

**COMPUTER MATCHING AGREEMENT  
BETWEEN  
THE SOCIAL SECURITY ADMINISTRATION  
AND  
THE DEPARTMENT OF DEFENSE**

**DoD Match #88  
SSA Match #1004  
Effective Date: 9/14/2016  
Expiration Date: 3/14/2018**

**I. PURPOSE AND LEGAL AUTHORITY**

**A. Purpose**

This computer matching agreement (herein after referred to as agreement) establishes the terms, conditions, and safeguards under which the Department of Defense (DoD), Defense Manpower Data Center (DMDC) will conduct computer matching with the Social Security Administration (SSA) to verify information provided to SSA by recipients, and applicants thereof, of Supplemental Security Income (SSI) payments and beneficiaries of Special Veterans Benefits (SVB) benefits, and applicants thereof. The SSI and SVB recipient/beneficiary provides information about eligibility/entitlement factors and other relevant information. SSA obtains additional information as necessary before making any determinations of eligibility/payment or entitlement/benefit amounts or adjustments thereto. With respect to military retirement payments to SSI recipients and SVB beneficiaries who are retired members of the Uniformed Services or their survivors, SSA will accomplish this task by computer matching with DoD/DMDC.

This agreement replaces all existing agreements, information exchange agreements, data exchange agreements, and memorandums of understanding between SSA and DoD/DMDC applicable to the exchange of personal data for verifying the eligibility of individuals for SSI payments and the entitlement of individuals to SVB. This agreement sets forth the responsibilities of SSA and DoD/DMDC with respect to information disclosed pursuant to the agreement.

**B. Legal Authority**

The legal authority for this exchange is sections 806(b) and 1631(e)(1)(B) and (f) of the Social Security Act (Act) (42 U.S.C. §§ 1006(b) and 1383(e)(1)(B) and (f)). SSA's legal authority to disclose data to DoD/DMDC is section 1106(a) of the Act (42 U.S.C. § 1306(a)) and the Privacy Act of 1974 (5 U.S.C. § 552a(b)(3)).

This agreement is in accordance with the Privacy Act of 1974, 5 U.S.C. § 552a, as amended by the Computer Matching and Privacy Protection Act of 1988, as amended, and the regulations and guidance promulgated thereunder; the Office of Management and Budget (OMB) guidelines (54 Federal Register (FR) 25818, June 19, 1989) interpreting the provisions of the Privacy Act pertaining to computer matching; and the computer

matching portions of Appendix I to OMB Circular No. A-130, Transmittal No. 3 (61 FR 6428, February 20, 1996), as amended by OMB Circular No. A-130, Transmittal No. 4 (65 FR 77677, December 12, 2000).

## II. DEFINITIONS

- A. Disclose and disclosure:** The release outside DoD or SSA of personal data, with or without the consent of the individual or individuals to whom the data pertain, either by DoD or SSA.
- B. DMDC:** Defense Manpower Data Center.
- C. DoD:** Department of Defense.
- D. FR:** Federal Register, when used for citation purposes with the volume number and page number. Example: 58 FR 1234.
- E. Matching Program:** As defined in subsection (a)(8) of the Privacy Act of 1974.
- F. OMB:** Office of Management and Budget.
- G. Privacy Act:** Privacy Act of 1974, as amended, 5 U.S.C. § 552a.
- H. Recipient Agency:** The Recipient Agency is DoD, the agency receiving the records and actually performing the computer match.
- I. Retirement and Survivor Payment Data:** Information pertaining to benefits paid by the Uniformed Services of the United States on the basis of an individual's service.
- J. Source Agency:** The Source Agency is SSA, the agency initially disclosing the records for the purpose of the computer match.
- K. SSA:** Social Security Administration.
- L. SSI:** The Federal program of Supplemental Security Income for the Aged, Blind, and Disabled established under Title XVI of the Social Security Act.
- M. SSN:** Social Security Number.
- N. SSR/SVB:** The Supplemental Security Income Record (SSR) and Special Veterans' Benefits (SVB) is a system of records (SOR) within the meaning of the Privacy Act, containing data needed to administer the SSI and SVB programs.
- O. SVB:** The Federal program of Special Veterans Benefits established under Title VIII of the Act.
- P. Uniformed Services:** The Army, Navy, Air Force, Marine Corps, Coast Guard, and the Commissioned Corps of the National Oceanic and Atmospheric

Administration and Public Health Services (PHS). Although PHS is part of this population, they are not included in this agreement.

**Q. U.S.C.:** United States Code, when used for citation purposes with the title and section number. Example: 5 U.S.C. § 552a.

### **III. JUSTIFICATION AND EXPECTED RESULTS**

#### **A. Justification**

The parties to this agreement have determined that a computer matching program is the most efficient, expeditious, and effective means of obtaining and processing the information SSA needs to verify the eligibility/entitlement of, and to verify payment/benefit amounts for certain SSI and SVB recipients/beneficiaries. This exchange will also provide SSA data needed to calculate and make necessary adjustments of SSI payments and SVB benefits. The principal alternative to using a computer matching program would be to conduct a manual comparison of DoD/DMDC payment records with a list of SSI and SVB recipients/beneficiaries. A manual match would impose a considerable administrative burden, constitute a greater intrusion on the individual's privacy, and would result in additional delay in the eventual SSI payment and SVB benefit or recovery of unauthorized or erroneous payments/benefits.

#### **B. Expected Results**

The benefit to the United States Treasury of this matching operation is the correction of those cases where there is a decrease in the monthly payment amount and the recovery of detected overpayments totaling approximately \$89,380. The total costs projected were approximately \$230,815. The benefit to cost ratio was about 0.39 to 1. At only \$230,815 the cost to the agency in fiscal year (FY) 2014 for this match was negligible, and most or all of these costs will be recouped through savings based on this match. See Attachment 1, Cost Benefit Analysis.

SSA estimates the field offices completed about two thirds of the alerts that Systems released in FY 2014. If resources had been available to work on all the alerts, overpayment benefits would have increased to an estimated \$62,294 and total benefits would have increased to about \$110,144. The cost of working all the alerts would have been about \$232,128 and the overall benefit to cost ratio would have been about 0.47 to 1.

DoD/DMDC does not expect to receive any savings from this matching program.

### **IV. RESPONSIBILITIES OF THE PARTIES**

#### **A. DoD/DMDC's Responsibilities**

1. DoD/DMDC will match the information provided in SSA's finder file against the DoD/DMDC database, which contains extracts of personnel and pay records of

retired members of the Uniformed Services or their survivors. The SSA finder file contains the data elements listed in Attachment 2.

2. DoD/DMDC will electronically transmit to SSA a response file containing the data elements listed in Attachment 3.

## **B. SSA's Responsibilities**

1. SSA will provide a finder file to DoD/DMDC. The finder file is an extract of the SSR that includes data on SSI and SVB applicants, recipients, and beneficiaries.
2. SSA will use the information obtained electronically from DoD/DMDC to verify eligibility and determine payment amounts of SSI and SVB applicants, recipients, and beneficiaries.

## **C. Description of the Matched Records**

SSA will provide DoD/DMDC with an electronic query file. Upon receipt of the electronic file, DoD/DMDC will perform a computer match using all nine digits of the SSN against the DMDC database. DoD/DMDC will furnish SSA with matches to the Retired and Survivor Pay file. These records include retired members of the Uniformed Services (not including Public Health) and their survivors entitled to Survivor Benefits.

SSA will compare DoD/DMDC's data with SSA data recorded in the "Supplemental Security Income Record and Special Veterans Benefits" SOR, ODSSIS, 60-0103. SSA is responsible for verifying and determining that the data on the DoD/DMDC electronic response file are consistent with the SSA source file and resolving any discrepancies or inconsistencies on an individual basis. SSA will also be responsible for making final determinations regarding eligibility for/entitlement to, or amount of payments/benefits, their continuation or needed adjustments, or any recovery of overpayments resulting from the match for SSI/SVB.

## **D. Number of Records and Data Elements Involved**

1. SSA's finder file will contain approximately 10 million records extracted from the SSR.
2. The DoD/DMDC response file contains approximately 800 records concerning retired Uniformed Service members or their survivors.

## **E. Privacy Act Systems of Records (SOR)**

1. SSA will disclose records from the following SOR: "Supplemental Security Income Record and Special Veterans Benefits," ODSSIS, (60-0103), last fully published at 71 FR 1830 (January 11, 2006), and amended at 72 FR 69723 (December 10, 2007). A copy of the last fully published notice is available as Attachment 4.

DoD/DMDC will disclose records from the following SOR: DMDC 01, entitled "Defense Manpower Data Center Data Base," last published at 76 FR 72391 (November 23, 2011). A copy of the notice is available as Attachment 5.

2. The SSA and DoD/DMDC SORs involved in this computer matching program have routine uses permitting the disclosure needed to conduct this match.

#### **F. Frequency of Matching**

The computer matching will occur on a quarterly basis, when the review and publication requirements have been satisfied.

#### **G. Period of the Matching Program**

The starting and completion dates of the computer matching will be consistent with the effective and expiration dates of this agreement as specified in Article XIII of this agreement. The matching program continues in effect until the agreement expires, unless terminated as stated in Article XIII.

### **V. NOTICE PROCEDURES**

#### **A. Initial and Periodic Individual Notice**

SSA will provide direct notice, in writing, to all individuals or representative payees who file an application for SSI and SVB that SSA will compare their records against those of other agencies. SSA will also notify SSI and SVB recipients and beneficiaries at least once during the life of this agreement and any extension to the agreement that SSA will compare their records to those of other agencies to verify their information.

#### **B. Constructive Notice in Federal Register (FR)**

DoD will publish a notice describing SSA's matching activities in the FR informing the general public of this specific matching program in accordance with the Privacy Act and OMB guidelines. Both SSA and DoD have published notices of the relevant SORs in the FR.

Any deficiencies as to individual or direct notice to the individual for the matching program in paragraph V.A. are cured by the indirect or constructive notice that is afforded to the individual record subject or representative payee by agency publication in the FR of both the (1) applicable routine use notice, as required by 5 U.S.C. § 552a(e)(11) permitting disclosures of personnel information for purposes of verifying eligibility for SSI payments and entitlement to SVB benefits; and (2) the proposed matching program notice, as required by 5 U.S.C. § 552a(e)(12) announcing the agency's intent to conduct computer matching for SSI eligibility and SVB entitlement verification purposes.

