

SUPPORTING STATEMENT

OMB No. 0730-0002, *Statement of Claimant Requesting
Recertified Check*

A. JUSTIFICATION

Explain the circumstances that make the collection of information necessary.

1. In accordance with TFM, Vol I, Part 4, Section 7060.20 and DoDFMR 7000.14-R, Volume 5, a payee must identify himself/herself to check issue records to issue a replacement check based on the payee's claim of non-receipt, loss, destruction, or theft of the original check issued.

Indicate how, by whom and for what purpose the information is to be used.

2. The DD Form 2660, Statement of Claimant Requesting Recertified Check is submitted to the payee for completion and return to this Agency. The payee will certify as to what happened to the original check (non-receipt, loss, destruction, or theft). If information is not received after Agency request, no replacement check will be issued.

Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques of other forms of information technology and the basis for the decision for adopting this means of collection.

3. The DD Form 2660 is available in fillable PDF format or Fillable FormFlow versions from the DoD Forms Repository on the World Wide Web. Respondents may complete the form online, print and fax or mail the completed form for processing. The DFAS eForms Modernization initiative is in the process of transitioning to electronic data capture from the DFAS web site for all DoD customers.

Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for purposed described in item 2, above.

4. Investigation resulted in no findings of duplication of reporting or records. No similar information or verification procedures currently exist that can be used for this information collection.

If the collection of information impacts small businesses or other small entities describe any methods used to minimize burden.

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

Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as technical or legal obstacles to reducing burden.

6. If DoD does not receive the information from each payee who makes a claim to verify the eligibility of the payee to receive the funds, the Federal Government could result in sending duplicate payments to payees.

Explain any special circumstances that require the collection to be conducted: (see DoD 8910.1-M, Figure C3.F3).

7. There are no special circumstances that would require this collection to be conducted in a manner inconsistent with 5 CFR 1320.5(d)(2).

If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice soliciting comments on the information collection prior to submission to OMB.

8. The Federal Register notice for this collection of information was published on May 3, 2007, Volume 72, No. 85 (copy attached). No public comments were received.

Explain any decision to provide any payment or gift to respondents, other than re-enumeration of contractors or grantees.

9. No payment or gift will be provided to respondents.

Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

10. Respondents are assured protection via the Privacy Act Statement on the form. DoD certifies that the information collected is maintained in accordance with the Privacy Act of 1974, and OMB Circular A-130, Management of Federal Information Resources. Disclosure of the Social Security Number (SSN)/Taxpayer Identification Number (TIN) is used for positive identification of the individual requesting a recertified check. Title 31 United States Code 3325(d) requires a SSN/TIN on all certified payment vouchers. The use of the SSN/TIN ensures the positive link of the claimant with the entitlement and check to prevent the possibility of an erroneous payment. The information collected is covered under DFAS Privacy Act System of Records Notice T7320a, Centralized Finance & Accounting Support Systems (CFASS).

Provide additional justification for any question of a sensitive nature, such as sexual behavior and attitudes, religious beliefs and other matters that are commonly considered private.

11. No sensitive questions are asked of the respondents.

Provide estimates of the hour burden of the collection of information. (see DoD 8910.1-M, Figure C3.F3 for detailed description).

12. Estimation of Respondent Burden:

Number of Respondents	47,496
Responses per Respondent	1
Time Required per Response	5 minutes
Total Burden Hour	3,958 hours

Annual Cost to Respondent:

The estimate of annualized cost to respondents for the hours of burden for the collection of information is \$165,167.34. The hours of burden are based on the average hourly rate of \$13.91 for a GS-5, Step 5, as published in the Federal Civil Service 2007 Pay Structure.

Provide an estimate of the total annual cost burden to respondents or record keepers resulting from the collection of information.

13. There are no additional costs, such as start-up or capital costs, to the respondents.

Provide estimates of annualized cost to the Federal Government.

14. The estimated annualized cost to the Federal Government associated with collecting this information is, as follows:

Printing	47,496 forms per yr. @ \$0.10	=	\$ 4,749.60
Processing	GS-5 Step 5 salary @ 12 minutes per form (\$2.76 X 47,496)	=	<u>\$131,088.96</u>
	Total	=	\$135,838.56

Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I

15. The change in burden is due to a decrease in the number of respondents.

For collections of information whose results will be published, outline plans for tabulation and publication.

16. The information collected will not be published or tabulated.

If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reason that display would be inappropriate.

17. Approval is not sought to avoid display of the expiration date for OMB approval of the information collection.

Explain each exception to the certification statement.

18. There are no exceptions to the certification statement identified in Item 19 of the OMB Form 83-I.

B. Collections of information employing statistical methods.

Statistical methods are not employed in this collection of information.