

SEP 08 2021

The Honorable Carolyn B. Maloney Chairwoman Committee on Oversight and Reform U.S. House of Representatives Washington, DC 20515

#### Dear Madam Chairwoman:

- The Department understands the importance of issuing rules concerning the use and management of SSNs in order to protect individual privacy. Department of Defense Instruction (DoDI) 1000.30, "Reduction of Social Security Number (SSN) Use Within DoD," establishes the following DoD policy, "all DoD personnel shall reduce or eliminate the use of SSNs wherever possible." The Department is reviewing this issuance to ensure it sufficiently addresses DoD personnel's handling of the SSNs of the DoD workforce and those individuals affiliated with the DoD.
- As a new initiative this year, the Defense Privacy, Civil Liberties, and Transparency Division created and delivered online SSN training to privacy personnel across DoD. The two-hour training focused on the various laws and policies that govern SSN use, including the Act and DoDI 1000.30, the reasons SSNs are uniquely sensitive, and the importance of continuing to reduce SSN use within the Department. This training was recorded and posted with other DoD online privacy training.
- During the reporting period, the Department increased the number of documents (e.g., forms) mailed containing SSNs by 13. The majority of the increases were from DoD components that either did not respond to the request for information in Fiscal Year (FY) 2020 or were required to begin using and mailing new documents in FY 2021.
- A review of the last five years of reporting data collected pursuant to the Act (FY 2017 to FY 2021) revealed the number of mailed DoD component-specific documents containing SSNs has decreased annually. Conversely, the historical data



The Honorable Richard E. Neal Chairman Committee on Ways and Means U.S. House of Representatives Washington, DC 20515

SEP 08 2021

#### Dear Mr. Chairman:

- The Department understands the importance of issuing rules concerning the use and management of SSNs in order to protect individual privacy. Department of Defense Instruction (DoDI) 1000.30, "Reduction of Social Security Number (SSN) Use Within DoD," establishes the following DoD policy, "all DoD personnel shall reduce or eliminate the use of SSNs wherever possible." The Department is reviewing this issuance to ensure it sufficiently addresses DoD personnel's handling of the SSNs of the DoD workforce and those individuals affiliated with the DoD.
- As a new initiative this year, the Defense Privacy, Civil Liberties, and Transparency Division created and delivered online SSN training to privacy personnel across DoD. The two-hour training focused on the various laws and policies that govern SSN use, including the Act and DoDI 1000.30, the reasons SSNs are uniquely sensitive, and the importance of continuing to reduce SSN use within the Department. This training was recorded and posted with other DoD online privacy training.
- During the reporting period, the Department increased the number of documents (e.g., forms) mailed containing SSNs by 13. The majority of the increases were from DoD components that either did not respond to the request for information in Fiscal Year (FY) 2020 or were required to begin using and mailing new documents in FY 2021.
- A review of the last five years of reporting data collected pursuant to the Act (FY 2017 to FY 2021) revealed the number of mailed DoD component-specific documents containing SSNs has decreased annually. Conversely, the historical data



The Honorable Jack Reed Chairman Committee on Armed Services United States Senate Washington, DC 20510

SET 08 2021

Dear Mr. Chairman:

- The Department understands the importance of issuing rules concerning the use and management of SSNs in order to protect individual privacy. Department of Defense Instruction (DoDI) 1000.30, "Reduction of Social Security Number (SSN) Use Within DoD," establishes the following DoD policy, "all DoD personnel shall reduce or eliminate the use of SSNs wherever possible." The Department is reviewing this issuance to ensure it sufficiently addresses DoD personnel's handling of the SSNs of the DoD workforce and those individuals affiliated with the DoD.
- As a new initiative this year, the Defense Privacy, Civil Liberties, and Transparency Division created and delivered online SSN training to privacy personnel across DoD. The two-hour training focused on the various laws and policies that govern SSN use, including the Act and DoDI 1000.30, the reasons SSNs are uniquely sensitive, and the importance of continuing to reduce SSN use within the Department. This training was recorded and posted with other DoD online privacy training.
- During the reporting period, the Department increased the number of documents (e.g., forms) mailed containing SSNs by 13. The majority of the increases were from DoD components that either did not respond to the request for information in Fiscal Year (FY) 2020 or were required to begin using and mailing new documents in FY 2021.
- A review of the last five years of reporting data collected pursuant to the Act (FY 2017 to FY 2021) revealed the number of mailed DoD component-specific documents containing SSNs has decreased annually. Conversely, the historical data



The Honorable Ron Wyden Chairman Committee on Finance United States Senate Washington, DC 20510

