



# MISSION: POSSIBLE

## Reducing Use of Social Security Numbers Across VHA

Government agencies are committed to reducing the use of Social Security Numbers (SSNs) to protect everyone's personal information.

### OUR MISSION:

#### The SSN Holdings Assessment

To eliminate unnecessary use of the SSN as a personal identifier, the Veterans Health Administration (VHA) needs a complete picture of all systems and functions that use it. Working closely with Department of Veterans Affairs business partners and contractors, VHA's Social Security Number Working Group (VHA SSN-WG) has developed a comprehensive SSN holdings inventory survey. The survey will cover all national systems and applications, forms, processes, locally-developed (Class III) applications, Commercial-off-the-Shelf (COTS) products, etc.

Expect to see the survey at VHA sites in January 2010.

### YOUR ASSIGNMENT:

#### Complete the Survey

Personnel from a number of areas within each VHA facility need to collaborate to complete the SSN inventory. We recommend facilities form subject matter expert teams, including Information Security and Privacy Officers and IT staff to validate all instances where the SSN is embedded in local business practices.

#### WHO WE ARE

VHA SSN-WG, established in December 2007, is leading the Administration's efforts to eliminate unnecessary collection and use of the SSN across VHA. VHA SSN-WG includes representatives from across VHA and VA's Office of Information & Technology, Office of Enterprise Development, and Veterans Health IT.

### OUR ASSIGNMENT:

#### Training & Orientation

VHA SSN-WG will coordinate a pre-deployment orientation session for users prior to survey rollout. For more information about training and the SSN reduction effort, visit:  
<http://vawww.vhaco.va.gov/HDI/security-SSNWG.html>

#### WHAT'S NEXT?

Once the inventory and analysis of the data is complete, VHA SSN-WG will coordinate with the Department level SSN Review Board to validate continued need for SSN collection and use. We will then assist facilities with efforts to reduce or eliminate SSN collection and use, and develop a plan to replace the SSN with alternative identifiers where appropriate.

Please direct any questions or requests for additional information to:  
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