

## **Request for Non-Substantive Change Approval for NCA PreNeed Burial Planning Form 40-10007**

### **Issue:**

The Department of Veterans Affairs, National Cemetery Administration (NCA) is requesting approval for a Non-Substantive Change to the Pre-Need Burial Planning Form 40-10007. NCA is removing the option for the respondent to submit the application via email to the National Cemetery Scheduling Office. NCA believes that this action will not affect the burden hour, by removing this one option.

### **Summary:**

The request to remove the option of allowing a submitter to send the completed form containing Personally Identifiable Information (PII), via email, is based on the potential vulnerability of requesting the transmission of PII in an unencrypted format. VA cannot force encryption on the public and currently has other acceptable means of transmission currently noted on the form to include FAX or United States Postal Service.

This decision is based on guidance from both OMB and Congress to reduce or eliminate the risk of a compromise in the use of SSN. Efforts are being initiated to establish a secure portal to allow this information to be submitted to VA for processing.

The ROCIS submission for Justification A, Supporting Statement no. 3 has also been updated to reflect the removal of the reference to email submission:

**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.**

The public may access VA Form 40-10007, Application for Pre-Need Determination of Eligibility for Burial in a VA National Cemetery, online and submit completed forms along with supporting documents through [email](#), US mail, or fax. The form can be made available in a hardcopy version for those who do not have access to the online form.