SEP 08 2021

Dear Mr. Chairman:

- The Department understands the importance of issuing rules concerning the use and management of SSNs in order to protect individual privacy. Department of Defense Instruction (DoDI) 1000.30, "Reduction of Social Security Number (SSN) Use Within DoD," establishes the following DoD policy, "all DoD personnel shall reduce or eliminate the use of SSNs wherever possible." The Department is reviewing this issuance to ensure it sufficiently addresses DoD personnel's handling of the SSNs of the DoD workforce and those individuals affiliated with the DoD.
- As a new initiative this year, the Defense Privacy, Civil Liberties, and Transparency Division created and delivered online SSN training to privacy personnel across DoD. The two-hour training focused on the various laws and policies that govern SSN use, including the Act and DoDI 1000.30, the reasons SSNs are uniquely sensitive, and the importance of continuing to reduce SSN use within the Department. This training was recorded and posted with other DoD online privacy training.
- During the reporting period, the Department increased the number of documents (e.g., forms) mailed containing SSNs by 13. The majority of the increases were from DoD components that either did not respond to the request for information in Fiscal Year (FY) 2020 or were required to begin using and mailing new documents in FY 2021.
- A review of the last five years of reporting data collected pursuant to the Act (FY 2017 to FY 2021) revealed the number of mailed DoD component-specific documents containing SSNs has decreased annually. Conversely, the historical data



The Honorable Gary C. Peters Chairman Committee on Homeland Security And Governmental Affairs United States Senate Washington, DC 20510

SEP 08 2021

Dear Mr. Chairman:

- The Department understands the importance of issuing rules concerning the use and management of SSNs in order to protect individual privacy. Department of Defense Instruction (DoDI) 1000.30, "Reduction of Social Security Number (SSN) Use Within DoD," establishes the following DoD policy, "all DoD personnel shall reduce or eliminate the use of SSNs wherever possible." The Department is reviewing this issuance to ensure it sufficiently addresses DoD personnel's handling of the SSNs of the DoD workforce and those individuals affiliated with the DoD.
- As a new initiative this year, the Defense Privacy, Civil Liberties, and Transparency Division created and delivered online SSN training to privacy personnel across DoD. The two-hour training focused on the various laws and policies that govern SSN use, including the Act and DoDI 1000.30, the reasons SSNs are uniquely sensitive, and the importance of continuing to reduce SSN use within the Department. This training was recorded and posted with other DoD online privacy training.
- During the reporting period, the Department increased the number of documents (e.g., forms) mailed containing SSNs by 13. The majority of the increases were from DoD components that either did not respond to the request for information in Fiscal Year (FY) 2020 or were required to begin using and mailing new documents in FY 2021.
- A review of the last five years of reporting data collected pursuant to the Act (FY 2017 to FY 2021) revealed the number of mailed DoD component-specific



The Honorable Adam Smith Chairman Committee on Armed Services U.S. House of Representatives Washington, DC 20515

SER 08 2021

Dear Mr. Chairman:

- The Department understands the importance of issuing rules concerning the use and management of SSNs in order to protect individual privacy. Department of Defense Instruction (DoDI) 1000.30, "Reduction of Social Security Number (SSN) Use Within DoD," establishes the following DoD policy, "all DoD personnel shall reduce or eliminate the use of SSNs wherever possible." The Department is reviewing this issuance to ensure it sufficiently addresses DoD personnel's handling of the SSNs of the DoD workforce and those individuals affiliated with the DoD.
- As a new initiative this year, the Defense Privacy, Civil Liberties, and Transparency Division created and delivered online SSN training to privacy personnel across DoD. The two-hour training focused on the various laws and policies that govern SSN use, including the Act and DoDI 1000.30, the reasons SSNs are uniquely sensitive, and the importance of continuing to reduce SSN use within the Department. This training was recorded and posted with other DoD online privacy training.
- During the reporting period, the Department increased the number of documents (e.g., forms) mailed containing SSNs by 13. The majority of the increases were from DoD components that either did not respond to the request for information in Fiscal Year (FY) 2020 or were required to begin using and mailing new documents in FY 2021.
- A review of the last five years of reporting data collected pursuant to the Act (FY 2017 to FY 2021) revealed the number of mailed DoD component-specific documents containing SSNs has decreased annually. Conversely, the historical data

also revealed the number of documents containing SSNs not originating with the Department but mailed out by the Department on behalf of another entity (i.e., other Federal Agency documents and non-Federal agency documents) has increased annually.

