

Subject: DEPARTMENT OF THE NAVY SOCIAL SECURITY NUMBER REDUCTION PLAN FOR FORMS PHASE ONE  
Originator: /C=US/O=U.S. GOVERNMENT/OU=DOD/OU=USMC/OU=ORGANIZATIONS/L=HQMC WASHINGTON DC/OU=CMC WASHINGTON DC(UC)  
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UNCLASSIFIED//  
MARADMIN 646/10  
MSGID/GENADMIN/CMC WASHINGTON DC DMCS//  
SUBJ/DEPARTMENT OF THE NAVY SOCIAL SECURITY NUMBER REDUCTION PLAN /FOR FORMS PHASE ONE//  
REF/A/MSGID:DOC/USD (PR) WASHINGTON DC/28MAR2008//  
REF/B/MSGID:MSG/DON CIO WASHINGTON DC/192101ZJUL2010//  
NARR/REF A IS UNDER SECRETARY OF DEFENSE (PERSONNEL AND READINESS) DIRECTIVE-TYPE MEMORANDUM (DTM) 07-015-USD(PR) - DOD SOCIAL SECURITY NUMBER (SSN) REDUCTION PLAN, WHICH ANNOUNCED THE DOD SSN REDUCTION PLAN. REF B IS DEPARTMENT OF THE NAVY (DON) CHIEF INFORMATION OFFICER (CIO) MESSAGE, DON SSN REDUCTION PLAN FOR FORMS PHASE ONE, WHICH DELINEATES DON POLICY AND RESPONSIBILITIES FOR FORMS MANAGEMENT OFFICERS AND FORMS SPONSORS TO REVIEW ALL OFFICIAL AND NON-OFFICIAL FORMS THAT COLLECT SSN'S//  
POC/MS. LAURIE SOMERS/CIVPERS/UNIT:USMC FORMS MANAGER/NAME:WASHINGTON DC/TEL:(703)614-2951/TEL:DSN 224 2951/EMAIL:LAURIE.SOMERS(AT)USMC.MIL//  
GENTEXT/REMARKS/1. THIS MESSAGE PROVIDES GUIDANCE AND DIRECTS SPECIFIC ACTIONS TO EXECUTE THE DEPARTMENT OF THE NAVY (DON) SOCIAL SECURITY NUMBER (SSN) REDUCTION PLAN PER REFERENCES A AND B.

2. THE SSN HAS EVOLVED TO BECOME THE IDENTIFIER OF CHOICE FOR MANY OF THE BUSINESS PROCESSES WITHIN THE DEPARTMENT. WHILE USE OF THE SSN HAS BECOME THE ENABLER TO IDENTIFY AND AUTHENTICATE INDIVIDUALS, IT IS ONE OF THE KEY ELEMENTS FOR IDENTITY THEFT AND FRAUD. WIDESPREAD USE OF THE SSN HAS REACHED UNACCEPTABLE LEVELS AND REQUIRES A DEPARTMENT-WIDE EFFORT TO ELIMINATE OR REDUCE THE COLLECTION, USE, DISPLAY, AND STORAGE OF THIS SENSITIVE DATA ELEMENT.

3. THE SSN REDUCTION PLAN CONSISTS OF TWO PHASES. THIS MESSAGE PROVIDES GUIDANCE FOR PHASE ONE AND DIRECTS ALL FORMS SPONSORS AND FORMS MANAGEMENT OFFICERS (FMO'S) TO REVIEW ALL FORMS. (PHASE TWO WILL BE ANNOUNCED AFTER THE DEPARTMENT OF DEFENSE (DOD) PROVIDES GUIDANCE ON THE USE OF AN ALTERNATIVE IDENTIFIER IN PLACE OF THE SSN.) THE GOAL OF PHASE ONE IS TO REVIEW AND JUSTIFY SSN USE IN ALL DON AND USMC FORMS AND INFORMATION TECHNOLOGY SYSTEMS AND, WHERE POSSIBLE, ELIMINATE THEIR USE. PHASE ONE REQUIRES FMO'S TO REGISTER ALL EXISTING AND NEW OFFICIAL FORMS ON NAVAL FORMS ONLINE. CONTINUED COLLECTION AND USE OF SSN'S REQUIRES A BUSINESS NEED/PURPOSE BEFORE APPROVAL IS GIVEN FOR CONTINUED USE BY DON CHIEF INFORMATION OFFICER (CIO). WHERE A UNIQUE IDENTIFIER MUST BE USED TO IDENTIFY AN INDIVIDUAL AND THE SSN IS NO LONGER APPROPRIATE FOR USE, PHASE TWO WILL AUTHORIZE AND ESTABLISH GUIDELINES FOR REPLACING THE SSN WITH ANOTHER UNIQUE IDENTIFIER.

