

Supporting Statement  
*Trustee Report Form*

A. JUSTIFICATION

1. According to Department of Defense (DoD) Financial Management Regulation 7000.14-R, Volume 7B, IC R04-00, paragraph 160407, “The designated trustee submits accounting reports annually or at such times as directed by the Continuing Government Activity, DFAS-CL. The reports must show all funds received, all expenditures made in behalf of the incompetent retiree, and a statement of the condition of the trustee account at the time the report is submitted. The trustee also may be required to provide all receipts, cancelled checks, or voucher accounts, concerning the trustee account. If the trustee fails to report promptly at the end of the accounting period, the appointing authority may either temporarily suspend or terminate further payments to the trustee, and may designate a successor trustee.”
2. The DD form 2826 is used by the Directorate of Retired Pay, Defense Finance and Accounting Service, Cleveland Center (DFAS-CL), to determine if the funds received by the trustee have been used for the use and benefit of the member. If the form with the completed accounting is not received or there is indication that the funds have been misused, the retired payments are suspended.
3. The DD form 2826 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.
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.
5. This collection of information does not have a significant impact on small businesses or other entities.
6. If DFAS-CL does not receive the information, retired payments are suspended. The requirement to complete the form ensures and helps alleviate the opportunity for fraud and abuse of member benefits.
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).
8. The Federal Register notice for this collection of information was published on April 23, 2010, page 21247. No public comments were received.

9. No payment or gift will be provided to respondents, other than payments paid as entitlements resulting from meeting eligibility requirements
10. DFAS-CL 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) is used for positive identification due to the payment of a benefit. A Privacy Act Statement is on the form.
11. Questions of a sensitive nature such as those pertaining to sexual behavior and attitudes, or religious beliefs are not asked. A brief description of the reason for medical incapacitation is required to determine eligibility for payment.
12. Estimation of Respondent Burden:  
 Number of Respondents 600  
 Responses per Respondent 1  
 Time Required per Response 30 minutes  
 Total Burden Hour 300 hours
- Annual Cost to Respondent:  
 The estimate of annualized cost to respondents for the hours of burden for the collection of information is \$7,230. The hours of burden are based on the average hourly rate of \$24.10 for a GS-11, Step 1, as published in the Federal Civil Service 2010 Pay Structure.
13. There are no additional costs, such as start-up or capital costs, to the respondents.
14. Estimated annualized cost associated with government review totals \$1,428.00.  
 Material:  
     Printing: 600 forms per year @ \$0.10 \$ 60.00  
     Mailing: 600 forms per year @ \$0.44 = \$264.00
- Labor & Overhead to Process Forms:  
     Based on GS-11, Step 1, hourly wage of \$24.10  
     (\$24.10 x 5 minutes = \$2.01 x 600 forms) = \$ 1,206.00  
     \$ 1,530.00
15. This is an extension with no changes of a previously approved collection.
16. The information collected will not be published or tabulated.
17. Approval is not sought to avoid display of the expiration date.
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.