• The Department is reviewing those documents / forms reported as being mailed with the complete SSN to ensure the mailing is justifiable and in alignment with current Departmental policies for SSN reduction. In addition, the Department continues its efforts to replace the SSN of DoD-affiliated persons with the DoD ID number in its systems and processes, where possible.

Enclosed is a list of documents identified by DoD Components in response to this year's data call to identify the title and identification number of any document containing the complete SSN of an individual transmitted via mail in FY 2021.

I am sending identical letters to the Chairmen of the House Committee on Oversight and Reform, the House Committee on Ways and Means, the Senate Committee on Finance, the Senate Committee on Homeland Security and Governmental Affairs, and the Senate Committee on Armed Services.

Sincerely,

the 218 Donley

Michael B. Donley

Enclosure: As stated

cc:

The Honorable Mike D. Rogers Ranking Member

The estimated cost of this report or study for the Department of Defense is approximately \$9,710 for the 2021 Fiscal Year. This includes \$0 in expenses and \$9,710 in DoD labor.

Generated on 2021Jul29 RefID: 4-7E4B0CE

Document Number / Identifier	Title of the Document	Components Mailing Document
	Department of Defense (DoD)	
Family Advocacy Program (FAP) Case File	Family Advocacy Program (FAP) Case File	Army
DD Form 139	Pay Adjustment Authorization	DFAS
DD Form 214	Certificate of Release or Discharge from Active Duty	Army; DLA; USNORTHCOM; NSA; DSCA
DD Form 214C	Certificate of Release or Discharge from Active Duty (Continuation Sheet)	DSCA
DD Form 268	Suspension of Favorable Personnel Actions	Army
DD Form 362	Statement of Charges/Cash Collection Voucher	DMA
DD Form 480	Record of Trial	Army
DD Form 458	Charge Sheet	Army
	Statement of Trial Results	Army
	Judgement of the Court	Army
DD Form 1056	Authorization to Apply For A "No-Fee" Passport and/or Request for Visa	DTRA; DCSA
DD Form 1131	Cash Collection Voucher	Army; DFAS
DD Form 1351-2	Travel Voucher	DSCA
DD Form 1607	Application for DoD Homeowners Assistance Program	Army
DD Form 1610	Temporary Duty/Training orders	DFAS
DD Form 1614	Permanent Change of Station orders	DFAS
DD Form 1966/5	Record of Military Processing - Armed Forces of the United States	Army
DD Form 1879	DoD Request for Personnel Security Investigation	DCSA
DD Form 2005	Privacy Act Statement	Army; NSA
DD Form 2249	DoD Building Pass Application/NCIC Background Checks	DSCA
DD Form 2481	Request for Recovery of Debt Due the United States by Salary Offset	DFAS
DD Form 2501	DoD Courier Card Form	NRO
DD Form 2789	Waiver/Remission of Indebtedness Application	DFAS
DD Form 2808	Report of Medical Examination	Army
DD Form 2807-2	Accessions Medical PreScreen Report	Army
Memorandum from DODCAF	Supplemental Information Request	Army
Memorandum from DODCAF	Request for Medical Evaluation	Army

Document Number / Identifier	Title of the Document	Components Mailing Document
Memorandum from DODCAF	Conditional Determination	Army
Memorandum from DODCAF	Interrogatory	Army
Memorandum from DODCAF	Statement of Reason	Army
Memorandum from DODCAF	Supplemental SOR Request	Army
Memorandum from DODCAF	Letter of Denial (LOD)/Letter of Revocation (LOR)	Army
Memorandum from DODCAF	DSS Request for Information	Army
	Department of the Army	
ARCC-IN (G26) PSI Request, v4	Request for Personnel Security Investigation	Army
AEF 715-9C	Contractor Online Processing System - Information About an Individual and His/Her Activity	Army
ARCC Form 715	APPENDIX A-ARCYBER Form 715 (Purchase Request)	Army
ARCC Form 715-r1	APPENDIX A-ARCYBER Form 715-1r (Purchase Request)	Army
ARCC Form 800-1r	ARCYBER Funding Request	Army
ARCC Form 5	ARCYBER TDY Request Form	Army
DA Form 638	Recommendation for Award	Army; USNORTHCOM
DA Form 1059	Service School Academic Evaluation Report	DMA
DA Form 2627	Record of Proceedings Under Article 15, UCMJ	DCSA
DA Form 3434	Notification of Personnel Action - Resignation/Separation	Army
DA Form 3822	Report of Mental Status Evaluation	DCSA
DA Form 3975	Military Police Report	DCSA
DA Form 4833	Commander's Report of Disciplinary or Administrative Action (ADP LF v1.00ES)	DCSA
ENG 3394	USACE Accident Investigation Report	Army
ENG 4743	Claim for temporary quarters subsistence expenses/foreign travel allowance	Army
ENG 4894	Claims Collection Litigation Report	Army
ENG 4937	Respiratory Fit Test/Training Record	Army
Orders Format 172	USMA Orders Directing Separated Cadets to Active Duty Enlisted Service	Army
USMEPCOM Form 40-1-15-E	Supplemental Health Screening Questionnaire	Army
USMEPCOM Form 40-1-18	Tattoos, Brands, Piercing, Ear Gauging, Scars, Birthmarks	Army
USMEPCOM Form 40-8-1-E	Drug, Alcohol and HIV Acknowledgement	Army