## **VI. VERIFICATION AND OPPORTUNITY TO CONTEST**

### **A. Verification Procedures**

1. SSA is responsible for verifying and determining if the data in the DoD/DMDC response file is consistent with the data in SSA SSR/SVB files and for resolving any discrepancies or inconsistencies as to positive identification or data on an individual basis.
2. SSA will screen the initial data to verify that the matched individual is in fact an SSI applicant or recipient, or an SVB beneficiary. SSA will do this by comparing the response file with SSR files to verify identity and by conducting independent inquiries, as appropriate, to resolve questionable identities or data. If necessary, SSA will contact the individual or representative payee.
3. SSA will independently investigate and verify any discrepancies or inconsistencies in SSA files based on information furnished by DoD/DMDC, or developed as the result of the match, prior to taking any final adverse action against the individual or representative payee.

### **B. Opportunity to Contest**

Before taking any adverse action based on the information received from the match, SSA agrees to provide written notice with specific details to each individual for whom SSA decides possible adverse action may be necessary. SSA will inform the individual, or where appropriate, the individual's representative payee, that:

1. SSA has received information pertaining to receipt of an annuity payment, which indicates that an adverse action may be necessary. SSA will provide a description of the information alleged and a description of the possible adverse action to the individual or representative payee.
2. Unless the individual or representative payee notifies SSA that the information is not accurate within 10 days from the receipt of the notice, SSA will infer that the data provided by DoD/DMDC is correct and will take steps, as authorized by law, to make or finalize the necessary adjustment to the individual's SSI payment or SVB benefit. Note: Generally, individuals will not be eligible for SSI and SVB in the same month.
3. The individual or representative payee has 60 days in which to contest the adverse information. However, if the individual does not contact SSA within 10 days of receiving the notice of adverse action, SSI payment and SVB benefit amounts generally will be affected based on the information.
4. Further appeals of the adverse action will be permitted as described in applicable SSA regulations.

### **C. Final Authority**

After verification and notice, as required under 5 U.S.C. § 552a(p), SSA will make determinations as to SSI payments, SVB benefits, specific amounts, and any adjustments or recovery of payments thereof.

## **VII. DISPOSITION AND RECORDS RETENTION OF MATCHED RECORDS**

SSA will retain the electronic files received from DoD/DMDC only for the period of time required for any processing related to the matching program and will then destroy all such data within 120 days by electronic purging.

SSA must retain some information on particular individuals, which this matching program will generate, in order to meet evidentiary requirements. If such retention is warranted, SSA will retire identifiable records in accordance with applicable Federal Records Retention Schedules (44 U.S.C. § 3303a). SSA will not create a separate file or system that consists of information solely concerning those individuals who are involved in this specific matching program. Destruction is by shredding, burning, or electronic erasure. Information about individuals verified as “non-hits” (record subjects who are not both retired Uniformed Services personnel/survivors and SSI applicants or recipients and/or SVB beneficiaries) will be destroyed immediately upon such verification.

## **VIII. SECURITY PROCEDURES**

SSA and DoD/DMDC will comply with the requirements of the Federal Information Security Management Act (FISMA), 44 U.S.C. §§ 3541-3549, as amended by the Federal Information Security Modernization Act of 2014 (Pub. L. 113-283); related OMB circulars and memoranda, such as Circular A-130, Management of Federal Information Resources (Nov. 28, 2000), and Memorandum M-06-16, Protection of Sensitive Agency Information (June 23, 2006); National Institute of Standards and Technology (NIST) directives; the Privacy Act; the E-Government Act of 2002; the Computer Fraud and Abuse Act of 1986; the Clinger-Cohen Act of 1996; and the Federal Acquisition Regulations, including implementing regulations, and any applicable amendments published after the effective date of this agreement. These laws, directives, and regulations include requirements for safeguarding Federal information systems and personally identifiable information (PII) used in Federal Agency business processes, as well as related reporting requirements. Both agencies recognize and will implement the laws, regulations, NIST standards, and OMB directives, including those published subsequent to the effective date of this agreement.

FISMA requirements apply to all Federal contractors, organizations, or entities that possess or use Federal information, or that operate, use, or have access to Federal information systems on behalf of an agency. Both agencies are responsible for oversight and compliance of their contractors and agents.

## **A. Incident Reporting**

If either SSA or DoD/DMDC experiences an incident involving the loss or breach of PII provided by SSA or DoD/DMDC under the terms of this agreement, they will follow the incident reporting guidelines issued by OMB. In the event of a reportable incident under OMB guidance involving PII, the agency experiencing the incident is responsible for following its established procedures, including notification to the proper organizations (e.g., United States Computer Emergency Readiness Team and the agency's privacy office). In addition, the agency experiencing the incident (e.g., electronic or paper) will notify the other agency's Systems Security Contact named in this agreement. If DoD/DMDC is unable to speak with the SSA Systems Security Contact within one hour or if for some other reason notifying the SSA Systems Security Contact is not practicable (e.g., it is outside of the normal business hours), DoD/DMDC will call SSA's National Network Service Center toll free at 1-877-697-4889. If SSA is unable to speak with DoD/DMDC's Systems Security Contact within one hour, SSA will contact the DoD/DMDC Privacy Office at 1-831-583-2400.

## **B. Breach Notification**

SSA and DoD/DMDC will follow PII breach notification policies and related procedures as required by OMB. If the agency that experienced the breach determines the risk of harm requires notification to affected individuals and/or other remedies, that agency will carry out these remedies without cost to the other agency.

## **C. Administrative Safeguards**

SSA and DoD/DMDC will restrict access to the data matched and to any data created by the match to only those authorized employees and officials who need it to perform their official duties in connection with the uses of the data authorized in this agreement. Further, SSA and DoD/DMDC will advise all personnel who have access to the data matched and to any data created by the match of the confidential nature of the data, the safeguards required to protect the data, and the civil and criminal sanctions for noncompliance contained in the applicable Federal laws.

## **D. Physical Safeguards**

SSA and DoD/DMDC will store the data matched and any data created by the match in an area that is physically and technologically secure from access by unauthorized persons at all times. Only authorized personnel will transport the data matched and any data created by the match. SSA and DoD/DMDC will establish appropriate safeguards for such data, as determined by a risk-based assessment of the circumstances involved.

## **E. Technical Safeguards**

SSA and DoD/DMDC will process the data matched and any data created by the match under the immediate supervision and control of authorized personnel in a manner that will protect the confidentiality of the data, so that unauthorized persons cannot retrieve any data by computer, remote terminal, or other means. Systems personnel must enter

personal identification numbers when accessing data on the agencies' systems. SSA and DoD/DMDC will strictly limit authorization to those electronic data areas necessary for the authorized analyst to perform his or her official duties.

#### **F. Application of Policy and Procedures**

SSA and DoD/DMDC will adopt policies and procedures to ensure that each agency uses the information contained in their respective records or obtained from each other solely as provided in this agreement. SSA and DoD/DMDC will comply with these policies and procedures and any subsequent revisions.

#### **G. Onsite Inspection**

SSA and DoD/DMDC have the right to monitor the other agency's compliance with FISMA and OMB requirements. Both agencies have the right to make onsite inspections for auditing compliance, if necessary, for the duration or of any extension of this agreement.

### **IX. RECORDS USAGE, DUPLICATION, AND REDISCLOSURE RESTRICTIONS**

**A.** SSA and DoD/DMDC agree to the following limitations on the use, duplication, and disclosure of the electronic files and data provided by the other agency under this agreement:

1. That the electronic files provided as part of the matching program will remain the property of DoD/DMDC and SSA will destroy or return, the electronic files after the matching program is completed, but not more than 120 days after receipt of the electronic files.
2. SSA and DoD/DMDC will use and access the data, only for the purposes of, and to the extent necessary in the administration of, the matching program covered by this agreement.
3. SSA and DoD/DMDC will not use the data provided by each agency to extract information concerning individuals therein for any purpose not specified in this agreement.
4. SSA and DoD/DMDC will not duplicate or disseminate the data, within or outside the agency without written authority of the agency that furnished the data. Neither agency will give such permission unless the disclosures are required by law or are essential to the matching program. In such cases, the agency disclosing the records must specify in writing to the other agency what records are being disclosed, to whom they are being disclosed, and the reasons that justify such disclosure.
5. That to the extent permitted by law, information resulting from the matching program may be disclosed for follow-up and verification or for civil or criminal law enforcement investigation or prosecution if the match uncovers activity that warrants such action.

- B.** Both parties will keep an accurate accounting of disclosures from an individual's record as required by 5 U.S.C. § 552a(c).
- C.** If required to disclose these records to a state or local agency or to an SSA contractor in order to accomplish the matching program's purpose, SSA will obtain the written agreement of that entity to abide by the terms of this agreement. Contractors must agree to be subject to the applicable provisions of the Privacy Act before receiving records relating to the matching program.
- D.** Neither SSA nor DoD/DMDC will provide remote terminal access to the files exchanged under the terms of this agreement.

## **X. RECORDS ACCURACY ASSESSMENTS**

### **A. DoD/DMDC**

DoD/DMDC records are extracts of personnel records with data provided by the retiree or his or her agency. Experience with matching programs and analyses performed by DoD/DMDC show these records are at least 95 percent accurate. DoD/DMDC has been diligent in withholding or flagging any records that might appear problematic and any information on records that do not match on two data elements (i.e., name and SSN).

### **B. SSA**

Based on internal consistency checks and SSN/name verification procedures, SSA estimates that at least 99 percent of the name and SSN information on the SSR/SVB is accurate.

## **XI. COMPTROLLER GENERAL ACCESS**

The Government Accountability Office (Comptroller General) may have access to all DoD/DMDC and SSA records, as necessary, in order to verify compliance with this agreement.

## **XII. REIMBURSEMENT/FUNDING**

Due to nominal costs associated with providing data to SSA under this agreement, DoD/DMDC waives recovery of the costs pursuant to the Economy Act (31 U.S.C. § 1535).

## **XIII. DURATION, MODIFICATION, AND TERMINATION**

### **A. Duration and Effective Date**

After the respective Data Integrity Boards (DIB) have approved this agreement, DoD, as the recipient agency, will submit this agreement and the proposed public notice of the match as attachments in duplicate via a transmittal letter to OMB and Congress for review.

The life of this agreement will be for 18 months. The effective date of this agreement is September 14, 2016, provided that the following notice periods have lapsed: 30 days from the date DoD publishes a computer matching notice in the FR; 40 days from the date of the matching program notice that is sent to the Congressional committees of jurisdiction under 5 U.S.C. § 552a(o)(2)(A); and 40 days from the date of the matching program notice that is sent to OMB.

