

SUPPORTING STATEMENT - PART A

Mortuary Affairs Forms – 0704-XXXX

1. Need for the Information Collection

The information collection requirement is necessary to obtain and document the selection (as applicable) of the Person Authorized to Direct Disposition (PADD), who is authorized to direct disposition of human remains of decedents. As stated in 10 U.S. Code § 1481, 'Recovery, Care, and Disposition of Remains: Decedents Covered,' the Department of Defense may provide for the recovery, care, and disposition of the remains for active-duty Regulars, Reserve Component members, applicants, trainees, military prisoners, and others. The Department of Defense is further authorized, per § 1482 and § 1482a to provide reimbursement, cover expenses, or otherwise provide mortuary services for decedents, including civilian employees serving with the armed forces. In order to provide reimbursement or these services, the Department of Defense is charged with electing and documenting the elections of Persons Authorized to Direct Disposition (PADD) of the remains, to whom the payment/reimbursement is made.

Additional authorities are provided in the following laws:

- Title 10 U.S. Code § 1483 – Prisoners of War and Interned Enemy Aliens
- Title 10 U.S. Code § 1484 – Pensioners, Indigent Patients, and Persons who Die on Military Reservations
- Title 10 U.S. Code § 1485 – Dependents of Members of Armed Forces
- Title 10 U.S. Code § 1486 – Other Citizens of United States

2. Use of the Information

The primary respondent for this collection, the Person Authorized to Direct Disposition (PADD) is identified by the service member on the DD Form 93, "Record of Emergency Data." In the event that a military service member becomes a deceased casualty, the PADD is responsible for providing decisions concerning transportation of remains (e.g. government contracted vice commercial air for combat deaths), preparation of the remains and disposition of the remains of the decedent. Only the following persons may be named as a PADD: surviving spouse, blood relative of legal age, or adoptive relative of the decedent. If neither of these three can be found, a person standing in loco parentis may be named.

The Service Casualty Office and DoD mortuaries use the information provided in this collection to document the election of the PADD for the preparation, transportation, and final disposition of the remains, as applicable. Depending on the circumstances, a PADD may be asked to complete up to six forms. All PADDs will complete the DD Form 3045, but may additionally be asked to provide information on the DD Forms 3046, 3047, 3048, 3049, and/or 3050. A description of each form has been provided to clarify under which circumstances each form may be used.

Upon the death of a service member, the PADD is notified by the Service Casualty Office and provided a mortuary briefing. They will complete the DD Form 3045, "Statement of Disposition of Remains", which provides a written declaration as to their intent, wishes, and directions for the Service to ensure the expedition embalming/preparation, restoration, and return of remains of an active duty service member. The form is presented to the PADD when discussing mortuary entitlements by the Casualty Assistance Officer, Casualty Assistance Calls Officer or Mortuary Officer during the mortuary briefing. A PADD may additionally relinquish their rights as PADD and identify a new PADD to whom the authority to direct disposition passes to.

In DD Form 3046, "Disposition of Remains Election Statement Initial Notification of Identified Partial Remains," the Department documents the PADD's elections about the disposition of partial remains of a service member, and on notification of options of identified additional remains. This form was created to allow the family the right to be notified of the condition of the remains, and allow them to make the decision to be notified of subsequent additional remains, or to relinquish the disposition of additional remains to the Department. Without this form the family may not have the option to have the Department make disposition of additional remains and would be notified after identification of additional remains.

In DD Form 3047, "Disposition of Remains Election Statement Notification of Subsequently Identified Partial Remains," the Department documents the PADD's elections about the disposition of subsequently identified partial remains of a service member, and on the notification options of identified additional remains. This form was created to allow the family to make the decision and indicate their desire to be notified of subsequent identification of additional remains, or to relinquish the disposition of additional remains to the Department. Without this form the family would not have the option to have the Department make disposition of additional remains and would be notified of the identification of each additional remains.

DD Form 3048, "Disposition of Organs Retained for Extended Examination," documents the PADD/ Person Authorized to Effect Disposition (PAED) decisions about the notification and disposition of organs retained by the Armed Forces Medical Examiner.

DD Form 3049, "Advanced Restorative Art of Remains," documents the PADD's decision to authorize the service to embalm and perform post-mortem reconstructive surgery on the deceased.