Document Number / Identifier	Title of the Document	Components Mailing Document
USMEPCOM Form 680-3A-E	Request For Examination	Army
	Department of the Navy	
NAVPERS 1610/1	BUPERS Fitness and Evaluation Summary	Navy; USCYBERCOM; EUCOM; DSCA; DISA; OUSD (PR); DHRA
NAVPERS 1610/2	Fitness Report & Counseling Record (W1-O6)	OUSD (PR); USCYBERCOM
NAVPERS 1610/2	Fitness Report and Counseling Record (W2-O6)	Navy; MDA; DTRA; DHRA; EUCOM; USNORTHCOM; USUHS; DSCA; USTRANSCOM
NAVPERS 1610/5	Fitness Report and Counseling Record (07-08)	Navy; MDA; DHRA; OUSD (PR)
NAVPERS 1616/23	Fitness Report/Enlisted Evaluation Memorandum	DHRA; OUSD (PR)
NAVPERS 1616/26	Evaluation Report and Counseling Record (E1-E6)	Navy; MDA; DTRA; DHRA; EUCOM; USNORTHCOM; OUSD (PR); USUHS; DMA; DSCA; USTRANSCOM
NAVPERS 1616/27	Evaluation and Counseling Record (E7-E9)	Navy; MDA; DTRA; DHRA; EUCOM; USNORTHCOM; OUSD (PR); DMA, DSCA; USTRANSCOM
NAVPERS 1070/613 or 713	Administrative Remarks	DSCA
NAVMC 10835	USMC Fitness Report (1610)	DSCA
NPPC 1300/1	Application for Transfer and Advances	DSCA
NPPSC 7220/2 (04-2017)	Temporary Lodging Expense (TLE) Allowance Certification	DSCA
SECNAV 5512/1 NSNPT	Navy Local Population ID Card/Base Access Pass Registration	DSCA
NAVMC Form 10132	Unit Punishment Book (5812)	DCSA
Other	EVAL/FITREP CORRESPONDENCE/MEMOS AS REQUIRED	DTRA
	Department of the Air Force (AF)	
AF Award Citation Notice	Notice of award sent to AF Personnel Center to be entered into service record	USUHS
AFOSI Form 158	AFOSI Investigative Communication	DCSA
AF 707	Officer Performance Report (Lt thru Col)	DSCA
AF 709	Promotion Recommendation	DSCA
AF 104	Service Medal Award Verification	USNORTHCOM
Defense Counterintelligence and Security Agency (DCSA)		
DCSA 335	FOIA/PA Request for Adjudication Records	DCSA
Defense Security Cooperation Agency (DSCA)		
Agency Letterhead	Visit Authorization Request (VAR)	DSCA

