

## NEW PROCEDURES FOR PROCESSING TRAVEL DOCUMENTS

In an effort to enhance the security of personally-identifiable information (PII) (i.e., social security numbers) on travel documents and related reports issued by USDA, the Department is working on permanent policy for the continued use of PII on these documents.

However, until the Department provides permanent guidance in this area, the Department has advised Marketing and Regulatory Programs that social security numbers may be truncated to the last four digits on all travel documents except those mailed to NFC. In order to effect this advance guidance, individuals preparing and processing travel-related documents are required to amend their current procedures identified below.

**Effective immediately**, when routing travel documents for approval, personnel preparing travel authorizations and travel vouchers must follow these steps:

### HARD COPY DOCUMENTS

#### **AD-202, Travel Authorization**

**Block #4** - Use the traveler's **LAST FOUR DIGITS** of his/her social security number and replace the first five digits with zeros.

**Block #35** - Use the Approving Officer's **LAST FOUR DIGITS** of his/her social security number and replace the first five digits with zeros.

#### **AD-616, Travel Voucher (Temporary Duty)**

**Block #2** - Use the traveler's **LAST FOUR DIGITS** of his/her social security number and replace the first five digits with zeros.

**Block #51** - Use the Approving Officer's **LAST FOUR DIGITS** of his/her social security number and replace the first five digits with zeros.

**Example:**     **000-00-1234**

## **ELECTRONIC PRINT-OUT VERSION**

### **AD-202, Travel Authorization**

**Block #4** - Black out with marker or white out the first five digits.

**Block #35** - Approving Official's social security number does not print-out.

### **AD-616, Travel Voucher**

**Block #2** - Black out with marker or white out the first 5 digits.

**Block #51** - The approving official's social security number does not print-out.

## **ENTERING DATA INTO THE TRAVEL SYSTEM**

Personnel responsible for entering data into the National Finance Center's (NFC) electronic travel system will continue to use the traveler and approving official's complete social security numbers as required by the system.

## **OBTAINING COMPLETE SOCIAL SECURITY NUMBERS**

Utilize other sources, e.g., Travel Inquiry (F2 name search) and/or contact the traveler and/or approving official for the full social security number to complete the transmittal of the information.

Failure of the traveler and approving official to provide the full social security number may cause a delay in the processing of travel documents and may lead to travel account delinquency.

## **MAILING DOCUMENTS TO NFC**

Personnel responsible for mailing travel documents (Relocation Vouchers, Post Audits, and Temporary Duty travel when online access is not available) to NFC will continue to include the traveler and approving official's complete social security numbers on all documents as required by the system.

**Existing signed copies** of travel authorizations and vouchers that contain complete social security numbers or other PII must be stored in a manner that ensures their availability for authorized purposes and that protects the PII from misuse or unauthorized disclosure. Personnel responsible for maintaining these records should immediately implement measures to ensure this information is secure at all times.

Further Departmental guidance is forthcoming. If you have any questions regarding this interim guidance, please contact the appropriate Travel Specialist below.

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