



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

Canc frp: Jun 2012

IN REPLY REFER TO

BUMEDNOTE 5213
BUMED-M09B31
15 Jun 2011

BUMED NOTICE 5213

From: Chief, Bureau of Medicine and Surgery
To: Stations Having Medical and Dental Department Personnel

Subj: ANNOUNCEMENT OF NEW PROCEDURES FOR THE USE OF SOCIAL SECURITY NUMBERS ON FORMS

Ref: (a) BUMEDINST 5210.9B
(b) DONCIO Washington DC 192101Z Jul 2010
(c) USD(P&R) memorandum of 28 Mar 2008, DTM-07-015, "DoD Social Security Number (SSN) Reduction Plan"

1. Purpose. To announce the revised guidance for the use of social security numbers (SSN) on forms and to provide policies and procedures which further clarify references (a) through (c) at the Bureau of Medicine and Surgery (BUMED) and throughout the Navy Medical Department.

2. Background. Per reference (b), Secretary of the Navy (SECNAV) announced new guidance for the reduction of the use of SSNs on forms within the Department of the Navy (DON).

3. Action

a. All Navy Medical Commands shall:

(1) Ensure only approved forms are used to capture any part of an SSN and that the capture of the SSN is justified per references (a) through (c). Signed higher authority guidance requiring the capture of an SSN can be part of the justification. However, it does not provide an exemption from this SSN justification process.

(2) Establish a formal plan to convert all unapproved forms to approved forms. Unapproved forms capturing a SSN shall be the first forms to be addressed.

(3) Use SECNAV 5213/1, SSN Reduction Review to document approved use of the SSN on a form. SECNAV 5213/1 can be filled electronically. To view all sections of the form, "FORM" must be selected at the top of the SECNAV 5213/1 prior to filling/printing.

(a) Section 1 of the SECNAV 5213/1 shall be completed by the form sponsor. The use of the SSN must be formally tied to all three of the following:

1. System of Record Notice (SORN),
2. Privacy Impact Statement (PAS), and
3. Department of Defense (DoD) Information Technology Portfolio Repository (DITPR) Identification Number (ID).

(b) The form's sponsor shall also prepare page 2 of the SECNAV 5213/1 for signature by entering the appropriate SORN, PAS, and DITPR ID and justification. The justification must be one of the approved uses outline in reference (b).

(c) Section 2 of the SECNAV 5213/1 shall be completed by the command's Privacy Act Officer.

(d) Section 3 of the SECNAV 5213/1 shall be completed by the command's Forms Manager.

(e) Page 2 of the SECNAV 5213/1 shall be signed by the appropriate Flag or Senior Executive Service official, as outlined in reference (a), after all sections of page 1 the SECNAV 5213/1 have been signed.

(4) Maintain the following data on their local command forms for an annual SSN Form Reduction Report:

- (a) Number of forms reviewed.
- (b) Number of forms pending review.
- (c) Number of forms with SSNs approved.
- (d) Number of forms with SSNs removed.

(5) Annually submit, through the chain of command, their SSN Form Reduction Report via e-mail to BUMEDForms@med.navy.mil. The data must be accurate as of 1 May and must be received by the BUMED Forms Management Officer no later than 15 June. The data must be on their local command forms. It shall not cover data on higher authority forms.

(6) Per references (a) and (b), shall begin posting their approved forms to the Naval Forms Online (NFOL) Web site at: <https://navalforms.daps.dla.mil>. Additional NFOL guidance is available in enclosure (6) of reference (a).

b. The BUMED Forms Management Officer shall consolidate the SSN Form Reduction Reports and submit to the Department of Navy Forms Management Officer no later than 1 July.

4. Definitions

a. Form. A fixed arrangement of captioned spaces designed for gathering, organizing, and transmitting prescribed information quickly and efficiently. A form may be in hard copy or soft copy (electronic). Per reference (a):

(1) Approved forms have a form number, title, edition date, and a signed prescribing issuance authorizing the form.

(2) Unapproved forms are those forms that do not have a form number, title, edition date, or a signed prescribing issuance.

b. Higher Authority Forms. Forms established by a requiring document or issuance from an authority higher than your command.

c. Prescribing Document or Issuance. The written/signed communication that starts or oversees an action, conduct, or procedure. The prescribing document or issuance establishes a requirement for and prescribes the required use of a form by the organizations and individuals identified in the scope of the document or issuance, unless instructions in the document or issuance specifically state otherwise or a written waiver is granted. Prescribing issuances are often public laws or DoD Directives, Instructions, Directive-Type Memorandums (DTM), and Publications; SECNAV or Office of the Chief of Naval Operations (OPNAV) Instructions or Manuals; BUMED Instructions and Manual; or local command instructions and include materials usually issued to multiple addresses for insertion in policy, administrative, or operations manuals. News releases, catalogs, price lists, training materials, and correspondence are not included.

5. Form and Report

a. SECNAV 5213/1 (Jun 2009), SSN Reduction Review is available electronically at: <https://navalforms.daps.dla.mil>.

b. The reporting requirements for this notice were established by references (b) and (c).

6. Cancellation Contingency. Retain until incorporated into reference (a).


A. M. ROBINSON, JR.

Distribution is electronic only via the Navy Medicine Web Site at:
<http://www.med.navy.mil/directives/Pages/default.aspx>