Document Number / Identifier	Title of the Document	Components Mailing Document
Agency Letterhead	Clearance Verification	DSCA
DCPAS Checklist	Defense Civilian Personnel Advisory Services (DCPAS) Checklist	DSCA
	National Guard Bureau (NGB (Dept. of Army))	
NGB Form 22	Report of Separation and Record of Service	NGB
NGB Form 22A	Correction to NGB Form 22	NGB
NGB Form 22B	Air National Guard Recruit Force Pool Report	NGB
NGB Form 22-5	Addendum to DD Form 4 - Approval and Acceptance by Service Representative for Interstate Transfer in the Army National Guard	NGB
NGB Form 36	ANG Stipend Program Ready Reserve Health Professions (Reserve Service Baccalaureate Students) Written Agreement	NGB
NGB Form 36-2	Health Professionals Loan Repayment Program Written Agreement (ANG)	NGB
NGB Form 36-3	Special Pay for Selected Reserve Healthcare Professionals in Critically Short Wartime Specialties Written Agreement (ANG)	NGB
NGB Form 36-4	Ready Reserve Healthcare Professions Stipend Program for Reserve Service Health Professionals Written Agreement (ANG)	NGB
NGB Form 36-5	Enlisted Student Loan Repayment Program Written Agreement (ANG)	NGB
NGB Form 36-6	Reenlistment Bonus Written Agreement (ANG)	NGB
NGB Form 36-7	Affiliation Bonus Written Agreement (ANG)	NGB
NGB Form 36-8	Non-Prior Service Enlistment Bonus Written Agreement (ANG)	NGB
NGB Form 36-9	Prior Service Enlistment Bonus Written Agreement (ANG)	NGB
NGB Form 36-11	Statement of Understanding for Excess/Overgrade Position (ANG)	NGB
NGB Form 38-4	Incentive Payment Authorization (ANG)	NGB
NGB Form 38-5	Incentive Bonus Case File Cover Sheet (ANG)	NGB
NGB Form 102-10A	Certificate of Performance/Statement of Attendance	NGB
NGB Form 173-1	Retention Interview Form (ANG)	NGB
NGB Form 600-7-1-R-E	Addendums (ARNG) Annex E to DD Form 4	NGB
NGB Form 600-7-3-R-E	Bonus Addendums (ARNG) Annex R to DD 4 or DA 4836	NGB
NGB Form 600-7-4-R-E	Bonus Addendums (ARNG)	NGB
NGB Form 600-7-5-R-E	Bonus Addendums (ARNG)	NGB
NGB Form 600-7-6-R-E	Bonus Addendums (ARNG) Annex X to DD Form 4	NGB

Document Number / Identifier	Title of the Document	Components Mailing Document
NGB Form 5435	Montgomery GI Bill Kicker Incentive Addendum (ARNG)	NGB
NGB Form 5435-1	Montgomery GI Bill Kicker Incentive Addendum Supplemental (ARNG)	NGB
	Defense Finance and Accounting Service (DFAS)	
DFAS Blanket Cover Pages	DFAS: Detailed lists of names/ssn that is mailed and AMRDEC after blanket payment	DFAS
DFAS Form 705	Certificate for Income Tax Adjustment	DFAS
DFAS-CL Form/1340-2	Estimated Earnings during Military Service (For Civil Service Retirement Purposes)	DFAS
Offline Pay History Request	Offline Pay History requests from DCPS	DFAS
SATO Itinerary	Includes orders as part of itinerary containing full or partial SSN	DFAS
Various OPF Forms	Mailed DFAS to NARA and other agencies: Copies of forms in OPFs to employees at their request	DFAS
DFAS Tax Office Spreadsheet	U.S. Bank Convenience Check Transaction Summary	DSCA
	Defense Media Activity (DMA)	
Citibank Form 8504	Citibank Reinstatement Form	DMA
	Defense Counterintelligence and Security Agency (DCSA)	
DCSA 335	FOIA/PA Request for Adjudication Records	DCSA
DCPAS Checklist	Checklist for Civilian Employees Entering Extended Active Duty	DCSA
	Defense Threat Reduction Agency (DTRA)	
DTRA/SCC-WMD Form 196 (Nov 12)	Foreign Contact Questionnaire	DCSA
	National Security Agency (NSA)	
G7171	Access Letter (required by company via DCSA policy)	NSA
P 6625R01	Health Benefits Enrollment Reconciliation Report	NSA
P 6662R01	Quarterly W4 Certification (Exemptions)	NSA
P7301 Rev June 2012	Medical History Questionnaire	NSA
Unknown	Bi-Weekly Authorization	NSA
Clearance Certs	NSA/CSS Letterhead to pass clearances to facilities without electronic access to NSA	NSA
Response to garnishment	OGC verification of correct employee required to have wages garnished	NSA
	DCPS Screen Shots	NSA
	Death Certification	NSA
	Direct Deposit Forms	NSA

