

SUPPORTING STATEMENT - PART A

Transitional Compensation for Abused Dependents

1. Need for the Information Collection

DoD Instruction 1342.24, "Transitional Compensation (TC) for Abused Dependents" establishes policy in accordance with section 1059 of title 10, U.S.C., "Dependents of members separated for dependent abuse: transitional compensation; commissary and exchange benefits." In order to validate eligibility for the benefit and to ensure payment to the appropriate claimant, the Services obtain information from the abused dependents or their legal representative. This includes personal identifiable information (PII) such as name, social security numbers, dates of birth, etc. In order to collect this information, DoDI 1342.24 directs the Service representatives to use DD Form 2698, "Application for Transitional Compensation."

2. Use of the Information

The potential claimant travels to the office of the Service representative at the closest military installation. The Service representative provides the potential claimant with a blank hard-copy DD Form 2698 to ensure they meet the eligibility requirements for the pay, identify the number of dependent children in the payee's custody, and to obtain the current address of the eligible dependent(s) or their legal representative. The claimant will complete Section I and the Service representative will complete Sections II and III of DD Form 2698. The form is then scanned and sent electronically via secure email to DFAS to complete Section IV of DD Form 2698. Once confirmation of eligibility is made by DFAS, the claimant will begin receiving benefits. All records, both electronic and hard-copy, are filed/stored on a secure database and/or in a secure workspace in accordance with Department of Defense records management protocol.

3. Use of Information Technology

Although the form is available online electronically, the information from the claimant is collected on a hard-copy DD Form 2698, then electronically completed by the Service representative and submitted to DFAS via secure email. The personnel and pay systems for the Military Services and DFAS are not integrated and much of the information required to verify eligibility for a dependent of a military service member would not be available through a single Departmental personnel and pay system. Additionally, eligible claimants are military dependents (or former dependents) and few have the ability to digitally sign and submit an electronic form. Therefore, the information collected and the signature of the claimant is only available via hard-copy of DD Form 2698.

4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source.

5. Burden on Small Businesses

This information collection does not impose a significant economic impact on a substantial number of small businesses or entities.

6. Less Frequent Collection

This information is collected one time by the abused dependent in order to begin receiving the benefit.

7. Paperwork Reduction Act Guidelines

This collection of information does not require collection to be conducted in a manner inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments

Part A: PUBLIC NOTICE

A 60-Day Federal Register Notice for the collection published on Tuesday, June 19, 2018. The 60-Day FRN citation is 83 FRN 28417.

No comments were received during the 60-Day Comment Period.

A 30-Day Federal Register Notice for the collection published on Tuesday, August 21, 2018. The 30-Day FRN citation is 83 FRN 42262.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the 60-Day Federal Register Noticed was conducted for this submission.

9. Gifts or Payment

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

10. Confidentiality

The collection instrument (DD Form 2698) contains a Privacy Act Statement which is located at the top of the form.

The applicable Systems of Records Notice (SORN) is T7347b, Defense Military Retiree and Annuity Pay System Records (January 07, 2009, 74 FR 696).

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570196/t7347b/>.

The SSN is protected in a way consistent with the safeguards established in the SORN listed herein.

A Privacy Impact Assessment (PIA) is not required for this collection because PII is not being collected electronically.

Records are maintained in accordance with the National Archives and Records Administration approved records retention. Retain IAW DFAS Records Disposition Schedules listed in the applicable system of records notices above.

DFAS - All pay affecting documents such as retirement documents, account computation information or entitlement/ eligibility records are retained for six years or more and the pay histories are retained for 56 years.

11. Sensitive Questions

Social Security Numbers is required due to the associated systems that have a function pertaining to collections, payment and record keeping. A Social Security Number Justification Memo is attached to this package.

12. Respondent Burden and its Labor Costs

a. Estimation of Respondent Burden

1. DD Form 2698 – “Application for Transitional Compensation”

- a. Number of Respondents: 500
- b. Number of Responses Per Respondent: 1
- c. Number of Total Annual Responses: 500
- d. Response Time: 20 minutes
- e. Respondent Burden Hours: 166.7 hours

2. **Total Submission Burden**

- a. Total Number of Respondents: 500
- b. Total Number of Annual Responses: 500
- c. Total Respondent Burden Hours: 166.7 hours

b. Labor Cost of Respondent Burden

1. DD Form 2698 – “Application for Transitional Compensation”

- a. Number of Total Annual Responses: 500
- b. Response Time: 20 minutes
- c. Respondent Hourly Wage: \$7.25
- d. Labor Burden per Response: \$2.42

e. Total Labor Burden: \$1,210

2. Overall Labor Burden

a. Total Number of Annual Responses: 500

b. Total Labor Burden: \$1,210

The Respondent hourly wage was determined by using the Department of Labor Wage Website 2017, (<http://www.dol.gov/dol/topic/wages/index.htm>)

13. Respondent Costs Other Than Burden Hour Costs

There are no annualized costs to respondents other than the labor burden costs addressed in Section 12 of this document to complete this collection.

14. Cost to the Federal Government

a. Labor Cost to the Federal Government

1. DD Form 2698 – “Application for Transitional Compensation”

a. Number of Total Annual Responses: 500

b. Processing Time per Response: 1 hour

c. Hourly Wage of Worker(s) Processing Responses: \$16.94 (est. GS-7 Step 1)

d. Cost to Process Each Response: \$16.94

e. Total Cost to Process Responses: \$8,470

2. Overall Labor Burden to Federal Government

a. Total Number of Annual Responses: 500

b. Total Labor Burden: \$8,470

The Service representative hourly wage was determined by the Office of Personnel Management Website 2018,

(<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2018/general-schedule/>)

b. Operational and Maintenance Costs

a. Equipment: \$0

b. Printing: \$0

c. Postage: \$0

d. Software Purchases: \$0

e. Licensing Costs: \$0

f. Other: \$0

g. Total: \$0

1. Total Operational and Maintenance Costs: \$0
2. Total Labor Cost to the Federal Government: \$8,470
3. Total Cost to the Federal Government: \$8,470

15. Reasons for Change in Burden

This is an existing collection currently in use without an OMB Control Number.

16. Publication of Results

The results of this information collection will not be published.

17. Non-Display of OMB Expiration Date

Request not to display an expiration date on DD Form 2698. This payment is required by law and an expiration date placed on the form could cause confusion and delay payments to abused dependents.

18. Exceptions to "Certification for Paperwork Reduction Submissions"

We are not requesting any exemptions to the provisions stated in 5 CFR 1320.9.