



**DEFENSE FINANCE AND ACCOUNTING SERVICE**  
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INDIANAPOLIS, IN 46249-0201

August 25, 2017

MEMORANDUM THRU Records, Privacy, and Declassification Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100

FOR: Defense, Privacy, Civil Liberties and Transparency Division

SUBJECT: Justification for Use of Social Security Number (SSN) – Department of Defense (DD) Form 2840, Request for Information Regarding Deceased Debtor

1. This memorandum is written to satisfy the requirement established in the attached DoD Instruction 1000.30, "Reduction of Social Security Number (SSN) Use Within DoD" that requires justification of the collection and use of the SSN on DD Form 2840.
2. The DD Form 2840, Request for Information Regarding Deceased Debtor, is used to request data on a deceased individual who has incurred a debt against the United States, including SSN, in support of the Debt Collection Act of 1982, as amended by the Debt Collection Improvement Act of 1996.
3. As required in DoDI 1000.30, the acceptable use for the SSN has been identified as (8) Computer Matching. The SSN is required to identify the deceased individual's estate in settlement of a debt owed. Authorization to collect this data comes from 31 U.S.C. 3111, Public Debt, DoDFMR 7000.14-R, Volume 16, Chapter 3; and EO 9397 (SSN), as amended).
4. The applicable system of records notice is T7332, Defense Debt Management System (DDMS) at: <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570181/t7332/> DITPR ID #: 32, Defense Debt Management System (DDMS). The OMB 0730-0015 license is currently being completed.

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5. The DD Form 2840 will include the deceased individual's name, SSN, and home of record, as well as the name and signature of the individual providing the information. This information, along with the narrative request for information regarding the deceased debtor, will be used to research, determine, validate and settle debts owed by the deceased individual. The SSN will no longer be a required element on the DD Form 2840 once the Department of the Treasury, the Office of Personnel Management, and DoD implement a method of systemically identifying an individual that does not require the use of the SSN.

Linda A. Marvin  
Director, Accounting Policy

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