

# SSN JUSTIFICATION MEMO FOR IT SYSTEMS



**DEPARTMENT OF THE ARMY**  
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY  
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Use appropriate organizational letterhead.

DATE

The Army Privacy Office must coordinate on the memo before submission to the DoD Privacy Office for approval.

AAHS-ZA

MEMORANDUM THRU

The DoD Privacy Office (DPCLTD) approves SSN justifications for IT systems on behalf of the SAOP. The record of approval or disapproval will be returned through the Army Privacy Office.

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

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

Include the name of the IT System and DITPR number.

SUBJECT: Justification for the Use of the Social Security Number (SSN) – Military  
Relocation Processing System (MRPS), DITPR #12345

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.

Explain the use of the IT system and why the SSN is necessary.

2. Per the requirements established in AR 600-8-11, Reassignment, the Military Relocation Processing System (MRPS) is the official U.S. Army system utilized to manage permanent change of station assignments for Soldiers. The MRPS uses the SSN to interface with the Soldier Personnel System (SPS) which maintains human resources data that is included in the individual's Military Personnel File.

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

3. The applicable acceptable use for collection and use of the SSN is (8), Computer Matching. Additionally, AR 600-8-11, justifies the use of SSNs for the purpose of identifying personnel and preparing permanent change of station orders which are in turn used to process travel payments and other cost associated with the individual's move.

Identify the following:  
- Forms which the IT system uses a source document (input or output).  
- Other IT systems that the system being justified depends on for the SSN  
- The SORN for the system being justified (if required).

4. The forms, interfacing IT system, and the System of Records Notices (SORNs) associated with the IT system are as follows: DA Form 54321, Relocation Assistance Request; Soldier Personnel System (SPS), DITPR #54321; A0600-60 AHRC, Military Personnel File.

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Continuation page heading.

5. Authorities supporting collection of the SSN are: 37 U.S.C. 476: Travel and transportation allowances: dependents; baggage and household effects; DoDI 1315.18, Procedures for Military Personnel Assignments; and AR 600-8-11, Reassignment.

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. Inclusion of the DoD ID number has been identified as a new requirement and approved by the Configuration Control Board for the next increment of MPRS. The system is scheduled for development in FY18 and deployment by FY19. In accordance with DoD's plan to eliminate the use of SSNs, MRPS utilizes truncated SSNs and SSNs no longer appear on the MRPS end user homescreen to minimize the opportunity for unauthorized disclosure.

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

7. If you have any questions or concerns, please contact Chris P. Bacon at (555) 555-0123 or email ([chrispbacon@AFS.gov](mailto:chrispbacon@AFS.gov)).

Barry Cuda  
Chief of Military Assignments, SES

Must be signed by an SES/GO.