

# SSN JUSTIFICATION MEMO FOR DA FORMS



**DEPARTMENT OF THE ARMY**  
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY  
U.S. ARMY HEADQUARTERS SERVICES  
9301 CHAPEK ROAD  
FORT BELVOIR VA 22060-5527

Use appropriate organizational letterhead.

DATE

AAHS-ZA

MEMORANDUM THRU

Army Publishing Directorate, Forms Management Division (AAHS-PAF), 9301 Chapek Road, Bldg 1458, Fort Belvoir, VA 22060-55477

The Army Publishing Directorate will coordinate on the SSN justification memo for all DA forms.

FOR Army Privacy Office (AAHS-RDF), 7701 Telegraph Road, Casey Building, Alexandria, VA 22315-3802

The Army Privacy Office (APO) approves SSN justifications for DA forms on behalf of the SCOP.

SUBJECT: Justification for the Use of the Social Security Number (SSN) – DA Form 54321, Relocation Assistance Request

1. This memorandum is to satisfy the requirements of DoDI 1000.30, "Reduction of Social Security Number (SSN) Use Within the DoD," requiring justification to collect and use the SSN.

Include the form number and complete title.

2. The DA Form 54321, Relocation Assistance Request, is used to collect personal information from service members and civilian employees who have a permanent change of assignment and desire a sponsor to assist with the relocation process. The last four of the SSN is collected on the form to positively identify the individual when uploading data in the Military Relocation Processing System (MRPS) and the Civilian Relocation Processing System (CRPS). These systems have not migrated to use of the DoD ID number, therefore continued use of the SSN is necessary until the IT systems are upgraded.

Explain the use of the form and why the SSN is necessary.

3. The applicable acceptable use for collection and use of the SSN is (11) Legacy System Interface. The DA Form 54321 is a source document for MRPS and CRPS. Due to the number of individuals in the systems with the same or similar names, the SSN is the only unique identifier that can be used to select the correct record. The SSN elimination plan for this form is attached.

Identify the appropriate acceptable uses from DoD 1000.30, Enclosure 2.

4. The IT Systems and the System of Records Notices (SORNs) associated with the DD Form 53421 are as follows: Military Relocation Processing System (MRPS), DITPR #12345, A0600-60 AHRC, Military Personnel File; Civilian Relocation Processing System (CRPS), DITPR # 6543, A0625-60, Civilian Personnel Record.

The IT systems for which the DA form is a source document (input or output) or uploaded must be identified. The applicable SORNs must also be identified.

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Continuation page heading.

5. The prescribing directive for the DD Form 12345 is AR 600-8-11, Reassignment. Appropriate authorities supporting collection of the SSN are: 5 U.S.C. 5724, Travel and transportation expenses of employees transferred; advancement of funds; reimbursement on commuted basis; 37 USC 476: Travel and transportation allowances: dependents; baggage and household effects; DoDI 1315.18, Procedures for Military Personnel Assignments; and Joint travel Regulations (JTR) Uniformed Service Members and DoD Civilian Employees, Appendix 1.

Identify the prescribing directive for the form. Authorities must be current and consistent with the PIA and SORN. Do not list all authorities, only include those that support the collection of the SSN.

6. A thorough effort has been made to evaluate the risk associated with use of the SSN on form. The SSN has been truncated to reduce risk of unauthorized disclosure of the full SSN. Only personnel with a need to know have access to the form. Privacy Act cover sheets are used to protect documents in the work areas. Paper and electronic copies of the forms disposed of as required by the records disposition schedules. The SSN is masked on reports that are printed from the system.

Specify the business practices and safeguards implemented to minimize disclosure of the SSN.

7. My POCs is Mr. Roy Rogers (321-123-4567, roy.rogers568.civ@mail.mil).

JOHN J. JACOBS  
Executive Director

Must be signed by an SES/GO.

Encl  
SSN Elimination Plan

SSN Elimination Plan may be required based on the Acceptable Use.