

SSN JUSTIFICATION MEMO FOR DA FORMS

SOCIAL SECURITY NUMBER ELIMINATION PLAN

SSN Elimination Plan may be required based on the Acceptable Use. This format is used for IT systems and forms.

System/Form Name: DA Form: 54321, Relocation Assistance Request
System of Records Notice Number: A0600-60 AHRC, Military Personnel File and A0625-60, Civilian Personnel Record.
System/Form Owner: Department of the Army

Complete all details as required in the header.

Inputs that use, provide, or are identified by SSN:

Forms: DA Form 54321 uses the SSN to identify the Soldier or Army Civilian that is preparing for a permanent change of station. Currently, there is no alternative as this form is uploaded in the individual's electronic personnel record. These systems have not transitioned to the use of the DoD ID number, therefore the SSN is the most reliable unique identifier available.

For each form that is a source document (**input or output**) include the purpose that the SSN serves as well as potential alternatives. Include pertinent details regarding the plan to eliminate the use of the SSN.

Systems: The Military Relocation Processing System (MRPS), DITPR #12345, and Civilian Relocation Processing System (CRPS), DITPR # 6543, uses the SSN to interface with the Soldier Personnel System (SPS) and Civilian Personnel System (CPS). Currently MPRS and CRPS do not have a field for the DoD ID number.

For each system that provides an **input or output** to a system or is responsible for generating the form, the plan shall discuss the purpose served by the SSN and any potential alternatives. Include important details regarding their plan to eliminate the use of the SSN.

Outputs that include or are identified by the SSN:

Forms: The DA Form 54321 is an input form only.

Systems: The output documents from MRPS and CRPS do not include the SSN.

Include specific steps required to eliminate use of the SSN with dates by which these steps will be accomplished. Include references to dependencies such as other forms or systems, availability of resources (manpower, funding, etc) and dates by which these milestones will be completed. Although there may be significant constraints on making these changes, it is not acceptable to avoid activity through mutual dependencies.

Elimination Strategy and Timeline:

Inclusion of the DoD ID number has been identified as a new requirement and approved by the Configuration Control Board for the next increments of MPRS and CRPS. These systems are scheduled for development in FY18 and deployment by FY19.

The upgraded systems will include a web version of the form, which will enable the individual to validate with their CAC and provide responses directly to the system. An electronic version of the DA Form 54321 will be maintained for personnel who are not able to access the web form. It will be modified to replace the SSN with the DoD ID number and introduced when the prescribing directive is published. Successful transition of these systems is dependent on future funding and budget constraints.

Interim Strategy and Timeline:

To minimize the unauthorized disclosure, collection of the SSN on the DA Form 54321 has been limited to the last four of the SSN. The completed forms are used and maintained in a controlled area only accessible to personnel who have a need-to-know. Safeguarding and destruction is in accordance with DoDM 5200.01, Vol 4.

Where elimination of the SSN cannot be achieved quickly or directly, interim steps shall be taken to provide better protection for SSNs. This may include masking or truncation, changes to displays or reports, or any other steps that can be shown to provide improvements to protection.