



**DEFENSE FINANCE AND ACCOUNTING SERVICE**  
8899 EAST 56TH STREET  
INDIANAPOLIS, INDIANA  
46249

October 16, 2017

MEMORANDUM FOR: Defense Privacy, Civil Liberties and Transparency Division

THRU Records, Privacy and Declassification Division

SUBJECT: Justification for Use of Social Security Number (SSN) – Department of Defense (DD) Form 397, Claim Certification and Voucher for Death Gratuity Payment

1. This memorandum is written to satisfy the requirement established in the DoD Instruction 1000.30, "Reduction of Social Security Number (SSN) Use Within DoD" requiring justification of the collection and use of the SSN on DD Form 397.
2. The DD Form 397 records the names, address, and signatures of the designated beneficiaries or next-of-kin of the deceased member and this information is used to determine their eligibility to receive the death gratuity payment, and to maintain a record of the disbursement of these benefits. The completed form will then be used by the Defense Finance and Accounting Service Disbursing Offices to make the payment. Payment data is then recorded on the form.
3. Collection of the SSN meets acceptable use 2c. (11), Legacy System Interface. The SSN is required until legacy disbursing and retired pay systems are updated to accommodate the DoD Identification (ID) number. Upon the conversion to the DoD ID number, the form will be revised.
4. The System of Records Notices associated with the DD 397 are as follows:

T7320a, Deployable Disbursing System (<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570179/t7320a/>), DITPR# 23.

T7906, Automated Disbursing System (<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570203/t7906/>), DITPR# 36.

Centralized Disbursing System, this SORN is in the process of being completed.

T7347b, Defense Military Retiree and Annuity Pay System Records (<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570196/t7347b/>), DITPR# 98.

M01040-3, Marine Corps Manpower Management Information System Records (<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-Component-Notices/NavyUSMC-Article-List/>), DITPR# 113.

T7340, Defense Joint Military Pay System – Active Component (<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570191/t7340/>), DITPR# 92.

T7344, Defense Joint Military Pay System – Reserve Component:  
(<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570195/t7344/>), DITPR# 244.

5. The paper forms, as well as the data entered in the records system, are secure 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 the basis of a need-to-know in the performance of their official duties. Passwords and digital signatures are used to control access to the systems data, and procedures are in place to deter and detect browsing and unauthorized access. Physical and electronic access are limited to persons responsible for servicing and authorized to use the record system.

6. The point of contact for this action is Ms. Laurie Eldridge. She may be reached by phone at (216) 204-3631 or via email at [laurie.a.eldridge.civ@mail.mil](mailto:laurie.a.eldridge.civ@mail.mil).

Cynthia B. Garcia  
Director, Finance Standards and Customer  
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