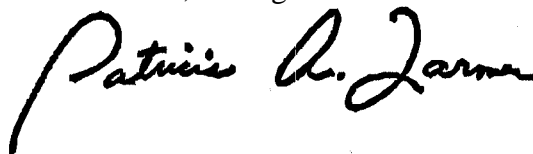


For: FSA Offices

**Social Security Numbers (SSN's) on NFC OnLine Travel System Travel Documents**

Approved by: Acting Deputy Administrator, Management



**1 Overview**

**A Background**

What are identity theft and identity fraud?

The short answer is that identity theft and identify fraud are crimes. Identity theft and identity fraud are terms used to refer to all types of crime in which someone wrongfully obtains and uses another person's personal data in some way that involves fraud or deception, typically for economic gain. Unlike an individual's fingerprints that are unique to the individual and cannot be given to someone else for their use, an individual's personal data, especially their SSN, can be used if it falls into the wrong hands to personally profit at an individual's expense.

**Note:** This notice does not address FAS travel. FAS offices will be instructed by William Davis at 703-305-1424.

**B Purpose**

This notice provides guidance on how to hide SSN's on travel documents.

**2 Hiding SSN's**

**A Instruction**

The recommended method, provided by the Office of the Chief Financial Officer (OCFO) to hide SSN's, is to manually mark-out SSN's on travel documents.

**Notes:** OCFO currently has no plans to modify the NFC OnLine Travel System to hide SSN's when travel documents are printed. Marking-out SSN's is the **only** solution currently recommended by OCFO, at this time, to protect an individual's SSN.

An ink pen is more effective in hiding SSN's than a felt-tipped pen.

<b>Disposal Date</b>  July 1, 2008	<b>Distribution</b>  All FSA Offices; State Offices relay to County Offices
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**Notice FI-2801**

**2 Hiding SSN's (Continued)**

**B Labor Management Obligations**

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

**C Contacts**

If there are questions about this notice, contact the appropriate office in this table.

<b>IF located in a...</b>	<b>THEN contact...</b>
County Office	State Office.
State Office	for: <ul style="list-style-type: none"><li>• interpretation of the policy, FMD, Debt Management and Travel Policy Office by e-mail at <b>poc_travel@wdc.usda.gov</b></li><li>• controversial issues about the policy, Star Bryant, DAFO at 202-720-0183.</li></ul>
National, Kansas City, or St. Louis Office, or APFO	FMD, Debt Management and Travel Policy Office by e-mail at <b>poc_travel@wdc.usda.gov</b> .