



United States
Department of
Agriculture

Office of the
Chief Financial
Officer

Associate Chief
Financial Officer –
Financial Operations

Washington D.C.
20250



Configuration Decision: OCFO 20-09

Date:

To: USDA Agencies

Subject: Financial Management Modernization Initiative (FMMI) – Personally Identifiable Information (PII)

PURPOSE

The purpose of this configuration document is to provide the decision on Personally Identifiable Information (PII).

USDA must protect PII for its employees, vendors and customers. PII is information that can be used to distinguish or trace a person's identity. An example is a social security number, when combined with other information, is linkable to a specific individual. Bank account numbers and taxpayer identification numbers are also considered PII.

The following interfaces pass PII data into FMMI:

- Payroll Accounting System (PACS) contains employee Social Security Number (SSN)
- Central Contractor Registration (CCR) contains Tax Identification Number (TIN) and bank account number
- Travel Entry and Inquiry (TRVL) contains employee SSN
- Name Employee Database (NEMP) contains customer and vendor information including SSN & TIN

DECISION

USDA will collect, use, maintain, and/or disseminate SSN's only when required by statute or when specifically authorized to do so. USDA agencies will not use the number as an identity number. Agencies must mask or encrypt Social Security numbers so that they cannot be viewed on computer screens, reports, or other products by unauthorized personnel. Agencies will not use SSN's to access customer records.

Any transaction, screen, report, or database query initiated by a user without PII authorization will result in a masked SSN, TIN, or bank account field being displayed or written.

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INQUIRIES

Questions concerning this configuration decision should be directed to the Systems Analysis and Requirements Division at **(202) 205-4830**.

EFFECTIVE DATE

This configuration decision is effective immediately.

/s/

JOHN G. BREWER

Associate Chief Financial Officer for Financial Operations