## **B. Renewal**

The agreement may be renewed at the end of 18 months, for a period not to exceed 12 months, if both parties certify in writing to both the SSA DIB and the DoD DIB, within three (3) months prior to the expiration of this agreement, that:

1. The matching program will be conducted without change; and
2. The matching program complies with the original agreement.

## **C. Modification**

Either party may modify this agreement at any time, with the stipulation that the written modification to this agreement satisfies both parties and is agreed to by the DIB of each agency. The parties further agree to publish the notices, as specified in Article XIII.A. In addition, any modification shall comply with the Privacy Act of 1974, as amended, as well as guidance issued by OMB.

## **D. Termination**

Either party may terminate this agreement at any time with the written consent of both parties. Either party may unilaterally terminate the agreement upon written notice to the other party. The termination shall be effective 90 days after the date of the notice, or later if specified in the notice. Either party may make an immediate, unilateral termination of this agreement if either party has determined that there has been: (1) an unauthorized use of the information; or (2) a violation of, or failure to follow, the terms of this agreement.

SSA may make an immediate, unilateral suspension of the data flow and/or termination of this agreement if SSA has:

1. Determined that there has been an unauthorized use or disclosure of information by DoD/DMDC;
2. Determined that there has been a violation of or failure to follow the terms of this agreement; or
3. Reason to believe that the DoD/DMDC breached the terms for security of data. SSA will immediately notify DoD/DMDC as to the basis of its belief and state its intent to unilaterally suspend this agreement. The notice provided by SSA to DoD/DMDC will ensure that the two agencies discuss the suspected violation, thereby preventing an unintended denial of Federal benefits to applicants based solely upon a belief of a

violation or failure to abide by the terms of the agreement. If SSA suspends the data flow in accordance with this section, SSA will suspend the data until SSA makes a definite determination of a breach.

#### **XIV. INTEGRATION**

This agreement and the accompanying Attachments 1-5 constitute the entire agreement of the parties with respect to its subject matter and supersede all other data exchange agreements between the parties that pertain to the disclosure of personnel and pay records of retired members of the Uniformed Services or their survivors made between DoD/DMDC and SSA for the purposes described herein. SSA and DoD have made no representations, warranties, or promises outside of this agreement. This agreement will take precedence over any other documents that may be in conflict with it.

#### **XV. POINTS OF CONTACT**

##### **DoD/Privacy Contacts**

##### **DoD Privacy, Civil Liberties, and Transparency Division:**

Denise Washington  
OCDMO, Directorate for Oversight and Compliance  
4800 Mark Center Drive  
Attn: DPCLTD, Mailbox 24  
Alexandria, VA 22350-1700  
Telephone: (703) 571-0070  
Fax: (571) 372-5967  
Email: [Denise.F.Washington.civ@mail.mil](mailto:Denise.F.Washington.civ@mail.mil)

##### **DoD/DMDC Contacts**

##### **Contact for Systems and Program Policy:**

Christina Morris, Project Manager  
Defense Manpower Data Center  
DoD Center Monterey Bay  
400 Gigling Road  
Seaside, CA 93955-6771  
Telephone: (831) 583-2400 (x4671)  
Fax: (831) 583-2340  
Email: [Christina.D.Morris2.civ@mail.mil](mailto:Christina.D.Morris2.civ@mail.mil)

##### **Contact for Information Security:**

Vickie Galante, Information Assurance Officer  
Defense Manpower Data Center  
DOD Center Monterey Bay  
400 Gigling Road  
Seaside, CA 93955  
Telephone: (831) 583-2400 (x5447)  
Fax: (831) 583-4062

Email: [Victoria.J.Galante.civ@mail.mil](mailto:Victoria.J.Galante.civ@mail.mil)

**SSA Contacts**

**Contact for Matching Agreement:**

Talya White, Government Information Specialist  
Office of Privacy and Disclosure  
Office of the General Counsel  
Social Security Administration  
617 Altmeyer  
6401 Security Boulevard  
Baltimore, MD 21235  
Telephone: (410) 965-6176  
Fax: (410) 594-0115  
Email: [Talya.White@ssa.gov](mailto:Talya.White@ssa.gov)

**Contact for Office of Data Exchange Programs:**

Gary Paige, DoD Liaison  
Office of Data Exchange  
Office of Data Exchange and Program Publications  
Office of Retirement and Disability Policy  
Social Security Administration  
4654 Annex Building  
6401 Security Boulevard  
Baltimore, MD 21235  
Telephone: (410) 966-3715  
Fax: (410) 966-4054  
Email: [Gary.Paige@ssa.gov](mailto:Gary.Paige@ssa.gov)

**Contact for Computer Systems:**

Robert Foyles, Branch Chief  
DIVES/Data Exchange Branch  
Office of Earnings, Enumeration, and Administrative Systems  
Office of Systems  
Social Security Administration  
3108 (3-C-3) Robert M. Ball Building  
6401 Security Boulevard  
Baltimore, MD 21235  
Telephone: (410) 966-0464  
Fax: (410) 966-3147  
Email: [Robert.Foyles@ssa.gov](mailto:Robert.Foyles@ssa.gov)

**Contact for Information Security:**

Michael G. Johnson, Director  
Division of Compliance and Oversight  
Office of Information Security  
Office of Systems

Social Security Administration  
3827 Annex  
6401 Security Boulevard  
Baltimore, MD 21235  
Telephone: (410) 965-0266  
Fax: (410) 597-0845  
Email: [Michael.G.Johnson@ssa.gov](mailto:Michael.G.Johnson@ssa.gov)

**Contact for Program and Policy:**

Eric Skidmore, Director  
Office of Income Security Programs  
Office of Earnings and Program Integrity Policy  
Office of Retirement and Disability Policy  
Social Security Administration  
2411 Robert M. Ball  
6401 Security Boulevard  
Baltimore, MD 21235  
Telephone: (410) 597-1833  
Fax: (410) 966-9214  
Email: [Eric.Skidmore@ssa.gov](mailto:Eric.Skidmore@ssa.gov)

**XVI. SSA SIGNATURES**

The signatories below warrant and represent that they have the competent authority on behalf of their respective agencies to enter into the obligations set forth in this agreement.

**SOCIAL SECURITY ADMINISTRATION**

*Norma Salbulla for*

*Mary Ann Zimmermann*

Mary Ann Zimmermann  
Acting Deputy Executive Director  
Office of Privacy and Disclosure  
Office of the General Counsel

7-14-2016

Date

*Glenn Sklar*

Glenn Sklar  
Acting Chair, Data Integrity Board  
Social Security Administration

8/1/16

Date

**XVII. DoD SIGNATURES**

The signatories below warrant and represent that they have the competent authority on behalf of their respective agencies to enter into the obligations set forth in this agreement.

**DEPARTMENT OF DEFENSE**

**SNAVELY-  
DIXON.MARY.  
M.1116074377**

Digitally signed by SNAVELY-  
DIXON.MARY.M.1116074377  
DN: c=US, o=U.S. Government,  
ou=DoD, ou=PKI, ou=DODHRA,  
cn=SNAVELY-  
DIXON.MARY.M.1116074377  
Date: 2016.07.11 13:55:57 -04'00'

Mary Snavely-Dixon  
Director  
DoD/DMDC

\_\_\_\_\_  
Date

**CHUNG.JOO.  
Y.1512306507**

Digitally signed by  
CHUNG.JOO.Y.1512306507  
DN: c=US, o=U.S. Government,  
ou=DoD, ou=PKI, ou=OSD,  
cn=CHUNG.JOO.Y.1512306507  
Date: 2016.07.21 15:47:45 -04'00'

Joo Y. Chung  
Chair, Defense Data Integrity Board  
Department of Defense

\_\_\_\_\_  
Date

**Attachments**

1. SSA Benefit-to-Cost Analysis
2. SSA Data Elements
3. DMDC Data Elements
4. Social Security Administration Notice of System of Records 60-0103, Supplemental Security Income Record and Special Veterans Benefits, SSR/ODSSIS, (71 FR 1830, January 11, 2006).
5. Defense Manpower Data Center Data Base System of Records, DMDC 01, Defense Manpower Data Center Data Base, (November 23, 2011, 76 FR 72391)

**ATTACHMENT 1:****COST BENEFIT ANALYSIS FOR THE DEPARTMENT OF DEFENSE (DOD) DEFENSE MANPOWER DATA CENTER (DMDC)/SUPPLEMENTAL SECURITY RECORD (SSR) MATCHING OPERATION (MATCH #1004)****Study Objective**

The objective of this study is to determine the cost-effectiveness of the current DOD DMDC/SSR matching operation.

**Background**

The DOD DMDC/SSR matching operation runs four times a year. This matching operation is designed to detect unreported or underreported unearned income by identifying Supplemental Security Income (SSI) applicants, recipients or deemors, and recipients of Special Veterans Benefits, who also receive a military retirement pension. Once each quarter, SSA provides the DOD DMDC with a finder file of records extracted from the SSR. DOD matches this finder file against the DMDC data base and returns a response file. In the past, for those records where a match occurred, SSA generated a hardcopy paper alert to SSA field offices (FO) for investigation and development. Effective March 19, 2007, the alert is generated directly to secure printers in the FOs and placed on the Management Information Systems Facility. DOD benefit information is not electronically posted to the SSR. Changes must be posted manually by the FO. Staff in the FOs take necessary action to verify the accuracy of the alerted information based on the Type L Income on the SSR, identify retroactive overpayments or underpayments, and correct recurring monthly payment amounts. There were approximately 1,690 released alerts completed by the FOs in fiscal year (FY) 2014.

**Methodology**

The Office of Data Exchange (ODX) randomly selected 599 FY 2014 DOD DMDC alerts completed by the FOs and analyzed the SSRs to determine the amount of change, if any, in the recurring monthly payment or the amount of retroactive overpayment/underpayment attributable to the receipt of a military retirement pension. The results from this SSR analysis were recorded onto a database. The findings from this analysis reflect the results from the FO development of the 599 alerts projected to the 1,690 alerts completed in FY 2014.

**Benefits**

The benefits realized from the development of the DOD DMDC alerts are the recovery of retroactive overpayments and the avoidance of future overpayments through changes in the amount of recurring monthly payments.

We found retroactive overpayments in 2.49 percent of the cases analyzed. The average retroactive overpayment was \$1,648. Projecting these results to the universe of alerts completed in FY 2014, the estimated overpayments detected from the match were \$90,640. Using the average historical overpayment recovery rate for Title XVI

beneficiaries, we would expect to recover 60 percent of the overpaid dollars for a total of \$54,384.

