DISCLOSURE OF SOCIAL SECURITY NUMBERS

The Personnel and Document Security Division (PDSD) has reviewed internal processes to identify any unnecessary usage of Social Security Numbers (SSN) in our computer systems and on any forms or documents. In addition to making several internal changes, we request that agencies and individuals no longer use an individual’s full Social Security Number (SSN) in any email correspondence with PDSD. Instead, please provide only the last four digits of the individual’s SSN. If additional personal identifiers are needed to accurately locate an individual’s personnel security record, the PDSD will contact the requestor directly. When sending attachments that contain full SSNs, please password protect the attachment and provide PDSD with the password in a separate email.

The use of SSN is necessary to keep records accurate, because other people may have the same name and birth date. The Privacy Act of 1974 requires all government agencies -- federal, state and local -- that request SSNs provide a "disclosure" statement on the form. The statement explains if you are required to provide your SSN or if it is optional, how the SSN will be used, and under what statutory or other authority the number is requested (5 U.S.C. 552a, note). Such statements are included on PDSD internal forms requesting an individual’s SSN. The U.S. Office of Management and Budget, Office of Information and Regulatory Affairs (OIRA), provides guidance and oversight regarding the Privacy Act of 1974. The text of the Privacy Act can be found at the website www.usdoj.gov/foia/privstat.htm.

CORRESPONDING WITH THE PDSD

All fax submissions to the PDSD must be sent to 202/720-1689
when containing Privacy Act or otherwise sensitive information. This fax machine is located in a secure area that is limited to PDSD staff only. If this fax number is out of order, agencies may send PDSD faxes to (202) 720-7708, provided the sender calls in advance to ensure that a PDSD staff member is available to receive the fax.

PERSONNEL SECURITY RELATED FORMS AVAILABLE ONLINE

The PDSD has recently posted updated and/or previously unavailable online forms to our website at http://www.usda.gov/da/pdsd/forms.htm. Please discard of any previous versions of the Credit Release or Request to Pass a Security Clearance that you have on hand.

The following forms are now available online:

Credit Release: Updated to include the Fair Credit Reporting Act (FCRA) Summary of Rights

Justification for Requested Security Clearance (Form AD-1188)

Request to Pass a Security Clearance (Form AD-1189): Updated to include Privacy Act notice

Further Information: For further information, please contact the PDSD at (202) 720-7373.