Document Number / Identifier	Title of the Document	Components Mailing Document
	Enrollment Forms	NSA
	Estimated Earnings Statement	NSA
	FEHB Enrollment Letter - Misc Memo For Record	NSA
	Marriage License	NSA
	Miscellaneous Forms	NSA
	Paid in full letter for Military Deposit (older version)	NSA
	Report of Possible Violation of Criminal Statutes	NSA
	Screenshot After 2821 Forms	NSA
	Special Computation Cover Sheet	NSA
	SSA Notice of Award/Notice of Disapproval	NSA
US Treasury Checks	Payroll Checks to IRS-Federal Taxes and State Tax Payments	NSA
	York Adams Tax Bureau - Employer Qtrly Rtn - Local Services, Tax Withholding	NSA
	Standard Forms (SF)/Optional Forms (OF)	
OFI 16-A	OPM Specific Release	Army; DCSA
OFI 79A	Report of Agency Adjudicative Action	DCSA
OFI 86C	OFI Form 86C (SAC)	Army
OF 306	Declaration for Federal Employment	DCSA
OF 612	Optional Application for Federal Employment	DCSA
OF 1164	Claim for Reimbursement for Expenditures on Official Business	DMA
SF 50	Notification of Personnel Action	DLA; NGA; DFAS; NSA
SF 52	Request for Personnel Action	DFAS
SF 54	Designation of Beneficiary	NSA
SF 75	Request for Preliminary Appointment Data	DFAS
SF 85	Authorization for Release of Information	Army; DCSA
SF 85P	Questionnaire for Public Trust Positions, to include the general release	DCSA
SF 87	Fingerprint Chart	Army
SF 171	Application for Federal Employment	DCSA

Document Number / Identifier	Title of the Document	Components Mailing Document
SF 312	Classified Information Non-Disclosure Agreement	Army; DSCA
SF 507	Medical Record	Army
SF 1034-122	Miscellaneous Pay (Centrally Billed Account)	DFAS
SF 1150	Record of Leave Data	DFAS
SF 1152	Designation of Beneficiary - Unpaid Compensation	DLA; NGA; DFAS; DARPA; OIG; DMA; DCSA
SF 1153	Claim for Unpaid Compensation	DLA; NGA; DFAS
SF 1555	Military Service Deposit Election	DLA
SF 1199A	Direct Deposit SignUp Form	Army; DMA
SF 2800	CSRS Application for Death Benefits	DLA; NGA; DFAS
SF 2800A	CSRS Application for Death Benefits-Documents/Elections	DLA; DFAS
SF 2801	CSRS Application for Immediate Retirement	DLA; NGA; DFAS; NSA; DMA
SF 2801-1	CSRS Certified Summary of Federal Service, Including Schedules A, B, C, and D.	DLA; NGA; NSA
SF 2801-2	Spouse's Consent to Survivor Election	DLA; NGA
SF 2801-ABC	Schedules A, B, C (CSRS)	NGA
SF 2801-D	Schedule D - Agency Checklist of Immediate Retirement Procedures - Civilian	NGA; NSA
SF 2801PR	Agency Checklist for Phased Retirement	DLA
SF 2802	Application for Refund of CSRS Retirement Deductions	DLA; NGA
SF 2803	Application to make CSRS Deposit or Redeposit	DLA; NGA; DFAS
SF 2804	Application to make Voluntary Contributions	DLA; NGA; DFAS; NSA
SF 2806	Individual Retirement Record	DFAS; NSA
SF 2808	CSRS Designation of Beneficiary	DLA; NGA; DFAS; NSA
SF 2809	FEHB Registration Form	DLA; NGA; DFAS; NSA
SF 2810	Notice of Change in FEHB Enrollment	DLA; DFAS
SF 2817	FEGLI Election	DLA; DFAS; NSA
SF 2818	Continuation of Life Insurance	DLA; NGA; DFAS; NSA; DMA
SF 2819	FEGLI Notice of Conversion	DLA; NGA; DFAS
SF 2821	Agency Certification of FEGLI	DLA; NGA; DFAS
SF 2822	Request for FEGLI	DLA

