



ADMINISTRATION AND  
MANAGEMENT

**OFFICE OF THE SECRETARY OF DEFENSE**  
1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

January 22, 2021

Ref: SSNJ-2021-0004-USD P&R

**MEMORANDUM FOR THE OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE,  
MANPOWER AND RESERVE AFFAIRS**

**SUBJECT: Justification for the Use of Social Security Numbers on DD Form 2698,  
Transitional Compensation Form - 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 the following Acceptable Use(s): (7) Federal Taxpayer Identification Number and (8) Computer Matching. The SSN is the unique identifier used to ensure the correct beneficiary receives compensation. In addition, the SSNs are used to interface with the Internal Revenue Service (IRS) (Department of the Treasury) for tax reporting purposes.

SSN use on this form is approved indefinitely unless and until there is a change in the IRS requirement to use an SSN to identify these individuals for tax purposes.

While this form has been identified as requiring the collection, maintenance and use of the SSN, you 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 any questions, please contact Ms. Viki Halabuk in this office at [viki.l.halabuk.civ@mail.mil](mailto:viki.l.halabuk.civ@mail.mil).

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

cc:  
USD P&R Privacy Office  
WHS/ESD/DD (forms)  
DFAS Privacy and Civil Liberties Office