Development of the match alerts also resulted in a decrease in the recurring monthly payment in 3.25 percent of the cases analyzed. The average monthly decrease was \$290. Because this matching operation is run against the entire DOD DMDC database each quarter, we assume that this incorrect payment would have continued undetected for 3 additional months. Therefore, the estimated savings in future monthly payments would be approximately \$47,850 when projected to the universe of alerts released in FY 2014.

Combining the retroactive overpayment recoveries and the future overpayment preventions, we estimate the total benefits realized from this matching operation in FY 2014 to be \$102,234.

#### Costs

##### The matching agreement and operation

DOD does not request reimbursement from SSA for the cost of matching SSA records to their military pension file.

For each data exchange operation, the Office of Systems (OS) completes a detailed cost statement outlining direct costs that include systems programming, salaries, overhead, and any machine hours reported for the operation. The annual OS costs for the DOD DMDC/SSR data exchange totaled \$7,000 for FY 2014.

##### The field office development

Using an average development time of 89.24 minutes per alert, the total development costs for 1,690 alerts released in FY 2014 were approximately \$221,188.

In addition, the FO incurs costs in incorrect payment development and recovery processing for cases identified with an overpayment. The cost per case for FY 2014, established by the Division of Cost Analysis in the Office of Financial Policy and Operations, is \$62.54. Using \$62.54 for each overpaid recipient, the total additional development and recovery costs for 42 cases were \$2,627.

The total costs incurred in the conduct of the matching operation, development of alerts, and recovery processing were \$230,815.

#### Conclusion

The benefit to the United States Treasury of this matching operation is the correction of those cases where there is a decrease in the monthly payment amount and the recovery of detected overpayments, which total approximately \$89,380. We project the total costs are approximately \$230,815. The benefit to cost ratio is about 0.39 to 1.

We estimate the FOs completed only about two thirds of the alerts that OS released in FY 2014. If resources had been available to work all the alerts, overpayment benefits would have increased to an estimated \$62,294 and total benefits would have increased to about \$110,144. The cost of working all the alerts would have been about \$232,128. Thus, the overpayment benefit to cost ratio would have been about 0.47 to 1.

Our results are computed as if all the alerts had been worked. The calculations include the cost for working each of the alerts released in FY 2014. However, due to budget constraints, FOs might have to develop alerts only in the course of conducting other business with SSI recipients. Therefore, there may be some additional alerted cases, which reflected no change on the SSR, but which may in fact have contained a retroactive overpayment/underpayment or a change in the recurring monthly payment. Thus, the benefit to cost ratios presented above are conservative estimates. Accordingly, we recommend the continuance of this matching activity.

**COST BENEFIT ANALYSIS FOR THE DEPARTMENT OF DEFENSE (DOD)  
DEFENSE MANPOWER DATA CENTER (DMDC)/SUPPLEMENTAL SECURITY  
RECORD (SSR) MATCHING OPERATION (MATCH #1004)**

Number of Alerts (worked) in FY 2014	1690
Benefits	
Retroactive Overpayments	
Percent of Records with Retroactive Overpayments	2.49%
Number of Alerts with Overpayments	42
Average Overpayment	\$1,648
Total Overpayment (Projected)	\$69,216
Amount Expected to Recover	<b><u>\$41,530</u></b>
Decrease in Monthly Payment Amount	
Percent of alerts with Decrease in Monthly Payment	3.25%
Number of Alerts with a Decrease in Monthly Payment Amount	55
Average Change in Monthly Payment Amount	\$290
Total Change in Ongoing Monthly Payment Projected for 3 Months	<b><u>\$47,850</u></b>
Total Benefits	\$89,380
Costs	
Systems Costs (Office of Systems, Budget staff)	\$7,000
Field Office Alert Development Costs	\$221,188
Overpayment Development/Recovery Processing Costs	<u>\$2,627</u>
Total Costs	\$230,815
Benefit to Cost Ratio:	0.39:1

## Field Office Alert Development Costs

Total number of alerts completed FY 2012	1,690
Salary <sup>1</sup> \$74,555 + 20% benefits	\$91,400
<i>Development Time per Alert</i> <sup>2</sup>	89.24 minutes

## Computation

89.24 minutes x 2.00 overhead <sup>3</sup>	= 178.48 minutes per alert
178 minutes x 1,690 alerts = (301,631.20/60)/2080	= 2.42 WY
2.42 WY x \$91,400 (Salary)	= <b>\$ 221,188</b>
\$221,188/1,690 (number of alerts)	= \$130.88 (average cost to develop an alert)

## Overpayment Development and Recovery Costs

Cost per Alert (DCBFM/Division of Cost Analysis)	\$ 62.54
Number of alerts with overpayment	42

## Computation

42 (alerts with overpayments) x \$62.54	= <b>\$2,627</b>
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## Benefits in Detection and Prevention of Overpayments

## Retroactive Overpayments

Total number of alerts worked	1,690
Total number of cases with retroactive overpayments	42
Average overpayment	\$1,648

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<sup>1</sup> The salary is based on GS 11/9 from the fiscal year 2012 General Schedule plus cumulative average locality pay of 17.05 percent and 20 percent benefits.

<sup>2</sup> The development time of 82.6 minutes per alert was furnished by Operations.

<sup>3</sup> The overhead rate of 1.94 for the FOs was furnished by the Office of Budget.

## Computation

\$1,648 (average overpayment) x 42 (number of overpayment) = \$69,216

\$69,216 x 60% (expected recovery rate) = \$41,530

## Change in Monthly Payment Amount

Total number of alerts worked 1,690

Total number of cases with decrease in monthly payment amount 55

Average monthly decrease \$290

## Computation

\$290 (average monthly decrease) x 55 (number of benefit decreases) = \$15,950

Projected for 3 months = \$47,850

**ATTACHMENT 2:  
CHARACTERISTICS AND DATA ELEMENTS OF SSA QUERY FILE**

A. Characteristics

1. Standard label
2. 6,250 bytes per inch
3. 9 track
4. Record length: 55 positions
5. Block size: 5500 positions
6. Data set name: OLBG.CFA.DOD.ZJDODQRY.Ryymmdd

B. Data Format

Position	Field Name	Description
1 - 9	Housed under number	SSN under which SSI/SVB record is maintained
10 - 18	Social Security Number	SSN of the individual
19	Person type	Person identifier on SSI/SVB record
20 - 38	Last name	Last name of the individual
39 - 48	First name	First name of the individual
49	Middle initial	Middle initial of the individual
50 - 52	FO	Servicing SSA field office code
53 - 55	Filler	Filler for future use

**ATTACHMENT 3**  
**CHARACTERISTICS AND DATA FORMAT OF DOD RESPONSE FILE**

A. Characteristics

1. Standard label
2. Record length: 272 positions
3. Block size: 27,200 positions
4. Data set name: OLBG.BTO.ZJDODRPY.Ryymmdd

B. Data Format

Data Element #	Tape Position	Data element name and code description
1	1	Beneficiary code  A= Retiree B= RSFPP C= SBP recipient
2	2-10	Housed number
3	11-19	Beneficiary SSN
4	20	Person Type
5	21-90	DoD retiree name
6	91-98	Retiree Date of Birth
7	99-102	Annuitant Year of birth
8	103-106	Child year of birth
9	107-226	Address
10	227-231	Zip code
11	232-240	Retiree SSN (only if record is for survivor)
12	241	Service  A= Army C= Coast Guard F= Air Force

Data Element #	Tape Position	Data element name and code description
		N= Navy M= Marines O= NOAA
13	242-243	Fan Code
14	244-251	Date of entitlement
15	252	Retiree current pay status (see below)
16	253-259	Monthly Net Pay (dollars and implied cents)
17	260-267	Date terminated/suspended
18	268	Code for termination or suspension (see below)
19	269	MIW flag (see below)
20	270-272	FO code

Field #	Tape Position	Explanation of codes, field names, and code description
7	99-102	Annuitant Year of birth
8	103-106	Child year of birth
15	252	Current pay status for Retiree Record:  1= receiving pay 2= eligible but not receiving 3= eligible but not receiving 4= terminated 5= suspended  Current pay status for RSFPP & SBP recipient:  1= receiving RSFPP only 2= receiving SBP only 3= receiving RSFPP/SBP

Field #	Tape Position	Explanation of codes, field names, and code description
		<p>6= receiving RCSBP (same as SBP)</p> <p>8= suspended/non-pay</p> <p>9= terminated</p>
18	268	<p>Termination/Suspension Codes</p> <p>Retirees:</p> <p>A= death</p> <p>B= recalled to active duty</p> <p>C= removed from TDRL</p> <p>D= removed from TDRL</p> <p>E= TDRL suspended</p> <p>F= waiver for civil service</p> <p>G= VA offset</p> <p>H= dual comp/pay cap offset</p> <p>J= pay refused</p> <p>K= suspended whereabouts unknown</p> <p>L= suspended suspected death</p> <p>M= suspended misc. reasons</p> <p>N= TDRL removal greater than 5 years</p> <p>P= discharge from TDRL not finalized</p> <p>Z= code not applicable</p> <p>RSFPP:</p> <p>A= death</p> <p>B= remarriage</p> <p>C= child annuitant past age limit</p> <p>E= recovery from incapacitation of child annuitant</p> <p>F= suspected death</p> <p>G= certificate of eligibility not returned</p> <p>Z= code not applicable</p> <p>SBP:</p>

Field #	Tape Position	Explanation of codes, field names, and code description
		<p>A= death</p> <p>B= remarriage</p> <p>C= child annuitant pay age limit</p> <p>D= child annuitant no longer in school</p> <p>E= incapacitated child recovery</p> <p>F= income of annuitant over limit</p> <p>G= DIC award superseded by reinstatement of surviving spouse</p> <p>H= child annuity superseded by reinstatement of surviving spouse</p> <p>J= suspected death</p> <p>K= certificate of eligibility not returned</p> <p>Z= code not applicable</p>
19	269	<p>MIW flag</p> <p>(This flag applies only to SBP records and is created when FAN code = 37.)</p>

#### ATTACHMENT 4

Effective Date: January 11, 2006 (71 FR 1830)  
SOCIAL SECURITY ADMINISTRATION NOTICE OF SYSTEM OF RECORDS  
REQUIRED BY THE PRIVACY ACT OF 1974  
SYSTEM NUMBER: 60-0103

System name:

Supplemental Security Income Record and Special Veterans Benefits, Social Security Administration, Office of Systems, Office of Disability and Supplemental Security Income Systems (ODSSIS).

