



## DEFENSE FINANCE AND ACCOUNTING SERVICE

8899 EAST 56TH STREET  
INDIANAPOLIS, INDIANA 46249

DFAS-IN/NP

20 SEP 2011

### MEMORANDUM FOR RECORD

**SUBJECT: Justification for Requirement of Social Security Number (SSN) on DD Form 2660, "Statement of Claimant Requesting Recertified Check"**

This memorandum satisfies the requirement established in the Office of the Under Secretary Of Defense (OUSD) Personnel and Readiness (P&R) Directive-Type Memorandum (DTM) 07-015-USD (P&R), "DoD Social Security Number Reduction Plan," that requires justification of the collection and use of the SSN on the DD Form 2660, "Statement of Claimant Requesting Recertified Check."

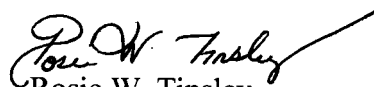
Information on this form, including the SSN, is required to properly identify the claimant in accordance with the Department of Defense (DoD) Financial Management Regulation 7000.14-R, Volume 5, where there is a requirement that a payee identify himself/herself and certify as to what happened to the original check issued by the government (non-receipt, loss, destruction, theft, etc.).

The DD Form 2660 is initiated by the claimant, who submits it to the paying disbursing office. The disbursing office researches the request to ensure the claimant still has a claim on the proceeds. If the proceeds are still owed, the recertified check is reissued. However, if both the original and recertified checks are negotiated, the disbursing officer would use the SSN to initiate collection action against the claimant. The paper forms and copies are secured to protect Personally Identifiable Information in accordance with DoD regulations. Records are stored in office buildings protected by guards, controlled screening, use of visitor registers, electronic access, and/or locks. Access to records is limited to individuals who are properly screened and cleared on a need-to-know basis in the performance of their official duties.

The legacy systems used to pay military personnel and government employees are based on the SSN. The SSN on the DD Form 2660 ensures the correct individual's pay is checked prior to reissuing a recertified check. Also, any out-of-service or civilian debt would be collected using debt management procedures that require the SSN for positive identification.

The information collected on this form is covered under the Privacy Act System of Records Notice T7901. The SSN will no longer be needed on the DD Form 2660 when the Office of Personnel Management and Department of Defense initiate a system with an alternate method of identification. Once this is accomplished, pay systems will be modified to recognize the alternate method of identification.

If you have any questions, my point of contact is Charles Bates, DFAS-IN/NPD, and he can be reached at telephone (317) 212-4399.

A handwritten signature in black ink, appearing to read "Rosie W. Tinsley". The signature is written in a cursive style with a long, sweeping flourish extending to the right.

Rosie W. Tinsley

Director, Strategy, Policy & Requirements