



OVERSIGHT AND
COMPLIANCE

OFFICE OF THE CHIEF MANAGEMENT OFFICER
9010 DEFENSE PENTAGON
WASHINGTON, DC 20301-9010

December 16, 2020

Ref: SSNJ-2021-0002-OUSD P&R

MEMORANDUM FOR THE OFFICE OF THE UNDERSECRETARY OF DEFENSE,
PERSONNEL AND READINESS

SUBJECT: Justification for the Use of Social Security Numbers in DD Form 2653,
“Involuntary Allotment Application”- Accepted

Thank you for completing a review of Social Security Number (SSN) use within this form. This office has reviewed and accepted your request to use the SSN for this form under Acceptable Use (13), Other Cases. SSN use was not approved for Acceptable Use (8), Computer Matching, because the form and its data does not interface with any non-Department of Defense systems. This acceptance is valid for one year, after which your office will need to submit another request with an updated version of the form addressing the deficiencies noted below.

The DD 2653 is used by a creditor to apply to receive the involuntary allotment of a predetermined portion of a military service member’s pay as a result of a legal court judgement against that individual. The Defense Finance and Accounting Service uses the SSN to match the military service member with the DD 2653 and associated legal court judgment before approving and processing the involuntary allotment request.

In reviewing your request, we note the form needs a valid OMB Control Number, as the existing number expired November 30, 2010. It also needs a Privacy Act Statement, required under 5 U.S.C. § 552a(e)(3), as this form collects information maintained in a Privacy Act system of records. We recommend coordinating with the DoD Forms Division and your Component Privacy Officer and Information Management Control Officer (IMCO) as soon as possible to update the form.

While this form has been identified as requiring the collection, maintenance, and use of the SSN, your office must ensure this data is afforded the highest protections practicable through use of appropriate administrative, technical, and physical safeguards. Please maintain a copy of your justification and this approval in your records. The reference number for this approval is listed at the top of this memorandum.

If you have questions, please contact Ms. Viki Halabuk in this office at viki.l.halabuk.civ@mail.mil.

Lyn M. Kirby
Chief, Defense Privacy, Civil Liberties,
and Transparency Division

cc:
OUSD P&R Privacy and Civil Liberties Office