



**OFFICE OF THE ASSISTANT TO THE SECRETARY OF DEFENSE FOR
PRIVACY, CIVIL LIBERTIES, AND TRANSPARENCY**

**1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155**

November 24, 2021

Ref: SSNJ-2022-0013-OUSD (A&S)

**MEMORANDUM FOR THE OFFICE OF THE UNDER SECRETARY OF DEFENSE FOR
ACQUISITION AND SUSTAINMENT**

**SUBJECT: Justification for the Use of Social Security Numbers in the DD Form 1607,
Application for Homeowners Assistance - Approval**

Thank you for completing a review of Social Security Number (SSN) use within the subject form. This office has reviewed and approved your request to use the SSN under the following Acceptable Uses: (7) Federal Taxpayer Identification Number, (11) Legacy System Interface and (13) Other Cases.

You advised the SSN is used to submit financial information to the Department of the Treasury, Internal Revenue Service for tax reporting purposes as program recipients are required to pay taxes on certain portions of their benefits and financial reimbursements. Additionally, the form interfaces with the Homeowners Assistance Program Management Information System (HAPMIS) which serves as the system of record for and administers the Homeowners Assistance Program. Finally, the SSN is used to verify the identity and eligibility of the individuals applying for program benefits. Many retired, wounded, injured or ill service members and/or surviving spouses of deceased service members may not have a Department of Defense Identification (DoD ID) number and thus require the SSN to verify their eligibility for benefits.

SSN use is approved indefinitely or until the establishment of a reasonable alternative for the collection of data other than the SSN, the program's mission changes thus eliminating the need for SSN use and/or the program is decommissioned or HAPMIS interfacing with DD Form 1607 can exchange data using an alternative identifier such as the DoD ID.

The reference number for this action is listed at the top of this memorandum.

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.

If you have any questions, please contact Ms. Mary Fletcher in this office at mary.p.fletcher4.civ@mail.mil.

Lyn M. Kirby
Director, Privacy, Civil Liberties,
and FOIA

cc:
OUSD (A&S) Privacy Office
WHS/ESD/DD (forms)