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P 131157Z MAR 12

FM DFAS INDIANAPOLIS IN

TO AIG 4579

BT

SUBJECT: REQUIREMENT FOR FULL SOCIAL SECURITY NUMBER (SSN) ON THE DD FORM 1351-2

(TRAVEL VOUCHER OR SUBVOUCHER) AND SF 1164 WHEN USED FOR TRAVEL CLAIMS

(TRAVEL TECHNICAL MESSAGE 12-03)

REFERENCE A. DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATIONS (DODFMR), VOLUME 5.

REFERENCE B. DEFENSE FINANCE AND ACCOUNTING SERVICE INDIANAPOLIS (DFAS-IN) REGULATIONS 37-1, CHAPTER 10 AND APPENDIX I.

1. REFERENCES A AND B REQUIRE THE SSN ON THE DD FORM 1351-2 (TRAVEL VOUCHER OR SUBVOUCHER)

AND ON THE SF 1164 WHEN USED TO CLAIM TRAVEL ENTITLEMENTS. WITH THE INCREASE OF IDENTITY

THEFT AND THE HIGHTENED SECURITY FOR PERSONALLY IDENTIFIABLE INFORMATION

(PII), QUESTIONS

HAVE SURFACED ABOUT WHETHER THE SSN CAN BE SHORTENED TO THE LAST 4 DIGITS OR ELIMINATED

TOTALLY ON THE DD FORM 1351-2 AND SF 1164 WHEN USED FOR TRAVEL ENTITLEMENTS.

2. THIS MESSAGE REITERATES THE REQUIREMENT THAT ALL 9 DIGITS OF THE SSN MUST BE PUT

ON THE DD FORM 1351-2 FOR DFAS TO PROCESS A TRAVEL VOUCHER OR SUBVOUCHER, AND ALL 9 DIGITS

MUST BE ON THE SF 1164 WHEN THAT FORM IS USED TO CLAIM TRAVEL ENTITLEMENTS.

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3. THE FINANCIAL ENTITLEMENT SYSTEMS REQUIRE THE FULL 9 DIGITS TO COMPUTE AND PAY AN

ENTITLEMENT. ADDITIONALLY, THE FULL 9 DIGIT SSN IS A UNIQUE IDENTIFIER THAT ALLOWS RELATIVE

ASSURANCE THAT THE CLAIMANT IS THE APPROPRIATE INDIVIUDAL, AND ALLOWS FOR IDENTIFICATION

WITHIN THE AUTOMATED SYSTEMS.

4. THERE ARE INITIATIVES THAT ARE LOOKING AT ALTERNATIVE UNIQUE IDENTIFIERS TO REPLACE

USE OF THE SSN. THESE INITIATIVES ARE NOT MATURE YET, AND DO NOT REPLACE THE NEED FOR

THE SSN AT THIS TIME. AS THEY ARE FURTHER DEVELOPED, ADDITIONAL GUIDANCE WILL BE PROVIDED.

UNTIL THAT TIME, HOWEVER, THE FULL 9 DIGITS OF THE SSN ARE REQUIRED ON THE DD FORM 1351-2

AND ON THE SF 1164 WHEN THAT FORM IS USED TO CLAIM TRAVEL ENTITLEMENTS.

5. POC FOR THIS IS THE TRAVEL FUNCTIONAL AREA, ENTERPRISE SOLUTIONS AND STANDARDS,

317-212-5094/3917/5090.

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