July 29, 2023

MEMORANDUM FOR DEFENSE PRIVACY, CIVIL LIBERTIES, AND TRANSPARENCY DIVISION

THROUGH: Defense Finance and Accounting Service, Retired and Annuitant Pay

SUBJECT: Justification for the Use of Social Security Numbers (SSNs) on DD Form 2788, "Child Annuitant's School Certification," DITPR ID # 98

1. System / Form
This DD Form 2788 is used to verify continuing entitlement to benefit payments to annuitants between the ages of 18 and 22, or payees under 18 years of age, when attending studies at a recognized education institution. The member's SSN and annuitant's SSN are required entries.

2. Documentation
As documented in SORN T7347b, "Defense Military Retiree and Annuity Pay System (DRAS) Records," DD Form 2788 is utilized to collect information from military retirees for the purpose to maintain pay and personnel information for use in the computation of military retired pay survivor annuity pay and to make payments to spouses, former spouses and other dependents who are victims of abuse. The SORN can be found at
https://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570196/t7347b/.

3. Authorized Uses
The justification for the use of the SSN in accordance with DoDI 1000.30, enclosure 2 is:

Federal Taxpayer Identification Number (Acceptable Use #7). The data collected on the form is used to update the retiree's pay account. The updated data on the account is used to generate federal, state, and local income tax statements which report taxable wages and withholding to the federal, state and local tax agencies. This information is required to be reported by utilizing the individual's SSN. The SSN is needed to process federal, state and local tax levies. (See 26 United States Code (USC), 6109, "Identifying Numbers," and Treasury Financial Manual, Volume 1, Part 3, Chapters 4000 and 5000.

4. Point of Contact
For questions related to this memorandum contact Ms. Shelley R. Sherman via shelley.r.sherman.civ@mail.mil or by phone at (216) 204-4810.

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