Security classification:

None.

System Location:

Social Security Administration  
Office of Telecommunications and Systems Operations  
6401 Security Boulevard  
Baltimore, MD 21235

Records also may be located in the Social Security Administration (SSA) regional offices (contact the system manager at the address below or access [http://www.socialsecurity.gov/foia/bluebook/app\\_c.htm](http://www.socialsecurity.gov/foia/bluebook/app_c.htm) for address information) and field offices (individuals should consult their local telephone directories for address information).

Categories of individuals covered by the system:

This file contains a record for each individual who has applied for Supplemental Security Income (SSI) payments, including individuals who have requested an advance payment; SSI recipients who have been overpaid; and ineligible persons associated with an SSI recipient. This file also covers those individuals who have applied for and who are entitled to the Special Veterans Benefits (SVB) under Title VIII of the Social Security Act. (This file does not cover applicants who do not have a Social Security number (SSN).)

Categories of in the system:

This file contains data regarding SSI eligibility; citizenship; residence; Medicaid eligibility; eligibility for other benefits; alcoholism or drug addiction data, if applicable (disclosure of this information may be restricted by 21 U.S.C. 1175 and 42 U.S.C. 290dd-3 and ee-3); income data; resources; payment amounts, including the date and amount of advance payments; overpayment amounts, including identifying characteristics of each overpayment (e.g., name, SSN, address of the individual(s) involved, recovery efforts

made and the date of each action and planned future actions); and date and amount of advance payments; living arrangements; case folder location data; appellate decisions, if applicable; SSN used to identify a particular individual, if applicable; information about representative payees, if applicable; and a history of changes to any of the persons who have applied for SSI payments. For eligible individuals, the file contains basic identifying information such as the applicant's name, Social Security number (SSN), and date of birth (DOB), income and resources (if any) and, in conversion cases, the State welfare number.

This file also contains information about applicants for SVB. The information maintained in this system of records is collected from the applicants for Title VIII SVB, and other systems of records maintained by SSA. The information maintained includes a data element indicating this is a Title VIII SVB claim. It will also include: identifying information such as the applicant's name, SSN and DOB; telephone number (if any); foreign and domestic addresses; the applicant's sex; income data, payment amounts (including overpayment amounts); and other information provided by the applicant relative to his or her entitlement for SVB.

If the beneficiary has a representative payee, this system of records includes data about the representative payee such as the payee's SSN; employer identification number, if applicable; and mailing address.

Authority for maintenance of the system:

Sections 1602, 1611, 1612, 1613, 1614, 1615, 1616, 1631, 1633, 1634 of Title XVI and Title VIII of the Social Security Act (42 U.S.C. 1382, 1382a, 1382b, 1382c, 1382d, 1382e, 1383, 1383b, 1383c).

Purpose(s):

SSI records begin in Social Security field offices where an individual or couple files an application for SSI payments. SVB records begin in Social Security field offices and the Veterans Affairs Regional Office where an individual files an application for SVB payments. The SSI and SVB applications contain data, which may be used to prove the identity of the applicant, to determine his/her eligibility for SSI or SVB payments and, in cases where eligibility is determined, to compute the amount of the payment. Information from the application, in addition to data used internally to control and process SSI and SVB cases, is used to create the Supplemental Security Income Record (SSR). The SSR also is used as a means of providing a historical record of all activity on a particular individual's or couple's record. In addition, statistical data are derived from the SSR for actuarial and management information purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Disclosure may be made for routine uses as indicated below. However, disclosure of any information defined as "returns or return information" under 26 U.S.C. 6103 of the Internal Revenue Code will not be disclosed unless authorized by a statute, the Internal Revenue Service (IRS), or IRS regulations.

1. To the Department of the Treasury to prepare SSI, Energy Assistance, and SVB checks to be sent to claimants or beneficiaries.
2. To the States to establish the minimum income level for computation of State supplements.
3. To the following Federal and State agencies to prepare information for verification of benefit eligibility under section 1631(e) of the Social Security Act: Bureau of Indian Affairs; Office of Personnel Management; Department of Agriculture; Department of Labor; U.S. Citizenship and Immigration Services; Internal Revenue Service; Railroad Retirement Board; State Pension Funds; State Welfare Offices; State Worker's Compensation; Department of Defense; United States Coast Guard; and Department of Veterans Affairs.
4. To a congressional office in response to an inquiry from that office made at the request of the subject of a record.
5. To the appropriate State agencies (or other agencies providing services to disabled children) to identify Title XVI eligible under the age of 16 for the consideration of rehabilitation services in accordance with section 1615 of the Act, 42 U.S.C. 1382d.
6. To contractors under contract to the Social Security Administration (SSA), or under contract to another agency with funds provided by SSA, for the performance of research and statistical activities directly relating to this system of records.
7. To State audit agencies for auditing State supplementation payments and Medicaid eligibility consideration.
8. To State agencies to effect and report the fact of Medicaid eligibility of Title XVI recipients in the jurisdiction of those States which have elected Federal determinations of Medicaid eligibility of Title XVI eligibles and to assist the States in administering the Medicaid program.
9. To State agencies to identify Title XVI eligibles in the jurisdiction of those States which have not elected Federal determinations of Medicaid eligibility in order to assist those States in establishing and maintaining Medicaid rolls and in administering the Medicaid program.
10. To State agencies to enable those agencies which have elected Federal administration of their supplementation programs to monitor changes in applicant/recipient income, special needs, and circumstances.
11. To State agencies to enable those agencies which have elected to administer their own supplementation programs to identify SSI eligibles in order to determine the amount of their monthly supplementary payments.
12. To State agencies to enable them to assist in the effective and efficient administration of the Supplemental Security Income program.

13. To State agencies to enable those which have an agreement with the Social Security Administration to carry out their functions with respect to Interim Assistance Reimbursement pursuant to section 1631(g) of the Social Security Act.
14. To State agencies to enable them to locate potentially eligible individuals and to make eligibility determinations for extensions of social services under the provisions of Title XX of the Social Security Act.
15. To State agencies to assist them in determining initial and continuing eligibility in their income maintenance programs and for investigation and prosecution of conduct subject to criminal sanctions under these programs.
16. To the United States Postal Service for investigating the alleged theft, forgery or unlawful negotiation of Supplemental Security Income and Special Veterans Benefit checks.
17. To the Department of the Treasury for investigating the alleged theft, forgery or unlawful negotiation of Supplemental Security Income and Special Veterans Benefit checks.
18. To the Department of Education for determining the eligibility of applicants for Basic Educational Opportunity Grants.
19. To Federal, State or local agencies (or agents on their behalf) for administering cash or non-cash income maintenance or health maintenance programs (including programs under the Social Security Act). Such disclosures include, but are not limited to, release of information to:
  - a) The Department of Veterans Affairs (DVA) upon request for determining eligibility for, or amount of, DVA benefits or verifying other information with respect thereto in accordance with 38 U.S.C. 5106;
  - b) The Railroad Retirement Board for administering the Railroad Unemployment Insurance Act;
  - c) State agencies to determine eligibility for Medicaid;
  - d) State agencies to locate potentially eligible individuals and to make determinations of eligibility for the food stamp program;
  - e) State agencies to administer energy assistance to low income groups under programs for which the States are responsible; and
  - f) Department of State (DOS) and its agents to assist SSA in administering the Social Security Act in foreign countries; the American Institute on Taiwan, a private corporation under contract to DOS, to assist in administering the Social Security Act in Taiwan; and the DVA, Regional Office, Manila, Philippines, and its agents, to assist in administering the Social Security Act in the Philippine and other parts of the Asia-Pacific region.

20. To the Internal Revenue Service, Department of the Treasury, as necessary, for the purpose of auditing the Social Security Administration's compliance with the safeguard provisions of the Internal Revenue Code of 1986, as amended.
21. To the Office of the President for the purpose of responding to an individual pursuant to an inquiry received from that individual or a third party on his/her behalf.
22. To the Department of Justice, Criminal Division, Office of Special Investigations, upon receipt of a request for information pertaining to the identity and location of aliens for the purpose of detecting, investigating and, where necessary, taking legal action against suspected Nazi war criminals in the United States.
23. To third party contacts such as private collection agencies and credit reporting agencies under contract with the Social Security Administration (SSA) and State motor vehicle agencies for the purpose of their assisting SSA in recovering overpayments.
24. To contractors and other Federal agencies, as necessary, for the purpose of assisting the Social Security Administration (SSA) in the efficient administration of its programs. We will disclose information under this routine use only in situations in which SSA may enter a contractual or similar agreement with a third party to assist in accomplishing an Agency function relating to this system of records.
25. To the General Services Administration and the National Archives Records Administration (NARA) under 44 U.S.C. 2904 and 2906, as amended by the NARA Act of 1984, information which is not restricted from disclosure by Federal law for the use of those agencies in conducting records management studies.
26. To the Department of Justice (DOJ), a court or other tribunal, or another party before such tribunal when:
  - a) Social Security Administration (SSA), or any component thereof, or
  - b) Any SSA employee in his/her official capacity; or
  - c) Any SSA employee in his/her individual capacity where DOJ (or SSA where it is authorized to do so) has agreed to represent the employee; or
  - d) The United States or any agency thereof where SSA determines that the litigation is likely to affect the operations of SSA or any of its components, is a party to litigation or has an interest in such litigation, and SSA determines that the use of such records by DOJ, a court or other tribunal, or another party before such tribunal, is relevant and necessary to the litigation, provided, however, that in each case, SSA determines that such disclosure is compatible with the purpose for which the records were collected.
27. To representative payees, when the information pertains to individuals for whom they serve as representative payees, for the purpose of assisting the Social Security Administration in administering its representative payment responsibilities under the Act

and assisting the representative payees in performing their duties as payees, including receiving and accounting for benefits for individuals for whom they serve as payees.

28. To third party contacts (e.g., employers and private pension plans) in situations where the party to be contacted has, or is expected to have, information relating to the individual's capability to manage his/her affairs or his/her eligibility for, or entitlement to, benefits under the Social Security program when:
  - a) The individual is unable to provide information being sought. An individual is considered to be unable to provide certain types of information when:
    - i. He/she is incapable or of questionable mental capability;
    - ii. He/she cannot read or write;
    - iii. He/she cannot afford the cost of obtaining the information;
    - iv. He/she has a hearing impairment, and is contacting SSA by telephone through a telecommunications relay system operator;
    - v. A language barrier exists; or
    - vi. The custodian of the information will not, as a matter of policy, provide it to the individual; or
  - b) The data are needed to establish the validity of evidence or to verify the accuracy of information presented by the individual, and it concerns one or more of the following:
    - i. His/her eligibility for benefits under the Social Security program;
    - ii. The amount of his/her benefit payment; or
    - iii. Any case in which the evidence is being reviewed as a result of suspected fraud, concern for program integrity, quality appraisal, or evaluation and measurement activities.
  
