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FM DON CIO WASHINGTON DC
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CMC ACMC WASHINGTON DC
ASSTSECNAV RDA WASHINGTON DC
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DON AA WASHINGTON DC
NAVINSGEN WASHINGTON DC
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OLA WASHINGTON DC
CHINFO WASHINGTON DC
CNR ARLINGTON VA
NAVAUDSVC WASHINGTON DC
DON CIO WASHINGTON DC
DON SAPRO WASHINGTON DC
DIRNAVCRIMINVSERV QUANTICO VA
COMPACFLT PEARL HARBOR HI
COMUSFLTFORCOM NORFOLK VA
COMUSNAVEUR COMUSNAVAF NAPLES IT
COMNAVAIRSYSCOM PATUXENT RIVER MD
COMNAVRESFORCOM NORFOLK VA
COMNAVSEASYSCOM WASHINGTON DC
CNIC WASHINGTON DC
USNA ANNAPOLIS MD
COMUSNAVCENT
COMFLTCYBERCOM FT GEORGE G MEADE MD
BUMED FALLS CHURCH VA
COMNAVSAFECEN NORFOLK VA
NETC PENSACOLA FL
COMNAVLEGSVCCOM WASHINGTON DC
COMNAVSUPSYSCOM MECHANICSBURG PA
COMUSNAVSO
COMNAVFACENGCOM WASHINGTON DC
NAVWARCOL NEWPORT RI
COMSPAWARSYSCOM SAN DIEGO CA
COMNAVSPECWARCOM CORONADO CA
DIRSSP WASHINGTON DC
BUPERS MILLINGTON TN
COMNAVDIST WASHINGTON DC
ONI WASHINGTON DC
NAVY BAND WASHINGTON DC
FLDSUPPACT WASHINGTON DC
NPS MONTEREY CA
NAVHISTHERITAGECOM WASHINGTON DC
COMOPTEVFOR NORFOLK VA
NAVCYBERDEFOPSCOM SUFFOLK VA
NAVNETWARCOM SUFFOLK VA
PRESINSURV VIRGINIA BEACH VA
COMSC NORFOLK VA
BT

UNCLAS
MSGID/GENADMIN/DON CIO WASHINGTON DC//
SUBJ/NEW DEPARTMENT OF THE NAVY SOCIAL SECURITY NUMBER (SSN)
REDUCTION PLAN//
REF/A/DODI/1000.30/01AUG2012// REF/B/DODI/ 7750.07/10OCT2014// REF/C
/DOC/SECNAVINST 5210.16/31DEC2005// REF/D/DOC/SECNAV M5213.1
/01DEC2005// REF/E/DOC/SECNAVINST 5211.5E/28DEC2005// REF/F/MSG
/DONCIO DTG: 171625Z Feb 12 // REF/G/MSG/DONCIO DTG: 192101ZJUL10/
/REF/H/MSGDONCIODTG: 081745ZNOV12//
NARR/REF A ESTABLISHES POLICY AND ASSIGNS RESPONSIBILITIES FOR SSN
REDUCTION IN THE DEPARTMENT OF DEFENSE (DOD). REF B DELINEATES
POLICY AND RESPONSIBILITIES FOR THE DOD FORMS MANAGEMENT PROGRAM.
REF C DELINEATES AUTHORITIES AND RESPONSIBILITIES FOR THE DON FORMS
MANAGEMENT PROGRAM. REF D IS THE DON FORMS MANAGEMENT PROCEDURES
MANUAL. REF E DELINEATES POLICY, AUTHORITIES, AND RESPONSIBILITIES
FOR THE DON PRIVACY PROGRAM. REF F IS THE DON CIO GENADMIN
ANNOUNCING THE PLAN TO REDUCE SSN USE IN DON FORMS. REF G IS THE DON
CIO GENADMIN ANNOUNCING IMPLEMENTATION OF THE DON SSN REDUCTION PLAN
PHASE THREE. REF H IS THE DON CIO GENADMIN FACSIMILE POLICY.  REFS A
AND B ARE POSTED ON THE DOD ISSUANCES WEB SITE HTTP://WWW.DTIC.MIL
/WHS/DIRECTIVES/.  REFS C THROUGH H ARE POSTED ON THE DON CIO WEB
SITE HTTP://WWW. DOCIO.NAVY.MIL/MAIN.ASPX//.
POC/MR. STEVE MUCK/CIVPERS/DON PRIVACY LEAD/DON CIO/LOC: WASHINGTON
DC/TEL: 703 695 1297/E-MAIL: STEVEN.MUCK@NAVY.MIL//
PASSING INSTRUCTIONS:
CNO: PLEASE PASS TO DNS/N1/N2/N3/N4/N5/N6/N8//
CMC: PLEASE PASS TO DCMS/C4//
RMKS/1. It is DON Policy to reduce or eliminate the use of Social
Security numbers (SSN) in DON business processes wherever possible.
The SSN is one of the personal identifiers most often used in
commission of identity theft. The DON has made great strides in
reducing SSN use, but more remains to be done. This guidance updates
the DON plan begun in 2009 to reduce the collection, use, display,
and maintenance of SSNs in the DONs official forms, IT systems,
applications, shared drives, web portals and other collections
associated with DON business processes. This plan supersedes
references (F) and (G) and provides additional policy on SSN use,
identifies acceptable uses, and describes how these uses are to be
justified and to be documented. Refs (A) through (E) and ref (H)
remain in effect.
This policy applies to all DON personnel, including contractors, and
includes all data managed or retained in government or contractor
-owned or operated information systems. Affected SSN use includes use
of the SSN alone or in association with other personally identifying
information (PII), such as an individuals name, and the SSN in any
form, including but not limited to, truncated, masked, or encrypted.
This is a DON-wide effort that requires the attention and
cooperation of senior leaders and compliance from all Sailors,
Marines, DON Civilians, and support contractors. To ensure that
proper safeguards are in place, all DON contracts must include the
Federal Acquisition Regulations clauses found at  HTTP:/
/WWW.DONCIO.NAVY.MIL/CONTENTVIEW.ASPX?ID=5975
and must be implemented prior to any collection, use, display, or
maintenance of SSNs.
2. ACTION: The DON SSN Reduction Plan requires the following actions:
First, implementation of new policy to further reduce SSN use in the

