



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

1640
Ser 84/163
8 Aug 00

From: Commander, Navy Personnel Command
To: Distribution

Subj: POLICY ON THE USE OF SOCIAL SECURITY NUMBER (SSN) ON
PRISONER BADGES AND INSTALLATION CUSTODY/AWARDEE ARMED
FORCES IDENTIFICATION CARD POUCHES

Ref: (a) Defense Privacy Board Advisory Opinion 46 (The Social
Security Number on Building and Installation Badges)
(NOTAL)
(b) SECNAVINST 1640.9B
(c) OPNAVINST 1640.7A

1. To issue policy regarding use of Social Security Numbers (SSN) on prisoner badges and installation custody/awardee Armed Forces Identification Card pouches.

2. Per reference (a), "a Social Security number (SSN) on a building or identification badge required to be prominently displayed or worn at all times by an individual constitutes information about the individual under the Privacy Act. The SSN, with an individual's name, is a record (5 U.S.C. § 552a(a)(4)). This information, when displayed on an exposed identification badge, is observable by any passer-by who may not be an officer or employee officially concerned with the intended use of the badge. It amounts to a constant verification by the individual that information about him or her being displayed is true. Therefore, unless the SSN on a building pass or identification badge is essential, it should not be included when such passes or badges are issued, reissued, or replaced."

3. Prisoner badges and installation custody/awardee ID card pouches will not visibly display a full SSN on the front of the badge/pouch.

a. If an identification number is required on the front of the prisoner identification badge, it may contain the prisoner's last four numbers of his or her SSN.

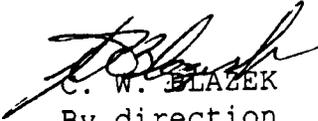
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b. In the case of awardees and installation custody prisoners, the SSN on the Armed Forces ID Card will be covered by the use of tape.

4. This policy is effective immediately upon receipt of this letter.

5. This policy is applicable to all Navy brigs, pretrial confinement facilities, detention facilities, and correctional custody units. These procedures will be reflected in the next changes to references (b) and (c); until then, file a copy of this letter with references (a) and (b) and ensure all personnel concerned with related issues are aware of the contents of this letter.

6. My point of contact is Mr. Tim Purcell, DSN 882-4469 or (901) 874-4469.


C. W. BLAZEK
By direction

Distribution:
CINCPACFLT N4683
CINCLANTFLT N16
ALL Brigs/PCFs/DetFacs/CCUs