29. To the Rehabilitation Services Administration (RSA) for use in its program studies of, and development of enhancements for, State vocational rehabilitation programs. These are programs to which applicants or beneficiaries under Titles II and or XVI of the Social Security Act may be referred. Data released to RSA will not include any personally identifying information (such as names or Social Security numbers).
  
30. To the Department of Education, addresses of beneficiaries who are obligated on loans held by the Secretary of Education or a loan made in accordance with 20 U.S.C. 1071, et. seq. (the Robert T. Stafford Student Loan Program), as authorized by section 489A of the Higher Education Act of 1965.

31. To student volunteers, individuals working under a personal services contract, and other workers who technically do not have the status of Federal employees, when they are performing work for the Social Security Administration (SSA), as authorized by law, and they need access to personally identifiable information in SSA records in order to perform their assigned Agency functions.
32. To Federal, State, and local law enforcement agencies and private security contractors, as appropriate, if information is necessary:
  - a) To enable them to protect the safety of Social Security Administration (SSA) employees and customers, the security of the SSA workplace and the operation of SSA facilities; or
  - b) To assist investigations or prosecutions with respect to activities that affect such safety and security or activities that disrupt the operation of SSA facilities.
33. To recipient of erroneous Death Master File (DMF), corrections to information that resulted in erroneous inclusion of individuals DMF.
34. To entities conducting epidemiological or similar research projects, upon request, information as to whether an individual is alive or deceased pursuant to section 1106(d) of the Social Security Act (42 U.S.C. 1306(d)), provided that:
  - a) The Social Security Administration (SSA) determines, in consultation with the Department of Health and Human Services, that the research may reasonably be expected to contribute to a national health interest; and
  - b) The requester agrees to reimburse SSA for the costs of providing the information; and
  - c) The requester agrees to comply with any safeguards and limitations specified by SSA regarding re-release or re-disclosure of the information.
35. To a Federal, State, or congressional support agency (e.g., Congressional Budget Office and the Congressional Research Staff in the Library of Congress) for research, evaluation, or statistical studies. Such disclosures include, but are not limited to, release of information in assessing the extent to which one can predict eligibility for Supplemental Security Income (SSI) payments or Social Security disability insurance benefits; examining the distribution of Social Security benefits by economic and demographic groups and how these differences might be affected by possible changes in policy; analyzing the interaction of economic and non-economic variables affecting entry and exit events and duration in the Title II Old Age, Survivors, and Disability Insurance and the Title XVI SSI disability programs; and analyzing retirement decisions focusing on the role of Social Security benefit amounts, automatic benefit recomputation, the delayed retirement credit, and the retirement test, if the Social Security Administration (SSA):
  - a) Determines that the routine use does not violate legal limitations under which the record was provided, collected, or obtained;

- b) Determines that the purpose for which the proposed use is to be made:
  - i. Cannot reasonably be accomplished unless the record is provided in a form that identifies individuals;
  - ii. Is of sufficient importance to warrant the effect on, or risk to, the privacy of the individual which such limited additional exposure of the record might bring;
  - iii. Has reasonable probability that the objective of the use would be accomplished;
  - iv. Is of importance to the Social Security program or the Social Security beneficiaries or is for an epidemiological research project that relates to the Social Security program or beneficiaries;
- c) Requires the recipient of information to:
  - i. Establish appropriate administrative, technical, and physical safeguards to prevent unauthorized use or disclosure of the record and agree to on-site inspection by SSA's personnel, its agents, or by independent agents of the recipient agency of those safeguards;
  - ii. Remove or destroy the information that enables the individual to be identified at the earliest time at which removal or destruction can be accomplished consistent with the purpose of the project, unless the recipient receives written authorization from SSA that it is justified, based on research objectives, for retaining such information;
  - iii. Make no further use of the records except:
    - 1. Under emergency circumstances affecting the health and safety of any individual, following written authorization from SSA;
    - 2. For disclosure to an identified person approved by SSA for the purpose of auditing the research project;
  - iv. Keep the data as a system of statistical records. A statistical record is one which is maintained only for statistical and research purposes and which is not used to make any determination about an individual;
- d) Secures a written statement by the recipient of the information attesting to the recipient's understanding of, and willingness to abide by, these provisions.

36. To the Secretary of Health and Human Services or to any State, the Commissioner shall disclose any record or information requested in writing by the Secretary for the purpose of administering any program administered by the Secretary, if records or information of such type were so disclosed under applicable rules, regulations and procedures in effect before the date of enactment of the Social Security Independence and Program Improvements Act of 1994.

37. We may disclose information to appropriate Federal, State, and local agencies, entities, and persons when (1) we suspect or confirm that the security or confidentiality of information in this system of records has been compromised; (2) we determine that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs of SSA that rely upon the compromised information; and (3) we determine that disclosing the information to such agencies, entities, and persons is necessary to assist in our efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm. SSA will use this routine use to respond only to those incidents involving an unintentional release of its records.

Disclosure to Consumer Reporting Agencies:

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701, et seq.), as amended. The disclosure will be made in accordance with 31 U.S.C. 3711(e) when authorized by sections 204(f), 808(e) or 1631(b)(4) of the Social Security Act (42 U.S.C. 404(f), 1008(e) or 1383(b)(4)). The purpose of this disclosure is to aid in the collection of outstanding debts owed the Federal Government, typically, to provide an incentive for debtors to repay delinquent Federal Government debts by making these debts part of their credit records. The information to be disclosed is limited to the individual's name, address, SSN, and other information necessary to establish the individual's identity; the amount, status, and history of the debt and the agency or program under which the debt arose.

Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:

Storage:

Records are maintained in magnetic media (e.g., magnetic tape) and in microform and microfiche form.

Retrievability:

Records are indexed and retrieved by SSN.

Safeguards:

Systems security for automated records has been established in accordance with the Systems Security Handbook. This includes maintaining all magnetic tapes and magnetic disks within an enclosure attended by security guards. Anyone entering or leaving that enclosure must have special badges which are only issued to authorized personnel. All authorized personnel having access to the magnetic records are subject to the penalties of the Privacy Act. The microfiche are stored in locked cabinets, and are accessible to employees only on a need-to-know basis. All SSR State Data Exchange records are protected in accordance with agreements between SSA and the respective States

regarding confidentiality, use, and re-disclosure. Access [http://www.socialsecurity.gov/foia/bluebook/app\\_g.htm](http://www.socialsecurity.gov/foia/bluebook/app_g.htm) for additional information relating to SSA data security measures.

#### Retention and disposal:

Original input transaction tapes received which contain initial claims and posteligibility actions are retained indefinitely although these are processed as received and incorporated into processing tapes which are updated to the master SSR tape file on a monthly basis. All magnetic tapes appropriate to SSI information furnished to specified Federal, State, and local agencies for verification of eligibility for benefits and under section 1631(e) are retained, in accordance with the Privacy Act accounting requirements, for at least 5 years or the life of the record, whichever is longer.

#### System manager(s) and address(es):

Associate Commissioner  
Office of Disability and Supplemental Security Income Systems (ODSSIS)  
Social Security Administration  
6401 Security Boulevard  
Baltimore, Maryland 21235

#### Notification procedures:

An individual can determine if this system contains a record about him/her by writing to or visiting any Social Security field office (FO) and providing his or her name and SSN. (FO addresses and telephone numbers can be found in local telephone directories under Social Security Administration, or by accessing <http://www.ssa.gov/regions/regional.html>.) Applicants for SVB who reside in the Philippines should contact Department of Veterans Affairs (DVA), Regional Office, Manila, Philippines. (Furnishing the SSN is voluntary, but it will make searching for an individual's record easier and prevent delay.)

An individual requesting notification of records in person should provide the same information, as well as provide an identity document, preferably with a photograph, such as a driver's license or some other means of identification. If an individual does not have any identification documents sufficient to establish his/her identity, the individual must certify in writing that he/she is the person claimed to be and that he/she understands that the knowing and willful request for, or acquisition of, a record pertaining to another individual under false pretenses is a criminal offense.

If notification is requested by telephone, an individual must verify his/her identity by providing identifying information that parallels information in the record to which notification is being requested. If it is determined that the identifying information provided by telephone is insufficient, the individual will be required to submit a request in writing or in person. If an individual is requesting information by telephone on behalf of another individual, the subject individual must be connected with SSA and the requesting individual in the same phone call. SSA will establish the subject individual's

identity (his/her name, SSN, address, date of birth and place of birth, along with one other piece of information, such as mother's maiden name) and ask for his/her consent in providing information to the requesting individual.

If a request for notification is submitted by mail, an individual must include a notarized statement to SSA to verify his/her identity or must certify in the request that he/she is the person claimed to be and that he/she understands that the knowing and willful request for, or acquisition of, a record pertaining to another individual under false pretenses is a criminal offense. These procedures are in accordance with SSA Regulations (20 CFR 401.40(c)).

#### Record access procedures:

Same as Notification procedures. Requesters should also reasonably specify the record contents being sought. An individual who requests notification of, or access to, a medical record shall, at the time he or she makes the request, designate in writing a responsible representative who will be willing to review the record and inform the subject individual of its contents at the representative's discretion. A parent or guardian who requests notification of, or access to, a minor's medical record shall, at the time he or she makes the request, designate a physician or other health professional (other than a family member) who will be willing to review the record and inform the parent or guardian of its contents at the physician's or health professional's discretion. These procedures are in accordance with SSA Regulations (20 CFR 401.40(c) and 401.55).

#### Contesting record procedures:

Same as Notification procedures. Requesters should also reasonably identify the record, specify the information they are contesting and the corrective action sought, and the reasons for the correction, with supporting justification showing how the record is incomplete, untimely, inaccurate or irrelevant. These procedures are in accordance with SSA Regulations (20 CFR 401.65(a)).

#### Record source categories:

Data contained in the SSR are obtained for the most part from the applicant for SSI and SVB payments and are derived from the Claims Folders System, 60-0089 and the Modernized Supplemental Security Income Claims System. The States and other Federal agencies such as the DVA also provide data affecting the SSR.

