

CHILD ANNUITANT'S SCHOOL CERTIFICATION
SUPPORTING STATEMENT: 0730-0001

A. JUSTIFICATION

1. Need for Information Collection. In accordance with 10 USC 1435 and 10 USC 1447 and DoD Financial Management Regulation 7000.14-R, Volume 7B, a child annuitant between the age of 18 and 22 years of age must provide evidence of intent to continue study or training at a recognized educational institution. The certificate is required for the school semester or other period in which the school year is divided.
2. Description of the use of this information. The Child Annuitant's School Certification (DD form 2788) is submitted to the child for completion and return to the Survivor Benefit Division of the Defense Finance and Accounting Service (DFAS). DFAS uses the information to determine eligibility and release funds. The child will certify as to his or her intent for future enrollment and a school official must certify on the past or present school enrollment of the child. Respondents are annuitants between the age of 18 and 22.
3. Use of electronic data collection. The DD 2788 is only available in fillable PDF format 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.
4. Non-Duplication. Research of existing forms indicates no duplication by the Department of Defense.
5. Minimizing of Burden for Small Business. Collection of this information does not impact small businesses.
6. Consequences of Not Collecting the Information. The information is required so the child will certify as to his or her intent for future enrollment and a school official must certify on the past or present school enrollment of the child. By not obtaining school certification, overpayment of annuities to children would exist. If the information is not received after the end of each school enrollment, over-disbursements of an

annuity would be made to a child who elected not to continue further training or study.

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

8. Federal Register Notice of Collection. This information collection was published in the Federal Register on November 26, 2008, Vol. 73, No. 229 (copy attached). No public comments were received.

9. Payments to Respondents. No payment or gift will be provided to the respondents.

10. Assurance of Confidentiality. This information collection will fully comply with the *Privacy Act of 1974* and Office of Management and Budget requirements for maintenance of records.

11. Sensitive Questions. There are no questions of a sensitive nature, such as those pertaining to sexual behavior and attitudes, religious beliefs and other matters usually considered private.

12. Estimates of Response Burden and Annual Cost to the Respondent.

Number of respondents: 3,600
Responses per respondent: 1
Number of responses: 3,600
Response time: 12 minutes
Annual response: 720 hours

Cost to the respondent is about 12 minutes of time completing each form for a total cost of \$8,820.00 based on a salary equivalent of a GS Grade 2, Step 5, @ \$12.25 per hour X 720 hours. Cost of postage to each respondent is negligible.

13. Total capital and start-up costs; total operation and maintenance. There are no additional capital, start-up, or operational and maintenance costs (O&M) imposed on the respondents.

14. Estimated Annualized Cost to the Federal Government. Annual cost to the Government for the processing of the applications is estimated at \$17,068.00: to include printing of forms (\$220); postage for mailing (\$1,332); and, processing by GS Grade 7, Step

5, @ \$21.55 per hour (12 minutes per form)and overhead (\$15,516.00).

Printing and mailing costs are estimated. The DD Form 2788 is available electronically and more respondents are completing the form online, printing the form and mailing or faxing it to the DFAS Military Annuitant Pay Office.

15. Reason for Program Changes. This is an extension of a previously approved collection.

16. Publication Plans. There are no plans to publish the information collected.

17. Display of Approval Date. Expiration date of the OMB approval will be displayed.

18. Exceptions to the Certification Statement. No exceptions to the certification statement are being sought.

B. Collections of Information Employing Statistical Methods

This collection of information does not employ statistical methods.