

**Supporting Statement  
Claim for Continuance of Compensation (CA-12)  
OMB NO. 1240-0015 (Formerly 1215-0154)**

**A. Justification**

**1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collections. Attach a copy of the appropriate section of each statute and of each regulation mandating or authorizing the collection of information.**

The Office of Workers' Compensation Programs administers the Federal Employees' Compensation Act, 5 USC 8133. Under the Act, eligible dependents of deceased employees receive compensation benefits on account of the employee's death. OWCP has to monitor death benefits for current marital status, potential for dual benefits, and other criteria for qualifying as a dependent under the law. The CA-12 is sent annually to beneficiaries in death cases to ensure that their status has not changed and that they remain entitled to benefits. In most cases, it is a matter of ensuring that a widow, widower, or child is still living and has not married so as to make them ineligible. The CA-12 is established for this purpose under 20 CFR 10.414. See

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=7f6e445d3c8fccd5c46a0ee188f39acc&rgn=div5&view=text&node=20:1.0.1.2.2&idno=20>

[http://www.access.gpo.gov/nara/cfr/waisidx\\_10/20cfr10\\_10.html](http://www.access.gpo.gov/nara/cfr/waisidx_10/20cfr10_10.html)

**2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**

The information provided is used by OWCP claims examiners to ensure that death benefits being paid are correct, and that payments are not made to ineligible survivors.

**3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also, describe any consideration of using information technology to reduce burden.**

In accordance with the Government Paperwork Elimination Act (GPEA), the Form CA-12 is available on-line in a PDF fillable and printable format at

<http://www.dol.gov/owcp/regs/compliance/ca-12.pdf>.

The CA-12 can also be accessed through DOL's DFEC on-line forms library at <http://webapps.dol.gov/libraryforms/FormsByAgency.asp>. However, even though technology for automated collection of this information is currently available, this form is initiated by the Government Agency (OWCP), not by the general public and it can require multiple signatures from different private and or public entities and therefore should not be made available for electronic submission.

**4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.**

The information requested on the Form CA-12 is not duplicative of any information available elsewhere. The claimant is the only source of this information.

**5. If the collection information impacts small businesses or other small entities (Item 5 of 014B Form 83-1), describe any methods used to minimize burden.**

This information collection does not have a significant impact on a substantial number of small entities.

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

This form is sent once a year in each case where death benefits are being paid. If the information were not collected, or were collected less frequently, individuals who were no longer entitled to death benefits would receive those benefits, thereby creating overpayments of compensation.

**7. Explain any special circumstances.**

There are no special circumstances for conducting this information collection.

**8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8 (d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments.**

A Federal Register Notice inviting comment on this collection of information was published in the Federal Register on December 29, 2010. 75 Fed. Reg. 82075. No comments were received.

**9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.**

Respondents do not receive any gifts or payments to furnish the requested information.

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

All information contained in FECA claim files is fully protected under the Privacy Act in the system of records known as DOL/GOVT-1 (Office of Workers' Compensation Programs, Federal Employees' Compensation Act File, (<http://www.dol.gov/sol/privacy/dol-govt-1.htm>))

**11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary; the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.**

The request to supply social security information would be considered sensitive but essential in determining entitlement to benefits under the Act.

**12. Indicate the number of respondents, frequency of response, annual hour burden and an explanation of how the burden was estimated. Unless directed to do so, agencies should not make special surveys to obtain information on which to base burden estimates. Consultation with a sample of potential respondents are desirable. If the burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated burden and explain the reason for the variance. Generally, estimates should not include burden hours for customary and usual business practices. Provide estimates of the hour burden of the collection of information.**

The CA-12 requires the respondent to provide the information on his or her marital status, as well as the marital and educational status of any dependent children. The respondent is able to simply fill out the form immediately, since the information requested would not require any research. Past experience with the use of this form, indicates that it will take approximately 5 minutes for each respondent to provide the information that is requested.

Based on actual usage, it is estimated that 4,570 forms will be used annually.  $1/12$  or  $.083$  of an hour  $.083 \times 4570 = 379$  hours. This number is based on the average number of respondents receiving death benefits for the period June 2008 through June 2010.

Because the wage category of most of the respondents is not known, we have estimated the cost of the burden hours using the National Average Weekly Wage for non-supervisory

workers on private non-agriculture payrolls as computed by BLS, or \$18.94 per hour.

\$18.94 X 379 hrs. = \$7,178 respondent cost.

<http://www.bls.gov/ces/cesbtabs.htm>

**13. Annual Costs to Respondents (capital/start-up & operation and maintenance).**

Operating and maintenance costs consist of the price of postage to return the form. \$.44 X 4,570 = \$2011.00

**14. Provide estimates of annualized cost to the Federal government.**

Time to review each form - 1/12 = .083 of an hour

Hourly wage of reviewer - \$32.97 (GS-12/1)

[http://www.opm.gov/oca/10tables/html/RUS\\_h.asp](http://www.opm.gov/oca/10tables/html/RUS_h.asp)

4,570 X \$32.97 X .083 = \$12,506 = processing costs

Processing Cost - \$12,506.00

Printing Costs - \$150.00

Mailing Costs \$2,011.00

Total - \$14,667.00

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

There are currently 4,570 individuals receiving death benefits vs. 4,850 in the prior submission. There is an adjustment of -24 burden hours this submission, the reporting hours in the previous submission was 403, and has changed to 379 hours. The operation and maintenance cost has increased (\$23.00) from \$1988 to \$2011 due to adjustment in postage cost from .41 to .44 cents to returned completed forms.

**16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection information, completion of report, publication dates, and other actions.**

The information collected with this form will not be published.

**17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.**  
No exception to display of the expiration date is sought.

**18. Explain each exception to the certification statement identified in Item "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.**

There are no exceptions to certification.

**B. Collections of Information Employing Statistical Methods**

This information collection does not employ statistical methods.