DD Form 3050, "Election for Air Transportation of Remains of Casualties Dying in a Theater of Combat Operations" is documents the PAED's election for type of air transportation for the remains of a service member to the receiving funeral home or interment site.

No invitations or other communications are used by the Service Casualty Office for these collections. All completed forms are included in the official Individual Deceased Personnel

File of the decedent and uploaded into the Defense Casualty Information Processing System.

3. Use of Information Technology

25% of all responses are collected electronically. The forms are designed for both electronic and paper submission to meet the needs of the PADD/PAEDs and the Service representative. However, as the forms are typically completed at the PADD's residence, electronic verification of a signature is not always practical as they may not be in possession of a DoD Common Access Card used for digital signature. In some cases, the form is completed at a DoD mortuary where the form could be completed electronically and printed for verification and signature.

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

If this information is not collected, it is not possible for the Military Departments to provide services in accordance with the election of a PADD. Information is only collected as required during a time of need, based on the circumstances of the death and the condition of the decedent. The collection is necessary to facilitate the proper mortuary services as designated by the Secretary of Defense.

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 (FRN) for the collection published on Monday, October 1, 2018. The 60-Day FRN citation is 83 FRN 49370.

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

A 30-Day Federal Register Notice for the collection published on Wednesday, December 19, 2018. The 30-Day FRN citation is 83 FRN 65156.

Part B: CONSULTATION

In preparation for the current submission, the program analyst responsible for mortuary affairs forms from the Office of the Secretary of Defense for Personnel and Readiness convened a working group with representatives from each of the Military Departments and the Armed Forces Medical Examiner System to develop the forms necessary for this collection. This is a new collection and the information collection to include requested information, frequency and manner of collection, clarity of instructions are based on consultation with the Service Casualty Offices, as approved by the Central Joint Mortuary Affairs Board and the procedures used at Dover Port Mortuary, Dover, DE.

It should also be noted that it is a standard practice within the mortuary science industry to obtain written authorization to document the wishes of the PADD/PAED, in order to ensure that the services provided are in keeping with those elections to the extent possible and in accordance with established laws. The paramount right to take custody of the body includes the right to choose the method of disposition. Therefore, the person "PADD/PAED" found to have the paramount right has unfettered discretion in selecting if the decedent will be buried, cremated, or disposed of by some other method. These forms were directed by the Secretary of Defense for transparency and standardization of the mortuary procedures as part of the Final Report of the Dover Port Mortuary Independent Review Subcommittee Implementation Plan and 180-day study. Both the subcommittee and 180-day study identified the need for standardization and transparency of the mortuary procedures. The group concurred that the requirement for this collection was valid and that the collection of information should be evaluated at least every three years.

9. Gifts or Payment

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

10. Confidentiality

A Privacy Advisory is provided on all of the DD Forms to notify respondents of their rights under the Privacy Act of 1974.

The SORN associated with this collection, Defense Casualty Information Processing System (DCIPS), A0600-8-1c AHRC DoD, may be found online at:
<https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570058/a0600-8-1c-ahrc-dod/>

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

Disposition Schedule: Records are permanent. Keep in current file area until no longer needed for conducting business, then retire to Records Holding Area (RHA)/Army Electronic Archive (AEA). Transfer a snap shot of the DCIPS Master File to AEA annually at the end of the fiscal year. The AEA will transfer a snap shot of DCIPS to the National Archives and Records Administration (NARA) one year after the signature by the Archivist of the United States. Thereafter, the AEA will transfer a snap shot of DCIPS to NARA every two years. Legal custody of each snap shot will transfer to NARA when the record is 25 years old.

11. Sensitive Questions

No questions considered sensitive are being asked in this collection.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

- 1) DD Form 3045 – Statement of Disposition of Military Remains
 - a) Number of Respondents: 900
 - b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 900
 - d) Response Time: 15 minutes
 - e) Respondent Burden Hours: 225 hours

- 2) DD Form 3046 – Disposition of Remains Election Statement: Initial Notification of Identified Partial Remains
 - a) Number of Respondents: 60
 - b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 60
 - d) Response Time: 15 minutes
 - e) Respondent Burden Hours: 15 hours

- 3) DD Form 3047 – Disposition of Remains Election Statement: Notification of Subsequently Identified Partial Remains
 - a) Number of Respondents: 60
 - b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 60
 - d) Response Time: 15 minutes
 - e) Respondent Burden Hours: 15 hours