Document Number / Identifier	Title of the Document	Components Mailing Document
SF 2823	FEGLI Designation of Beneficiary	DLA; NGA; DFAS; DARPA; NSA; DMA; DCSA
SF 3100	Individual Retirement Record (FERS)	DFAS; NSA
SF 3101	Correction needed to Individual Retirement Record FERS	NSA
SF 3102	FERS Designation of Beneficiary	DLA; NGA; DFAS; DARPA; OIG; DMA; DCSA
SF 3103	Register of Separations and Transfers	DFAS
SF 3104	FERS Application for Death Benefits	DLA; NGA; DFAS; NSA
SF 3104B	FERS Application for Death Benefits-Documents/Elections	DLA; NGA; DFAS; NSA
SF 3106	Application for Refund of FERS Retirement Deductions	DLA; NGA
SF 3107	FERS Application for Immediate Retirement, Including Schedules A, B, C, and D.	DLA; NGA; DFAS; NSA; DMA
SF 3107-1	FERS Certified Summary of Federal Service	DLA; NGA; NSA
SF 3107-2	Spouse's Consent to Survivor Election	DLA; NGA; NSA
SF 3107-D	Schedule D - Agency Checklist of Immediate Retirement Procedures - Federal	NGA; NSA
SF 3107PR	Agency Checklist for Phased Retirement	DLA
SF 3108	Application to make FERS Deposit or Redeposit	DLA; NGA; DFAS; NSA
SF 3108A	Application to Pay Military Deposit, for Military Service Performed After December 31, 1956	NSA
SF 3109	FERS Election of Coverage	DLA; NGA; NSA
SF 3110	Former Spouse's Consent to FERS election	DLA
SF 3112	Documentation in Support of Disability Retirement Application	DLA
SF 3112A	Applicants Statement of Disability	DLA; NGA; NSA
SF 3112B	Supervisor's Statement	DLA; NGA; NSA
SF 3112C	Physician's Statement	DLA; NGA; NSA
SF 3112D	Agency Certification and Reassignment and Accommodation Efforts	DLA; NGA; NSA
SF 3112E	Disability Retirement Application Checklist	DLA; NGA; NSA
SF 3116	Phased Employment/Phased Retirement Status Election	DLA; DFAS; DMA
SF 3881	ACH Vendor_Miscellaneous Payment	DFAS
Thrift Savings Plan (TSP)		
TSP-1	Thrift Savings Plan Election Form	DLA; DMA
TSP-3	Thrift Savings Plan Designation of Beneficiary	DLA; DMA

Document Number / Identifier	Title of the Document	Components Mailing Document	
TSP-17	Information Relating to Deceased Participant	DLA; NGA	
	Office of Personnel Management (OPM)		
FE-6	Claim for Death Benefits, Federal Employees' Group life Insurance Program	DLA; NGA; DFAS	
FE-6 DEP	Settlement of Claim: Option C - Family Life Insurance	DLA; NGA; DFAS	
FE-7	Claim for Dismemberment Benefits	DLA	
FIPC 45A	Unacceptable Notice	DCSA	
FIPC 62	Additional Processing on Closed Investigation	DCSA	
FIPC 230	SII Considered	DCSA	
FIPC 391	Certification of Amended Investigation Form	DCSA	
FIPC 401	File Release Form	DCSA	
FIPC 402	Agency Adjudicative Action on FBI Post Appointment Arrest	DCSA	
FIPC 403	Duplicate Case Issue - Agency Adjudicative Action	DCSA	
FIPC 553	Reopen Request Form	DCSA	
FIPC 554	RSI Request Form	Army; DCSA	
INV 40	General Request for Investigative Information	DCSA	
INV 41	Request for Employment and Supervisor Information	DCSA; DFAS	
INV 42	Request for Reference/Unemployment/Self Employment Information	DCSA	
INV 43	Request for Educational Registrar and Dean of Students Records	DCSA	
INV 44	Request for Law Enforcement Data	DCSA	
INV 100	FOIA/PA Request for Investigation Records	DCSA	
OPM 1482	Agency Certification of Status of Reemp Annuitant - FEGLI	DLA	
OPM 1510	Certification of Agency Officer of Position and Required Documents for Discontinued Service Retirement Under CSRS or FERS	DLA	
OPM 1514	Military Deposit Worksheet	DLA; NSA	
OPM 1515	Military Service Deposit Election	DFAS	
	OPM Retirement and Insurance		
RI 10-125	Federal Employee Retirement Coverage Corrections Act (FERCCA) Election Form	DLA; DFAS	
RI 20-97	Estimated Earnings During Military Service	DLA; DFAS	
RI 38-122	Alternative Annuity and Rollover Options	DLA	

Document Number / Identifier	Title of the Document	Components Mailing Document
RI 38-128	Direct Deposit Election Form	DLA
RI 38-145	Election to Use NAF Service to Qualify for Immediate Retirement	DLA
RI 76-10	Assignment of Federal Employees' Group Life Insurance Program	DLA
RI 92-19	Application for Deferred or Postponed Retirement, Federal Employee Retirement System	DLA
	Internal Revenue Service (IRS)	
Form 1099-C	Cancellation of Debt	DFAS
Form 1099-INT	Interest Income	DFAS
Form 1099-MISC	Miscellaneous Income	DFAS; NSA
Form 1099-NEC	Nonemployee Compensation	NSA
Letter 2800C	IRS Lock in Letter- Initial	DFAS
P6666R02	State/Local Tax Details	DFAS
4506 T	IRS Tax Release	DCSA
W-2	Wage and Tax Statement	DFAS; NSA
W-2C	Corrected Wage and Tax Statement	DFAS; NSA
W-2G	Certain Gambling Winnings	DFAS
W-4P	Withholding Certificate for Pension or Annuity Payments	DLA; NGA; DFAS; NSA; DMA
W-9	Request for Taxpayer Identification Number and Certification	DFAS; NSA; DMA
Department	of Health and Human Services, Centers for Medicare and Medicare	dicaid Services
UB-04	Medical Billing form for Institutional Bills	Army
CSM-1500	Medical Billing form for Professional Bills	Army
<u>Departme</u>	nt of Homeland Security, U.S. Citizenship and Immigration Ser	vices (USCIS)
I-9	Employment Eligibility Verification	DCSA
I-129	Petition for Nonimmigrant Worker (If required by USCIS)	Army
Department of Labor, Office of Workers' Compensation Programs		
ES 931	Request for Wage and Separation Information	DFAS
ES 931A	Request for Separation Information for Additional Claim - Unemployment Compensation for Federal Employees (UCFE)	DFAS
ES 934	Request for Additional Information or Reconsideration of Federal Findings - UCFE	DFAS
ES 935	Claimant's Affidavit of Federal Civilian Service, Wages and Reason for Separation	DFAS

