



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

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From: Deputy Director, Navy Corrections and Programs
To: Distribution

Subj: SOCIAL SECURITY NUMBER (SSN) REDUCTION PLAN

Ref: (a) USD DTM of 28 Mar 09 (Subj: Directive-Type Memorandum (DTM)
07-015-USD(P&R) - "DoD Social Security Number (SSN)
Reduction Plan")

1. Purpose. To implement guidance contained within reference (a) for offender management programs under the cognizance of Corrections and Programs (OPNAV-N135E/PERS-00D1).

2. Background

a. Reference (a) establishes DoD policy for use of the SSN and guidance for reducing its unnecessary use. Reference (a) requires all Federal agencies to develop and implement a plan to reduce the unnecessary use of the SSN.

b. Offender management programs under the cognizance of Corrections and Programs include: detention, restriction, correctional custody, confinement, appellate leave, deserter processing, select command and public safety programs, and defense incident-based reporting system (DIBRS).

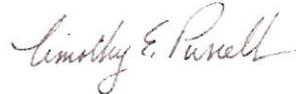
c. Database management for confinement, appellate leave, and deserter processing is provided by the Corrections Management Information System (CORMIS). As an initiative preceding guidance contained within reference (a), CORMIS was configured to generate a Resident Control Number (RCN) in lieu of a SSN to reduce unnecessary use of the SSN. In the following order, the RCN is comprised of the first letter of the last name, last four digits of the SSN, first letter of the first name, and a two-digit randomly generated number. Efforts to date to reduce the unnecessary use of the SSN have also included retooling forms and reports within CORMIS and masking related numbers with characters. Full use of SSN is now limited to initial record entry into CORMIS. Screens within the CORMIS modules do not depict SSN to users without specific authorizations. While select legal documents are uploaded into CORMIS for operational and archive purposes with full SSN, CORMIS is assessable only to authorized users via a Common Access Card. Efforts continue to phase out remnant SSN usage.

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3. Guidance. Unless governed under acceptable uses of the SSN as outlined within reference (a), the CORMIS RCN shall be used in lieu of.

4. Applicability. This guidance is applicable to Navy activities that use CORMIS (i.e., shore brigs, Navy and Marine Corps Appellate Leave Activity (NAMALA), and Navy Absentee Collection and Information Center (NACIC)).

5. Point of Contact. Mr. Tim Purcell, (901) 874-4452, DSN 882, timothy.purcell1@navy.mil.



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