- 4) DD Form 3048 – Disposition of Organs Retained for Extended Examination
 - a) Number of Respondents: 60
 - b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 60
 - d) Response Time: 15 minutes
 - e) Respondent Burden Hours: 15 hours

- 5) DD Form 3049 – Advanced Restorative Art of Remains
 - a) Number of Respondents: 60
 - b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 60
 - d) Response Time: 15 minutes
 - e) Respondent Burden Hours: 15 hours

- 6) DD Form 3050 – Election for Air Transport of Remains of Casualties Dying in a Theater of Combat Operations
 - a) Number of Respondents: 60
 - b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 60
 - d) Response Time: 15 minutes
 - e) Respondent Burden Hours: 15 hours

- 7) Total Submission Burden
 - a) Total Number of Respondents: 900
 - b) Total Number of Annual Responses: 1200
 - c) Total Respondent Burden Hours: 300 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) DD Form 3045 – Statement of Disposition of Military Remains
 - a) Number of Total Annual Responses: 900
 - b) Response Time: 15 minutes
 - c) Respondent Hourly Wage: \$7.25
 - d) Labor Burden per Response: \$1.81
 - e) Total Labor Burden: \$1,629

- 2) DD Form 3046 – Disposition of Remains Election Statement: Initial Notification of Identified Partial Remains
 - a) Number of Total Annual Responses: 60
 - b) Response Time: 15 minutes
 - c) Respondent Hourly Wage: \$7.25
 - d) Labor Burden per Response: \$1.81
 - e) Total Labor Burden: \$108.60

- 3) DD Form 3047 – Disposition of Remains Election Statement: Notification of Subsequently Identified Partial Remains
 - a) Number of Total Annual Responses: 60
 - b) Response Time: 15 minutes
 - c) Respondent Hourly Wage: \$7.25
 - d) Labor Burden per Response: \$1.81
 - e) Total Labor Burden: \$108.60

- 4) DD Form 3048 – Disposition of Organs Retained for Extended Examination
 - a) Number of Total Annual Responses: 60
 - b) Response Time: 15 minutes
 - c) Respondent Hourly Wage: \$7.25
 - d) Labor Burden per Response: \$1.81
 - e) Total Labor Burden: \$108.60

- 5) DD Form 3049 – Advanced Restorative Art of Remains
 - a) Number of Total Annual Responses: 60
 - b) Response Time: 15 minutes
 - c) Respondent Hourly Wage: \$7.25
 - d) Labor Burden per Response: \$1.81
 - e) Total Labor Burden: \$108.60

- 6) DD Form 3050 – Election for Air Transport of Remains of Casualties Dying in a Theater of Combat Operations
 - a) Number of Total Annual Responses: 60
 - b) Response Time: 15 minutes
 - c) Respondent Hourly Wage: \$7.25
 - d) Labor Burden per Response: \$1.81
 - e) Total Labor Burden: \$108.60

- 7) Overall Labor Burden
 - a) Total Number of Annual Responses: 1,200
 - b) Total Labor Burden: \$2,172

The Respondent hourly wage was determined by using the Federal minimum wage of \$7.25. [<https://www.dol.gov/general/topic/wages>]

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

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

- 1) Mortuary Affairs Forms]
 - a) Number of Total Annual Responses: 1,200
 - b) Processing Time per Response: 15 minutes
 - c) Hourly Wage of Worker(s) Processing Responses : \$24.11
 - d) Cost to Process Each Response: \$6.03
 - e) Total Cost to Process Responses: \$7,236

Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
 - a) Equipment: \$0
 - b) Printing: \$0
 - c) Postage: \$0
 - d) Software Purchases: \$0
 - e) Licensing Costs: \$0
 - f) Other: \$0

- 2) Total Operational and Maintenance Cost: \$0

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$7,236
- 2) Total Operational and Maintenance Costs: \$0
- 3) Total Cost to the Federal Government: \$7,236

15. Reasons for Change in Burden

This is a new collection with a new associated burden.

16. Publication of Results

The results of this information collection will not be published.

17. Non-Display of OMB Expiration Date

We are not seeking approval to omit the display of the expiration date of the OMB approval on the collection instrument.

18. Exceptions to "Certification for Paperwork Reduction Submissions"

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