



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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COMBAT CENTER BULLETIN 5211

From: Commanding General

To: Distribution List

Subj: SOCIAL SECURITY NUMBER (SSN) USAGE REDUCTION PLAN

Ref: (a) DoD Instruction 1000.30 of 1 August 2012
(b) DON CIO WASHINGTON DC 171625Z Feb 12
(c) SECNAV M-5216.5
(d) CCBul 5213
(e) <http://www.doncio.navy.mil/TagResults.aspx?ID=111>
(f) DON CIO WASHINGTON DC 081745Z Nov 12

1. Situation. In accordance with the references, the use of the SSN has become a means of greater efficiency for personal identity but the threat of identity theft has made its widespread use unacceptable. Per reference (a), it is Department of Defense (DoD) policy that all DoD personnel shall reduce or eliminate the use of SSNs wherever possible. Per reference (b) the Department of the Navy (DoN) has issued a phased plan of action to implement this DoD policy. References (a) and (b) supersede all existing procedures, including the correspondence format prescribed by reference (c).

2. Cancellation. CCBul 5211 of 14 Nov 12.

3. Mission. To promulgate a consolidated resource and provide guidance to Combat Center personnel for compliance with DoD and DoN policy.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Ensure all personnel are in compliance with the references and this Bulletin.

(2) Concept of Operations

(a) All use of the SSN, whether full, partial, masked, encrypted or disguised, is subject to review and justification. If not operationally necessary, it must be eliminated, per the references.

(b) While the initial focus of the SSN Usage Reduction Plan has been on forms and systems, as reflected in reference (a), the ultimate goal is to eliminate the use of the SSN within the DoD, except as necessary to interface with outside agencies. Within the DoD, the use of the Electronic

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Data Interchange Personal Identifier (EDI-PI) is authorized as the substitute for the SSN wherever possible per reference (b). This SSN usage policy change will impact various functions of administration.

(c) During the process of implementing the SSN Usage Reduction Plan there will be potential conflict between existing directives and the goals of the Plan. References (a) and (b) take precedence over existing directives; acceptable uses of the SSN are listed in enclosure (2) of reference (a).

b. Subordinate Element Missions

(1) Commanding Officers, Assistant Chiefs of Staff, Directors, and Officers In Charge

(a) Ensure widest dissemination of this Bulletin and the references to ensure that all personnel are aware of the need to eliminate or protect any use of the SSN.

(b) Review all procedures, administrative processes, and directives to ensure that any prescribed use of the SSN is justified as an acceptable use per reference (a); if the use cannot be justified, the SSN must be eliminated. The procedure for developing and modifying forms is found in reference (d).

(2) Assistant Chief of Staff G-1, Adjutant

(a) As Privacy Act Officer, review and approve or disapprove justification for the use of the SSN in new or existing forms and provide subject matter expert guidance to implement the references with regard to other documents.

(b) As Forms Management Officer, maintain the SSN use and reduction records and prepare the annual report required by reference (a).

(3) Command Inspector General. Ensure compliance with references (a) and (b) and incorporate into the command inspection programs as authorized by reference (b).

c. Coordinating Instructions. Personnel may locate an EDI-PI number by taking the following steps: Access Marine On Line, click on the locator tab, and enter required information in search fields.

5. Administration and Logistics

a. Items for Immediate Attention

(1) Remove SSNs and any unnecessary personal information from all rosters. Recall rosters should contain only names, addresses, and telephone numbers per reference (b).

(2) Encrypt all e-mails containing SSNs in any form. Follow the guidance in reference (b).

(3) Ensure that share drive folders used for files containing SSNs or other personally identifying information are accessible to only personnel with the need to know the information. Password protect documents or folders if necessary.

(4) Do not scan documents containing SSNs unless the destination folder is only accessible by users authorized to view the information. See reference (b) for additional guidance.

(5) Do not fax documents containing SSNs, unless the exceptions listed in reference (f) apply. Reference (b) has been modified by reference (f).

(6) Eliminate the use of the SSN in all documents unless the use meets the acceptable use criteria in reference (a). If an identifier is necessary, replace the SSN in correspondence with the EDI-PI. For example, the "To" line of a standard letter would read: Sergeant John Doe 0123456789/0111 USMC. It is expected that a specific format will be incorporated into a revision of reference (c) that will supersede this paragraph when published, but the requirement to eliminate the SSN is effective immediately.

b. Miscellaneous Information. References (a) and (b), along with additional publications and guidance, are available at reference (e). This DoN site should be checked frequently for new issuances.

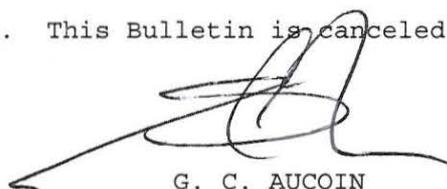
c. This Bulletin can be viewed at:
<http://www.29palms.usmc.mil/dirs/manpower/adj/ccotoc.asp>.

6. Command and Signal

a. Command. This Bulletin is applicable to all personnel that fall under the cognizance of the Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center.

b. Signal. This Bulletin is effective the date signed.

7. Cancellation Contingency. This Bulletin is canceled when incorporated in reference (c).



G. C. AUCOIN
Chief of Staff