4. OFFICIAL FORMS. FMO'S WILL PROVIDE SSN REVIEW AND JUSTIFICATION FOR ALL OFFICIAL FORMS CONTAINING SSN FIELDS USING THE SECNAV 5213/1 SSN REDUCTION REVIEW JULY 2010 FORM. THE SECNAV 5213/1 FORM CAN BE FOUND AT [HTTPS:\(SLASH SLASH\)NAVALFORMS.DAPS.DLA.MIL\(SLASH SLASH\)](https://navalforms.daps.dla.mil/) BY SELECTING "FORMS" TAB; SELECT "KEYWORD" SEARCH; ENTER "5213/1" IN SEARCH CRITERIA; SELECT "SEARCH;" AND SELECT THE "DOWNLOAD PAGE" ICON IN THE "TYPE" COLUMN TO SAVE TO DESKTOP. ACCEPTABLE USES OF THE SSN ARE THOSE THAT ARE PROVIDED BY LAW, REQUIRE INTEROPERABILITY WITH ORGANIZATIONS BEYOND THE DOD PER REFERENCE A, OR ARE REQUIRED BY OPERATIONAL NECESSITY. OPERATIONAL NECESSITY MAY BE THE RESULT OF THE INABILITY TO ALTER SYSTEMS, PROCESSES, OR FORMS DUE TO COST OR UNACCEPTABLE LEVELS OF RISK. EASE OF USE OR UNWILLINGNESS TO CHANGE ARE NOT ACCEPTABLE JUSTIFICATIONS. THE JUSTIFICATION SECTION MUST BE SIGNED BY A GENERAL OFFICER (GO), SENIOR EXECUTIVE SERVICE (SES) MEMBER, OR INDIVIDUAL WITH BY DIRECTION AUTHORITY OF THE APPLICABLE GO/SES. SUBMIT COMPLETED SECNAV 5213/1 FORM WITH A COPY OF THE FORM BEING JUSTIFIED TO CMC (ARDE) FOR REVIEW AND APPROVAL FOR CONTINUED USE. IF A JUSTIFICATION FOR SSN USE IS DISAPPROVED, FMO'S WILL ENSURE IMMEDIATE STEPS ARE TAKEN TO ELIMINATE THE SSN DATA FIELD OR DISCONTINUE USE OF THE FORM.

5. NON-OFFICIAL FORMS. ALL NON-OFFICIAL FORMS THAT COLLECT SSN'S MUST BE APPROVED FOR USE BY CMC (ARDE). ANY NON-OFFICIAL FORM NOT DOCUMENTED AND APPROVED BY CMC (ARDE) WILL BE IMMEDIATELY DISCONTINUED. SUBMIT REQUESTS TO USE SUCH FORMS THAT COLLECT SSN'S VIA THE CHAIN OF COMMAND TO CMC (ARDE) FORMS MANAGEMENT OFFICE FOR REVIEW AND APPROVAL.

6. SUBMIT CONSOLIDATED FORM REVIEWS TO CMC (ARDE) VIA THE CHAIN OF COMMAND NOT LATER THAN COB 17 DECEMBER 2010. THE HQMC FMO SHALL REVIEW FORMS AND CONSULT WITH THE HQMC PRIVACY ACT OFFICER. THE HQMC FMO WILL SEND A CONSOLIDATED USMC REPORT TO THE DON FMO. FOR ANY QUESTIONS ON THIS MATTER, CONTACT CMC ARDE (703)614-1712, DSN: 224-1712, OR E-MAIL: [SMB.HQMC.ARDE\(AT\)USMC.MIL](mailto:SMB.HQMC.ARDE@USMC.MIL).

7. THIS MARADMIN IS APPLICABLE TO THE MARINE CORPS TOTAL FORCE.

8. RELEASE AUTHORIZED BY LTGEN W. J. WILLIAMS, DIRECTOR, MARINE CORPS STAFF.//