DON, and second, review and justification of all continued use of SSNs in official DON forms, IT systems, applications, shared drives, web portals, and other collections associated with DON-controlled business processes.

A.  NEW POLICY:

1.  MAILINGS.  When mailing 25 or more hard copy records containing PII, including but not limited to official passports, medical or dental records, military or civilian personnel records, fitness reports or evaluations, or promotion packages, the package shall be double wrapped and the inner package marked For Official Use Only  Privacy Sensitive. Any misuse or unauthorized disclosure may result in both civil and criminal penalties.  Additionally, DD Form 2923(SEP 2010) Privacy Act Data Cover Sheet must be inserted inside the outer wrapping. All such packages must be tracked with government or commercial delivery services.

2. SSNs may not be transmitted in unencrypted email or ever sent to group mailboxes.

3.  SSNs may not be requested in surveys or questionnaires, and must not be included in personnel rosters.

4.  SSNs may not be transmitted by electronic facsimile except under circumstances described in ref (H).

5.  Base/installation, building, or office access visitor logs containing SSNs shall not be visible to personnel without an official need to know.

6.  The Joint Personnel Adjudication System (JPAS) must be used to transmit all DON facility access requests. Use of email or faxing letters or memos is prohibited.

7.  Removal of hard copy documents containing SSNs from an authorized workplace must be approved by the supervisor responsible for that workplace. This does not apply to individuals with documents containing their own SSNs, or those of their legal dependents.

8.  SSNs will not be included in the subject lines of messages, memorandums, letters, or emails.

9.  Electronic folder or file names shall not include SSNs.

10.   Effective 1 APR 2017, the Navy and Marine Corps, IAW changes to DOD policy, will not use SSNs in the urinalysis or drug testing process.

11.  SPOT CHECKS. Using the checklist provided at HTTP:/ /WWW.DONCIO.NAVY.MIL/CONTENTVIEW.ASPX?ID=760, commanders / commanding officers / officers-in-charge will ensure that supervisors conduct spot checks of their assigned areas of responsibility, focusing on those areas that regularly use SSNs and other PII   (e.g.,  human resources, personnel support, medical). Spot checks shall be conducted at least semi-annually to ensure that basic PII safeguards are in place and that when weaknesses are identified, that corrective measures are taken immediately. Auditable spot check records will be maintained by the command privacy coordinator or other designated official.

NOTE: Navy and Marine Corps inspectors general use similar checklists when conducting command visits.

12.  Any official form, IT system, application, shared drive, web portal, or other repositorys collection of SSNs must be justified under at least one of the twelve acceptable uses listed in enclosure (2) of ref (A). Acceptable uses include those provided for in law, required by the need for system interoperability with organizations outside the DOD, or required by operational necessity. Operational

necessity may result from inability to alter systems, processes, or forms due to excessive cost or unacceptable level of risk. Convenience of use or unwillingness to change is not acceptable justification. The heightened risk and possible increased liability to our DON personnel should be considered before requesting approval for continued SSN use relying on operational necessity as the justification.   Reviews for forms and IT systems completed after JAN 2016 are valid for this requirement.