#### Systems exempted from certain provisions of the Privacy Act:

None.

**ATTACHMENT 5**

DMDC 01

**SYSTEM NAME:**

Defense Manpower Data Center Data Base (November 23, 2011, 76 FR 72391)

**SYSTEM LOCATION:**

Naval Postgraduate School Computer Center, Naval Postgraduate School, Monterey, CA 93943-5000.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

All Army, Navy, Air Force, Marine Corps, and Coast Guard officer and enlisted personnel who served on active duty from July 1, 1968, and after or who have been a member of a reserve component since July 1975 (hereafter the "Armed Forces"); retired Armed Forces personnel; active and retired members of the commissioned corps of the National Oceanic and Atmospheric Administration (NOAA) and the Public Health Service (PHS) (with Armed Forces above, hereafter referred to as the "Uniformed Services"). All individuals examined to determine eligibility for military service at an Armed Forces Entrance and Examining Station from July 1, 1970, and later.

Current and former DoD civilian employees since January 1, 1972. Veterans who used the Veterans Education Assistance Program (VEAP) from January 1977 through June 1985.

Participants in the Department of Health and Human Services National Longitudinal Survey.

Survivors of retired Armed Forces personnel who are eligible for or currently receiving disability payments or disability income compensation from the Department of Veteran Affairs; surviving spouses of active or retired deceased Armed Forces personnel; 100% disabled veterans and their survivors; and survivors of retired officers of NOAA and PHS who are eligible for, or are currently receiving, Federal payments due to the death of the retiree.

Individuals receiving disability compensation from the Department of Veteran Affairs or who are covered by a Department of Veteran Affairs' insurance or benefit program; dependents of active and retired members of the Uniformed Services, selective service registrants.

All Federal civilian retirees.

All non-appropriated funded individuals who are employed by the Department of Defense.

Individuals who were or may have been the subject of tests involving chemical or biological human subject testing; and individuals who have inquired or provided information to the Department of Defense concerning such testing.

Individuals who are authorized web access to DMDC computer systems and databases.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

Computerized personnel/employment/pay records consisting of name, Service Number, Selective Service Number, Social Security Number (SSN), DoD Identification Number, citizenship data, compensation data, demographic information such as home town, age, sex, race, and educational level; civilian occupational information; performance ratings of DoD civilian employees and military members; reasons given for leaving military service or DoD civilian service; civilian and military acquisition work force warrant location, training and job specialty information; military personnel information such as rank, assignment/deployment, length of service, military occupation, aptitude scores, post-service education, training, and employment information for veterans; participation in various in-service education and training programs; date of award of certification of military experience and training; military hospitalization and medical treatment, immunization, and pharmaceutical dosage records; home and work addresses; and identities of individuals involved in incidents of child and spouse abuse, and information about the nature of the abuse and services provided.

CHAMPUS claim records containing enrollee, patient and health care facility, provided data such as cause of treatment, amount of payment, name and Social Security or tax identification number of providers or potential providers of care.

Selective Service System registration data.

Primary and secondary fingerprints of Military Entrance Processing Command (MEPCOM) applicants.

Department of Veteran Affairs disability payment records. Credit or financial data as required for security background investigations.

Criminal history information on individuals who subsequently enter the military.

Extract from Office of Personnel Management (OPM) OPM/CENTRAL-1, Civil Service Retirement and Insurance Records, including postal workers covered by Civil Service Retirement, containing Civil Service Claim number, date of birth, name, provision of law retired under, gross annuity, length of service, annuity commencing date, former employing agency and home address. These records provided by OPM for approved computer matching.

Non appropriated fund employment/personnel records consist of Social Security Number (SSN), name, and work address.

Military drug test records containing the Social Security Number (SSN), date of specimen collection, date test results reported, reason for test, test results, base/area code, unit, service, status (active/reserve), and location code of testing laboratory.

Names of individuals, as well as DMDC assigned identification numbers, and other user-identifying data, such as organization, Social Security Number (SSN), email address, phone number, of those having web access to DMDC computer systems and databases, to include dates and times of access.

#### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. App. 3 (Pub.L. 95-452, as amended (Inspector General Act of 1978)); 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 1562, Database on Domestic Violence Incidents; 20 U.S.C. 1070(f)(4), Higher Education Opportunity Act; Pub.L. 106-265, Federal Long-Term Care Insurance; 10 U.S.C. 2358, Research and Development Projects; and E.O. 9397 (SSN), as amended.

#### PURPOSE(S):

The purpose of the system of records is to provide a single central facility within the Department of Defense to assess manpower trends, support personnel and readiness functions, to perform longitudinal statistical analyses, identify current and former DoD civilian and Armed Forces personnel for purposes of detecting fraud and abuse of pay and benefit programs, to register current and former DoD civilian and Armed Forces personnel and their authorized dependents for purposes of obtaining medical examination, treatment or other benefits to which they are qualified.

To collect debts owed to the United States Government and state and local governments.

Information will be used by agency officials and employees, or authorized contractors, and other DoD Components in the preparation of studies and policy as related to the health and well-being of current and past Armed Forces and DoD-affiliated personnel; to respond to Congressional and Executive branch inquiries; and to provide data or documentation relevant to the testing or exposure of individuals.

Armed Forces drug test records will be maintained and used to conduct longitudinal, statistical, and analytical studies and computing demographic reports. No personal identifiers will be included in the demographic data reports. All requests for Service specific drug testing demographic data will be approved by the Service designated drug testing program office. All requests for DoD wide drug testing demographic data will be approved by the DoD Coordinator for Drug Enforcement Policy and Support, 1510 Defense Pentagon, Washington, DC 20301-1510.

DMDC web usage data will be used to validate continued need for user access to DMDC computer systems and databases, to address problems associated with web access, and to ensure that access is only for official purposes.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, these records may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

1. To the Department of Veteran Affairs (DVA):
  - a. To provide Uniformed Service personnel and pay data for present and former Uniformed Service personnel for the purpose of evaluating use of veterans' benefits, validating benefit eligibility and maintaining the health and well being of veterans and their family members.
  - b. To provide identifying Armed Service personnel data to the DVA and its insurance program contractor for the purpose of notifying separating eligible Reservists of their right to apply for Veteran's Group Life Insurance coverage under the Veterans Benefits Improvement Act of 1996 (38 U.S.C. 1968).
  - c. To register eligible veterans and their dependents for DVA programs.
  - d. Providing identification of former Uniformed Service personnel and survivor's financial benefit data to DVA for the purpose of identifying military retired pay and survivor benefit payments for use in the administration of the DVA's Compensation and Pension program (38 U.S.C. 5106). The information is to be used to process all DVA award actions more efficiently, reduce subsequent overpayment collection actions, and minimize erroneous payments.
  - e. To conduct computer matching programs regulated by the Privacy Act of 1974, as amended (5 U.S.C. 552a), for the purpose of:
    - 1) Providing full identification of active duty Uniformed Service personnel, including full time National Guard/Reserve support personnel, for use in the administration of DVA's Compensation and Pension benefit program. The information is used to determine continued eligibility for DVA disability compensation to recipients who have returned to active duty so that benefits can be adjusted or terminated as required and steps taken by DVA to collect any resulting over payment (38 U.S.C. 5304(c)).
    - 2) Providing identification of reserve duty, including full time support National Guard/Reserve Armed Forces personnel, to the DVA, for the purpose of deducting reserve time served from any DVA disability compensation paid or waiver of VA benefit. The law (10 U.S.C. 12316) prohibits receipt of reserve pay and DVA compensation for the same time period, however, it does permit waiver of DVA compensation to draw reserve pay.
  - f. To provide identifying Uniformed Service personnel data to the DVA for the purpose of notifying such personnel of information relating to educational

assistance as required by the Veterans Programs Enhancement Act of 1998 (38 U.S.C. 3011 and 3034).

2. To the Office of Personnel Management (OPM):
  - a. Consisting of personnel/employment/financial data for the purpose of carrying out OPM's management functions. Records disclosed concern pay, benefits, retirement deductions and any other information necessary for those management functions required by law (Pub.L. 83-598, 84-356, 86-724, 94-455 and 5 U.S.C. 1302, 2951, 3301, 3372, 4118, 8347).
  - b. To conduct computer matching programs regulated by the Privacy Act of 1974, as amended (5 U.S.C. 552a) for the purpose of:
    - 1) Exchanging civil service and Reserve personnel data to identify those individuals of the Reserve forces who are employed by the Federal government in a civilian position. The purpose of the match is to identify those particular individuals occupying critical positions as civilians and cannot be released for extended active duty in the event of mobilization. Employing Federal agencies are informed of the reserve status of those affected personnel so that a choice of terminating the position or the reserve assignment can be made by the individual concerned. The authority for conducting the computer match is contained in E.O. 11190, Providing for the Screening of the Ready Reserve of the Armed Forces.
    - 2) Matching for administrative purposes to include updated employer addresses of Federal civil service employees who are reservists and demographic data on civil service employees who are reservists.
    - 3) To the Internal Revenue Service (IRS) for the purpose of obtaining home addresses to contact Reserve component members for mobilization purposes and for tax administration. For the purpose of conducting aggregate statistical analyses on the impact of Armed Forces personnel of actual changes in the tax laws and to conduct aggregate statistical analyses to lifestream earnings of current and former military personnel to be used in studying the comparability of civilian and military pay benefits. To aid in administration of Federal Income Tax laws and regulations, to identify non compliance and delinquent filers.
3. To the Department of Health and Human Services (DHHS):
  - a. To the Office of the Inspector General, DHHS, for the purpose of identification and investigation of DoD civilian employees and Armed Forces members who may be improperly receiving funds under the Temporary Assistance to Needy Families (TANF).
  - b. To the Office of Child Support Enforcement, Federal Parent Locator Service, DHHS, pursuant to 42 U.S.C. 653 and 653a; to assist in locating individuals for

the purpose of establishing parentage; establishing, setting the amount of, modifying, or enforcing child support obligations; or enforcing child custody or visitation orders; and for conducting computer matching as authorized by E.O. 12953 to facilitate the enforcement of child support owed by delinquent obligors within the entire civilian Federal government and the Uniformed Services (active and retired). Identifying delinquent obligors will allow State Child Support Enforcement agencies to commence wage withholding or other enforcement actions against the obligors.

NOTE 1: Information requested by DHHS is not disclosed when it would contravene U.S. national policy or security interests (42 U.S.C. 653(e)).

