

SUPPORTING STATEMENT

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

A. JUSTIFICATION

1. Need for the Information Collection

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

2. Use of the Information

The DD Form 2660, Statement of Claimant Requesting Replacement 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

3. Use of Information Technology

The DD Form 2660 is 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.

4. Non-duplication

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.

5. Burden on Small Business

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

6. Less Frequent Collection

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.

7. Paperwork Reduction Act Guidelines

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. Consultation and Public Comments

The Federal Register 60 day notice for this collection of information was published on May 24, 2013, 78 FR 31521. No public comments were received. The 30 day notice was published on January 30, 2014, 79 FR 4886.

9. Gifts or Payment

No payment or gift will be provided to respondents.

10. Confidentiality

Respondents are assured confidentiality 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 replacement 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 incorporated into a Privacy Act System of Records, T7901, <http://dpclo.defense.gov/privacy/SORNs/component/dfas/T7901c.html> .

11. Sensitive Questions

No sensitive questions are asked of the respondents.

12. Respondent Burden, and its Labor Costs

a. Estimation of Respondent Burden

Number of Respondents	38,157
Responses per Respondent	1
Time Required per Response	5 minutes
Total Burden Hour	3,180 hours

b. Labor Cost of Respondent Burden

The estimate of annualized cost to respondents for the hours of burden for the collection of information is \$47,382. The hours of burden are based on the average hourly rate of \$14.90 for a GS-5, Step 5, as published in the Federal Civil Service 2012 Pay Structure.

13. Respondent Costs Other Than Burden Hour Costs

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

14. Cost to the Federal Government

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

Printing: 38,157 forms per yr. @ \$0.10	=	\$ 3,815.70
Processing: GS-5 Step 5 salary @ 12 minutes per form (\$2.98 X 38,157)	=	<u>\$113,707.86</u>
Total	=	\$117,523.56

15. Reasons for Change in Burden

This is a request for reinstatement with change of a previously approved collection for which approval is about to expire. 31 U.S.C. 3332 mandates the reduction to issue paper checks and requires the use of electronic fund transfers (EFT). EFT reduces the chances of loss or stolen payments.

16. Publication of Results

The information collected will not be published or tabulated.

17. Non-Display of OMB Expiration Date

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

18. Exceptions to "Certification for Paperwork Reduction Submissions"

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.