

SUPPORTING STATEMENT  
VA FORMS 29-352 and 29-353  
(2900-0011)

A. JUSTIFICATION

1. These forms are used by the Department of Veterans Affairs to determine the insured's eligibility to reinstate his/her plan of insurance and/or Total Disability Income Provision. The information on these forms is required by 38 CFR Sections 6.79, 8.22, 8.23 and 8.8.
2. The information collected on these forms are used by the Department of Veterans Affairs to establish eligibility of the applicant for the purpose of reinstatement.
3. VA Forms 29-352 and 29-353 are available on the One-VA website in a fillable electronic format.
4. The information is not contained in any other VA records. Similar information is not available elsewhere.
5. The information does not involve small businesses.
6. These forms are designed for use by the insured to establish his/her eligibility To reinstate insurance and/or Total Disability Income Provision.
7. There are no special circumstances that require the collection to be conducted in a manner inconsistent with the guidelines in 5 CFR 1320.6.
8. The Department notice was published in the Federal Register on September 25, 2007, (Volume 72, Number 185), pages 54512-54513. Specific consultations outside the Department were not made since the form is being completed satisfactorily by the parties involved. No comments were received.
9. The information collected is supplied by the respondent. No remuneration is Made.
10. The information collection conforms with the Privacy Act of 1974 and is Subject to the conditions of disclosure contained therein. The records are maintained in the system identified as 36VA00, Veterans and Armed Forces Personnel United States Government Life Insurance Records – VA, as contained in the Privacy Act Issuances, 2001 Compilation.

11. No sensitive questions appear on the form.

12. We estimate that approximately 1,500 VA Form 29-352's and 1,500 VA Form 29-353's a year will be received. We also estimate that it will take approximately 20 minutes to complete VA Form 29-352 and 15 minutes to complete VA Form 29-353. The annual burden is 500 hours for VA Form 29-352 and 375 hours for VA Form 29-353. The frequency of response is on occasion for both forms. The cost to the reporting public for VA Form 29-352 is \$7,500 (500 hours X \$15/hour) and VA Form 29-353 is \$5,625 (375 hours x \$15/hour) totaling \$13,125 annually.

13. This submission does not involve any record keeping costs.

14. Cost to Government for VA Form 29-352:

Cost	\$ 911.00	Estimated Mailing
for station	(1,500 x 2 minutes per form x \$9.24/hour (average salary mail personnel (GS-2/5) plus 1,500 x 29.9 cents each presort discount).	
	\$462.00	Estimated cost for collections (1,500 x 2 minutes per x \$9.24/hour (average salary of station collections personnel (GS -2/5).
	\$6,071.00	Estimated cost for processing (1,500 forms x 15 minutes per form x \$16.19/hour (average salary for reviewers (GS-7/5).
	\$90.00	Estimated printing costs (1,500 x \$60/1,000 forms).
	\$7,534.00	Total cost to the Government.

Cost to Government for VA Form 29-353:

	\$911.00	Estimated mailing cost (1,500 x 2 minutes per form x \$9.24/hour (average salary for station mail personnel (GS-2/5) plus 1,500 x 27.9 cents each (presort discount).
	\$462.00	Estimated cost for collections (1,500 x 2 minutes per x \$9.24/hour (average salary of station collections personnel (GS-2/5).
	\$6,071.00	Estimated cost for processing (1,500 forms x 15 minutes per form x \$16.19/hour (average salary for reviewers (GS-7/5).
	\$7,534.00	Total cost to the Government.

15. There is no change in the respondent burden.

16. The information collection is for insurance purposes only and there are no plans for publication.

17. The collection instruments, VA Forms 29-352 and 29-353, may be reproduced and/or stocked by the respondents and veterans service organizations. These VA forms do not display an expiration date, and if required to do so it would result in an unnecessary waste of existing stocks of the forms. These forms are submitted to OMB for approval every 3 years. As such, this date requirement would also result in an unnecessary burden on the respondents and would delay Department action on the benefit being sought. VA also seeks to minimize its cost to itself of collecting, processing, and using the information by not displaying the expiration date. For the reasons stated, VA continues to seek an exemption that waives the displaying of the expiration date on VA Forms 29-352 and 29-353.

18. There is no exception to the certification statement identified in item 19, “Certification for Paperwork Reduction Act Submissions” of OMB Form 83-1.

B. STATISTICAL METHODS

The Veterans Benefits Administration does not collect information employing statistical methods.