Document Number / Identifier	Title of the Document	Components Mailing Document	
ES 936	Request for Verification of UCFE Wage and Separation Information Furnished on Form ES-931	DFAS	
	Department of State		
Defense Institute of International Legal Studies (DIILS) Memorandum	Request to U.S. Department of State, Special Issuance Agency, for Expedite Processing of Passport Application	DSCA	
DS-11	Application for a U.S. Passport	DTRA	
DS-60	Affidavit Regarding a Change of Name	DSCA	
DS-64	Passport Lost/Stolen Statement	DTRA; DSCA	
DS-82	U.S. Passport Renewal Application For Eligible Individuals	DTRA; DSCA	
DS-86	Statement of Non Receipt of a US Passport	DSCA	
DS-4085	Application for Additional Visa Pages or Miscellaneous Services	DSCA	
DS-5504	Passport Name Change, Data Corrections, Limited-Validity	DTRA; DSCA	
	Federal Bureau of Investigation (FBI)		
FD-258	Fingerprint Chart	Army; OUSD (PR); DCSA	
	Social Security Administration (SSA)		
SSA.131	Employer Report of Special Wage Payments	DFAS	
SSA.L725	Request to Employer to Report Wages Each Month to Determine Social Security Benefits	DFAS	
SSA.L4112	Employer Verification of Earnings After Death	DFAS	
SSA.L4201	Letter to Employer Requesting Wage Information	DFAS	
	Commonwealth of Virginia		
Form DC-315	Warrant of Arrest – Misdemeanor, Commonwealth of VA	DCSA	
	Alabama Law Enforcement Agency		
State Form - AL - SBI Form 46 Rev. 10-01-17	Application to review Alabama Criminal History Record Information	Army	
20 02 27	Arkansas State Police		
State Form - AR - ASP 122	Arkansas Individual Record Check Request Form	Army	
Illinois State Police			
State FP Card - IL - ISP 404B	Illinois State Conviction request FP Card	Army	
<u>Indiana State Police</u>			
State Form - IN - 8053	Indiana State Police Criminal History Information	Army	

Document Number / Identifier	Title of the Document	Components Mailing Document	
	lowa Division of Criminal Investigation		
State Form - IA - DCI-77 (08/25/10)	State of Iowa Criminal History Record Check Request Form	Army	
	Kentucky State Police Forms		
State Form - KY	Request for Conviction Records - State of Kentucky	Army	
	Michigan State Police		
State Form - MI - RI-030 (10/2020)	Michigan State Police Live Scan Background Check Request	Army	
	Minnesota Bureau of Investigation		
State Form - MN	Informed Consent Release of Predatory Offender Registration and Criminal History Data (Minnesota State Form)	Army	
	Mississippi Bureau of Investigation		
State Form - MS - CIC/SPU 2.0 (03/2019)	Mississippi Department of Public Safety Authorization to Release Information	Army	
	New Jersey State Police		
State Form - NJ	State of New Jersey Criminal History Record Request - Name Check (212B)	Army	
	New Mexico State		
State Form - NM	Authorization for Release of Information (New Mexico)	Army	
	Ohio State		
State FP Card - OH - BMI 12-98	Fingerprint Card Ohio State	Army	
Uniformed University of the Health Sciences (USUHS)			
NIH-101-1	Record of Participation in Patient Care	USUHS	
DPEVF-100	NIH Extended Visitor ID Badge Application	USUHS	
Fort Detrick Form 190-13	Fort Detrick Non-DoD and Non-Federal Employee Visitor's Vetting and Badge Form	USUHS	