necessity mandate the use of the full SSN, allowing for proper identification of individuals. AFFIRST will continue to accommodate requests made from AF systems using SSNs until these other systems are able to migrate away from the SSN, in the future, per their internal SSN-reduction plan.

4. For questions related to this memorandum, contact Mr. Patrick Woodworth, AFFIRST Program Manager, DSN 665-3280 or [patrick.woodworth@us.af.mil](mailto:patrick.woodworth@us.af.mil).

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