NOTE 2: Quarterly wage information is not disclosed for those individuals performing intelligence or counter intelligence functions and a determination is made that disclosure could endanger the safety of the individual or compromise an ongoing investigation or intelligence mission (42 U.S.C. 653(n)).

- c. To the Health Care Financing Administration (HCFA), DHHS for the purpose of monitoring HCFA reimbursement to civilian hospitals for Medicare patient treatment. The data will ensure no Department of Defense physicians, interns, or residents are counted for HCFA reimbursement to hospitals.
  - d. To the Center for Disease Control and the National Institutes of Mental Health, DHHS, for the purpose of conducting studies concerned with the health and well being of Uniformed Services personnel or veterans, to include family members.
  - e. To conduct computer matching programs regulated by the Privacy Act of 1974, as amended (5 U.S.C. 552a), for the Public Assistance Reporting Information System (PARIS) for the purpose of determining continued eligibility and help eliminate fraud and abuse in benefit programs by identifying individuals who are receiving Federal compensation or pension payments and also are receiving payments pursuant to Federal benefit programs being administered by the States.
4. To the Social Security Administration (SSA):
- a. To the Office of Research and Statistics for the purpose of:
    - 1) Conducting statistical analyses of impact of military service and use of GI Bill benefits on long term earnings.
    - 2) Obtaining current earnings data on individuals who have voluntarily left military service or DoD civil employment so that analytical personnel studies regarding pay, retention and benefits may be conducted.

NOTE 3: Earnings data obtained from the SSA and used by DoD does not contain any information that identifies the individual about whom the earnings data pertains.

- b. To conduct computer matching programs regulated by the Privacy Act of 1974, as amended (5 U.S.C. 552a) to the Bureau of Supplemental Security Income for the purpose of verifying information provided to the SSA by applicants and recipients/beneficiaries, who are retired members of the Uniformed Services or their survivors, for Supplemental Security Income (SSI) or Special Veterans' Benefits (SVB). By law (42 U.S.C. 1006 and 1383), the SSA is required to verify eligibility factors and other relevant information provided by the SSI or SVB applicant from independent or collateral sources and obtain additional information as necessary before making SSI or SVB determinations of eligibility, payment amounts, or adjustments thereto.
  - c. To the Client Identification Branch for the purpose of validating the assigned Social Security Number for individuals in DoD personnel and pay files, using the SSA Enumeration Verification System (EVS).
  - d. To the Office of Disability and Insurance Security Programs, for the purpose of expediting disability processing of wounded military service members and veterans.
5. To the Selective Service System (SSS) for the purpose of facilitating compliance of members and former members of the Armed Forces, both active and reserve, with the provisions of the Selective Service registration regulations (50 U.S.C. App. 451 and E.O. 11623).
6. To the Department of Labor (DOL) to reconcile the accuracy of unemployment compensation payments made to former DoD civilian employees and members of the Uniformed Services by the states. To the Department of Labor to survey Armed Forces separations to determine the effectiveness of programs assisting veterans to obtain employment.
7. To Federal and Quasi Federal agencies, territorial, state, and local governments to support personnel functions requiring data on prior Armed Forces service credit for their employees or for job applicants. Information released includes name, Social Security Number, and military or civilian address of individuals. To detect fraud, waste and abuse pursuant to the authority contained in the Inspector General Act of 1978, as amended (Pub.L. 95-452) for the purpose of determining eligibility for, and/or continued compliance with, any Federal benefit program requirements.
8. To state and local law enforcement investigative agencies to obtain military history information for the purpose of ongoing investigations.
9. To Federal and Quasi Federal agencies, territorial, state and local governments, and contractors and grantees for the purpose of supporting research studies concerned with the health and well being of Uniformed Service and retired personnel or veterans, to include family members. DMDC will disclose information from this system of records for research purposes when DMDC:

- a. has determined that the use or disclosure does not violate legal or policy limitations under which the record was provided, collected, or obtained;
  - b. has determined that the research purpose (1) cannot be reasonably accomplished unless the record is provided in individually identifiable form, and (2) warrants the risk to the privacy of the individual that additional exposure of the record might bring;
  - c. has required the recipient to (1) establish reasonable administrative, technical, and physical safeguards to prevent unauthorized use or disclosure of the record, and (2) remove or destroy the information that identifies the individual at the earliest time at which removal or destruction can be accomplished consistent with the purpose of the research project, unless the recipient has presented adequate justification of a research or health nature for retaining such information, and (3) make no further use or disclosure of the record except (A) in emergency circumstances affecting the health or safety of any individual, (B) for use in another research project, under these same conditions, and with written authorization of the Department, (C) for disclosure to a properly identified person for the purpose of an audit related to the research project, if information that would enable research subjects to be identified is removed or destroyed at the earliest opportunity consistent with the purpose of the audit, or (D) when required by law;
  - d. has secured a written statement attesting to the recipient's understanding of, and willingness to abide by these provisions.
10. To Federal and State agencies for purposes of obtaining socioeconomic information on Armed Forces personnel so that analytical studies can be conducted with a view to assessing the present needs and future requirements of such personnel.
  11. To Federal and state agencies for purposes of validating demographic data (e.g., Social Security Number, citizenship status, date and place of birth, etc.) for individuals in Uniformed Service personnel and pay files so that accurate information is available in support of Uniformed Service requirements.
  12. To the Bureau of Citizenship and Immigration Services, Department of Homeland Security, for purposes of facilitating the verification of individuals who may be eligible for expedited naturalization (Pub.L. 108-136, Section 1701, and E.O. 13269, Expedited Naturalization).
  13. To Federal and State agencies, as well as their contractors and grantees, for purposes of providing military wage, training, and educational information so that Federal-reporting requirements, as mandated by statute, such as the Workforce Investment Act (29 U.S.C. 2801, et. seq.) and the Carl D. Perkins Vocational and Applied Technology Act (20 U.S.C. 2301, et. seq.) can be satisfied.
  14. To Federal Agencies, including the Department of Education, to conduct computer matching programs regulated by the Privacy Act of 1974, as amended (5 U.S.C.

552a), for the purpose of identifying dependent children of those Armed Forces members killed in Operation Iraq Freedom and Operation Enduring Freedom (OIF/OEF) Afghanistan Only for possible benefits.

The DoD 'Blanket Routine Uses' set forth at the beginning of the Office of the Secretary of Defense (OSD) compilation of systems of records notices apply to this system.

NOTE 5: Military drug test information involving individuals participating in a drug abuse rehabilitation program shall be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 42 U.S.C. 290dd-2. This statute takes precedence over the Privacy Act of 1974, in regard to accessibility of such records except to the individual to whom the record pertains. The DoD 'Blanket Routine Uses' do not apply to these types of records.

#### POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

##### STORAGE:

Electronic storage media.

##### RETRIEVABILITY:

Retrieved by name, Social Security Number (SSN), DoD ID number, occupation, or any other data element contained in system.

##### SAFEGUARDS:

Access to personal information is restricted to those who require the records in the performance of their official duties. Access to personal information is further restricted by the use of Common Access Cards (CAC). Physical entry is restricted by the use of locks, guards, and administrative procedures. All individuals granted access to this system of records are to have taken Information Assurance and Privacy Act training; all have been through the vetting process and have ADP ratings.

##### RETENTION AND DISPOSAL:

The records are used to provide a centralized system within the Department of Defense to assess manpower trends, support personnel functions, perform longitudinal statistical analyses, and conduct scientific studies or medical follow-up programs and other related studies/analyses. Records are retained as follows:

- 1) Input/source records are deleted or destroyed after data have been entered into the master file or when no longer needed for operational purposes, whichever is later. Exception: Apply NARA-approved disposition instructions to the data files residing in other DMDC data bases.

- 2) The Master File is retained permanently. At the end of the fiscal year, a snapshot is taken and transferred to the National Archives in accordance with 36 CFR part 1228.270 and 36 CFR part 1234.
- 3) Outputs records (electronic or paper summary reports) are deleted or destroyed when no longer needed for operational purposes. Note: This disposition instruction applies only to record keeping copies of the reports retained by DMDC. The DoD office requiring creation of the report should maintain its record keeping copy in accordance with NARA approved disposition instructions for such reports.
- 4) System documentation (codebooks, record layouts, and other system documentation) are retained permanently and transferred to the National Archives along with the master file in accordance with 36 CFR part 1228.270 and 36 CFR part 1234.

System Manager(s) and Address:

Deputy Director, Defense Manpower Data Center, DoD Center Monterey Bay, 400 Gigling Road, Seaside, CA 93955-6771.

Notification Procedure:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Privacy Act Officer, Office of Freedom of Information, Washington Headquarters Services, 1155 Defense Pentagon, Washington, DC 20301-1155.

Written requests should contain the full name, Social Security Number (SSN), date of birth, current address, and telephone number of the individual.

In addition, the requester must provide a notarized statement or an unsworn declaration made in accordance with 28 U.S.C. 1746, in the following format:

If executed within the United States, its territories, possessions, or commonwealths: 'I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct. Executed on (date). (Signature).'

If executed outside the United States: 'I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the foregoing is true and correct. Executed on (date). (Signature).'

Attorneys or other persons acting on behalf of an individual must provide written authorization from that individual for their representative to act on their behalf.

Record Access Procedures:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Office of the Secretary of Defense/Joint Staff

Freedom of Information Act Requester Service Center, 1155 Defense Pentagon, Washington, DC 20301-1155.

Written requests should contain the name and number of this system of records notice along with the full name, Social Security Number(SSN), date of birth, current address, and telephone number of the individual and be signed.

In addition, the requester must provide a notarized statement or an unsworn declaration made in accordance with 28 U.S.C. 1746, in the following format:

If executed within the United States, its territories, possessions, or commonwealths: 'I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct. Executed on (date). (Signature).'

If executed outside the United States: 'I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the foregoing is true and correct. Executed on (date). (Signature).'

Attorneys or other persons acting on behalf of an individual must provide written authorization from that individual for their representative to act on their behalf.

Contesting Record Procedures:

The Office of the Secretary of Defense rules for accessing records, for contesting contents and appealing initial agency determinations are published in Office of the Secretary of Defense Administrative Instruction 81; 32 CFR part 311; or may be obtained from the system manager.

Record Source Categories:

Record sources are individuals via survey questionnaires, the Uniformed Services, the Department of Veteran Affairs, the Office of Personnel Management, Environmental Protection Agency, Department of Health and Human Services, Department of Energy, Executive Office of the President, and the Selective Service System.

Exemptions Claimed for the System:

None.