If a request for continued SSN use is rejected, the action officer or originator of the affected form, IT system, application, shared drive web portal, or other collection repository will take immediate steps to ensure elimination of any SSN data field or other use of SSNs.

B.  FORMS.

1.  All official forms that collect SSNs shall be reviewed. If such a form cannot be eliminated, then the originator should eliminate SSN collection or substitute another unique identifier, such as DOD ID number.

2.  Verify that all official forms, including those subject to this review, are registered in Naval Forms Online:  HTTPS://WWW.NAVALFORMS.DOCUMENTSERVICES.DLA.MIL//.

3.  When, upon review, an action officer, originator, or forms management officer determines that a forms continued collection of SSNs is justified, that officer will provide justification to the DON FMO using SECNAV Form 5213/1, SSN Reduction Review. The memo must be signed by the first flag or general officer or member of the Senior Executive Service in that chain of command, or that persons designee. SECNAV FORM 5213/1 can be found at: HTTPS://WWW.NAVALFORMS.DOCUMENTSERVICES.DLA.MIL//.

4.  SSN reduction reviews of all official forms must be completed NLT 01 JUNE 2017. Records of these reviews must be retained in the commands forms history file.

5.  The HQMC FMO shall provide a consolidated report on Marine Corps forms review to the DON FMO NLT 14 JUNE 2017. A consolidated report format will be provided via SEPCOR.

6. The DON FMO will submit a consolidated report of SECNAV/NAVSO/OPNAV/CMC forms to the DON CIO NLT 21 JUNE 2017.

7.  SSN reduction review must be included in the approval process for any form created after 01 JUNE 2017, and hereafter all existing forms must be reviewed at least every three years.

8.  Any non-official form that collects SSNs and has not been documented and approved by a DOD or DON FMO, must be submitted to the appropriate FMO for approval per ref (D) or promptly eliminated.

C. IT SYSTEMS AND APPLICATIONS.

1.  All IT systems and applications registered in the DOD IT Portfolio Repository  Department of the Navy (DITPR-DON), or the DON Application and Data Base Management System (DADMS) that collect SSNs will be reviewed. When possible, SSN collection will be discontinued, masked, or replaced by another unique identifier, such as the DOD ID number.

2.  Verify that IT systems and applications are registered in DITPR-DON or DADMS, as appropriate, and that the data fields pertaining to SSN collection are accurately completed.

3.  If, after review, it is determined that SSN collection is still required, written justification will be submitted to the DON FMO using SECNAV Form 5213/1 (rev OCT 2016) and signed by the first flag

or general officer, or member of the Senior Executive Service, in the chain of command, or that persons designee.

4.  An IT system or applications signed SSN reduction review form will be posted in DITPR-DON or DADMS under the DOC tab NLT 01 JUNE 2017.

5.  An SSN reduction review will be performed before a new IT system or application is made operational and every three years thereafter, in conjunction with submission of the Privacy Impact Assessment (PIA).

D.  COMMAND SHARED DRIVES AND WEB PORTALS.

1.  All command shared drives and web portals that collect SSNs must be reviewed locally by the respective commands. This should be a part of the semi-annual compliance spot check. Where possible, SSN collection will be discontinued or replaced by another unique identifier, such as the DOD ID number.

2.  If continued SSN collection is required, written justification will be submitted to the DON FMO using SECNAV Form 5213/1, signed by the first flag or general officer, or member of the Senior Executive Service, in the chain of command, or that persons designee.

3.  Signed SSN reduction review forms will be retained by the local command, updated every three years.

E.  OTHER COLLECTIONS.

1.  All memorandums, letters, spreadsheets, and other hard copy documents containing SSNs will be reviewed.  Where possible, SSN use will be eliminated or replaced with another unique identifier, such as the DOD ID number.

2.   If, after review, it is determined that continued SSN collection is required, no SSN Reduction Review Form is required, but collection must be justified by a flag or general officer, or Senior Executive Service member (or designee) for hard copy documents or electronic collections.  Hard copy documents or collections may be reviewed as part of a business process.

3.  When a PII breach involving a means of SSN collection other than an official form or IT system occurs, the reporting activity must cite in its SECNAV Form 5211/1 (rev MAY 2016) breach report the acceptable use that justified the collection.

3.  Request widest dissemination.

4. Released by Robert W. Foster, Department of the Navy Chief Information Officer//

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