



**DEPARTMENT OF DEFENSE  
WASHINGTON HEADQUARTERS SERVICES**  
1155 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1155



May 3, 2018

Mr. Dominic J. Mancini  
Acting Deputy Director  
Office of Information and Regulatory Affairs  
Office of Management and Budget  
Washington, DC 20503

Dear Mr. Mancini:

In accordance with Title 5, Code of Federal Regulations (CFR) Act, Part 1320.13, "Emergency Processing," the Department of Defense requests emergency processing and approval of a revision to a public information collection. The collection of concern is 0704-0231, "Defense Acquisition Regulations System (DFARS) Service Contracting, Record of Preparation," which currently includes DD Form 2063, "Record of Preparation and Disposition of Remains (Contracted Mortuary Facility)." The Department of Defense seeks to revise the collection to also include DD Form 2062, "Record of Preparation and Disposition of Remains (DoD Mortuary Facility)." This form records services performed by a licensed mortician in the reprocessing of remains of the decedent.

The nature of DD Form 2062 and the impact it has on service members and their families elevates the urgency of clearing this instrument with its counterpart form (DD Form 2063). Complying with the normal clearance procedures would delay the Department's ability to use DD Form 2062 and have a negative impact on our service members and their families who may already be experiencing the stress and grief of losing a loved one. Given this, the Department of Defense requests emergency approval by June 4, 2018.

Please contact me for any additional information at (571) 372-0493, or [frederick.c.licari.civ@mail.mil](mailto:frederick.c.licari.civ@mail.mil).

Sincerely,

Frederick C. Licari  
DoD Clearance Officer