

SSN JUSTIFICATION MEMO FOR DD 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

These agencies must review and coordinate on the memo before submission to the DoD Privacy Office for approval.

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

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

Records, Privacy, and Declassification Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100

The DoD Privacy Office (DPCLTD) approves SSN justifications for DD forms on behalf of the SAOP. The record of approval or disapproval will be returned through the Army Publishing Directorate and Army Privacy Office.

FOR Defense Privacy, Civil Liberties, and, Transparency Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100

SUBJECT: Justification for the Use of the Social Security Number (SSN) – DD Form 12345, Enforcement of Child Support Obligation

Include the form number and complete title.

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.

2. The DD Form 12345, Enforcement of Child Support Obligation, is used to collect personal information from service members who have court ordered child support payments. The SSN is used by all States as a unique personal identifier to administer child support payment programs. Use of the SSN is necessary to identify the individual and update their information in the personnel and finance systems. Currently it is the only method available to positively identify an individual who is on the State child support registry.

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

3. The applicable acceptable uses for collection and use of the SSN are (7) Federal Taxpayer Identification Number and (8) Computer Matching. The SSN is required to update pay records for court ordered garnishment of wages for child support payments. Further, the information from the DD Form 12345 is a source document for personnel systems which are used to conduct automated comparisons with State registries for child support cases.

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

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Continuation page heading.

4. The IT Systems and the System of Records Notices (SORNs) associated with the DD Form 12345 are as follows:

- Army - Army Personnel System (SPS), DITPR #54321, A0600-60 AHRC, Military Personnel File
- Navy - Navy Personnel System (NPS), DITPR # 123, N0230-11, Navy Military Personnel File
- Air Force - Air Force Personnel System (AFPS), DITPR # 231, F035-3, Air Force Personnel File
- DFAS - Major Military Pay System (MMPS), DITPR #654321, T345-2, Military Pay Records

The IT systems for which the DD form is a source document (input or output) or uploaded must be identified for each service that uses the form. If there is a DoD-wide IT system only list that one system.
The applicable SORNs must also be identified for each service that uses the form. If there is a DoD-wide SORN, only list that one SORN.

5. The prescribing directive for the DD Form 12345 is AR 600-60, Army Human Resource Management Program. Appropriate authorities supporting collection of the SSN are: 10 U.S.C. 113: Secretary of Defense; 42 U.S.C. 653a: State Directory of New Hires; and DOD 7000.14-R, Volume 7A, DoD Financial Management Regulation.

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. The DD Form 12345 is not made publically available. Only personnel with a need to know have access to the form. A thorough effort has been made to evaluate the risk associated with use of the SSN on form. Paper and electronic copies of the forms disposed of as required by the records disposition schedules. Personnel using the form are required to follow the established safeguards to protect the individual's privacy.

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.