

## SUPPORTING STATEMENT

### JUSTIFICATION

1. a. Title 10, USC Section 1482 provides the next-of-kin of deceased military personnel a monetary reimbursement of certain costs incurred by the next-of-kin in the interment, funeral arrangements and/or shipping of the deceased. Title 5, USC Section 8134 provides personal representatives of certain deceased Government employees' monetary reimbursement of costs incurred for funeral and burial expenses.

b. Title 10, USC Sections 1485 and 1486 provide for necessary services and supplies on a reimbursable basis, for deceased dependents and other specified citizens in overseas areas if determined that these services and supplies are not available or are too costly. Also available at government expense is transportation of remains to a CONUS funeral home or place of interment. In a reimbursable case, transportation of the remains to a port of entry in the United States is authorized. Title 4, USC Section 5742 provides for necessary services and supplies on a reimbursable basis in certain cases, for deceased dependents of overseas government employees, if determined that these services and supplies are not available or are too costly.

2. a. DD Form 1375, "Request for Payment of Funeral and/or Interment Expenses" provides an instrument upon which the next-of-kin may register and/or apply to the government for reimbursement of funeral/interment expenses, if they so desire.

b. DD Form 2065, "Disposition of Remains – Reimbursable Basis" is the instrument by which a sponsor records disposition instructions and acknowledge costs for necessary services and supplies (if any) for remains.

These forms are initially prepared by military authorities and presented to the next-of-kin or sponsor to fill-in the reimbursable costs or desired disposition of remains.

3. Both the DD Form 1375 and the DD Form 2065 are available in electronic format. The military authorities provide the majority of the information on both of these forms. However, the next-of-kin or sponsor is required to fill in the reimbursable costs and/or desired disposition of remains. The military data constitutes approximately  $\frac{3}{4}$  of the total data and information required. Therefore, we estimate that fully 75% of the information is collected electronically and 25% of the information is provided manually.

4. The needed information is not collected by any other means and does not duplicate any existing collection.

5. The collection of information does not have a significant impact on small business or other entities.

6. Without the information on these forms the government would not be able to respond to the survivor's wishes or justify its expenses in handling the deceased.

7. There are no special circumstances. The collection of information will be conducted in a manner consistent with the guidelines in 5 CFR 1320.5(d)(2).
8. The 60-day Federal Register notice was published on June 7, 2006 (71 FR 32932). A copy is attached. No comments were received. Mortuary Officers maintain contact with sponsors and next-of-kin and changes to the forms are made when appropriate.
9. No payments of gifts will be made to respondents.
10. No assurance of confidentiality is provided to respondents.
11. Does not include questions of a sensitive nature.
12. Burden to the respondent

- a. DD Form 1375. The respondent only fills in pertinent data in Part II of the form.
  - (1) Burden is estimated to average 10 minutes (0.1667 hrs) per response.
  - (2) Number of respondents (which is equal to the number of cases) per annum is 3,100.
  - (3) Frequency of collection is on occasion (which is once per case)
  - (4) Annual hour burden = Number of respondents X Frequency X Burden per response: 516.7 hrs = 3,100 X 1 X 0.1667 hrs

- b. DD Form 2065. The respondent only fills in pertinent routine data (items 7 through 10) of the form.
  - (1) Burden is estimated to average 20 minutes (0.3333 hrs) per response.
  - (2) Number of respondents (which is equal to the number of cases) per annum is 100.
  - (3) Frequency of collection is on occasion (which is once per case)
  - (4) Annual hour burden = Number of respondents X Frequency X Burden per response: 33.3 hrs = 100 X 1 X 0.3333 hrs

- c. There is no estimated annualized cost to respondents associated with these two forms.

13. There are no capital or start-up costs associated with this information collection. Nor are there operation and maintenance costs required of the respondents.

14. Estimated annualized cost to the Government

a. It is estimated that one hour is spent by Federal workers reviewing and entering data on these forms for each case. Average salary was determined by using the 2006 GS Hourly Pay Schedule for a GS 6, Step 5 plus that of a GS 7, Step 5 and taking the average of the two.

$$\text{Average Hourly Salary} = (\text{GS 6, Step 5} + \text{GS 7, Step 5})/2$$

$$\$16.10 = (\$15.25 + \$16.95)/2$$

b. DD Form 1375. With 3,100 cases at one hour per case with an average salary of \$16.10 per hour and 25% overhead, the total estimate is \$62,387.50.

c. DD Form 2065. With 100 cases at one hour per case with an average salary of \$16.10 per hour and 25% overhead, the total estimate is \$2012.50.

d. Total cost to the government is \$64,400.

15. The burden increased by 125 hours due to an increase in the number of respondents for the DD Form 1375.

16. Results will not be published for statistical purposes.

17. Approval not to display the expiration date is not being sought.

18. No exceptions to the certification statement are being sought.

#### STATISTICAL METHODS

This information collection does not employ statistical methods.