

SUPPORTING STATEMENT - PART A

Disposition of Remains—Reimbursable Basis and Request for Payment of Funeral and/or Interment Expense – OMB Control Number 0704-0030

Summary of Changes from Previously Approved Collection

- DD Forms 1375 and DD Forms 2065 have been updated from the 2003 versions used in the last submission. Content is identical, but the forms have been reformatted.
- Burden increased by one hour due to a corrected rounding error from the previous submission. The cost to respondents has been recalculated and decreased.

1. Need for the Information Collection

The business need is to support our Service Members and other federal agencies by providing mortuary services, transportation, funeral and interment, support for deceased dependents of our Service Members; and transportation and mortuary service support requested by other federal agencies. This also allows the person authorized to direct disposition of our Service Members remains to be reimbursed for authorized expenses incident to death.

DD Forms 2065 and 1375 are initially prepared by military authorities and presented to the next-of-kin or sponsor to fill-in the reimbursable costs or desired disposition of remains. Without the information on these forms the government would not be able to respond to the survivor's wishes or justify its expenses in handling the deceased. Also available at government expense is transportation of the remains to a port of entry in the United States.

Collection of information is required in response to the following directives and regulations to support the tacking and accountability of personnel:

10 USC 1481, "Recovery, care, and disposition of remains: decedents covered" through 1488, "Removal of remains" all in 10 USC Subchapter II – Death Benefits. Policy is implemented within the DoD by DoDD 1300.22, Mortuary Affairs Policy; DoDI 1300.18, Department of Defense (DoD) Personnel Casualty Matters, Policies, and Procedures.

2. Use of the Information

DD Form 2065 records the sponsor's disposition instructions for the remains and to record the associated cost for necessary services and supplies. If the remains are shipped to the United States, the sponsor will be required to complete and sign DD Form 2065, selecting one of three options. A signed copy of this form will accompany the remains to the port mortuary. The DD Form 2065 is presented to the sponsor by the Casualty Assistance Officer (CAO) who will aid the sponsor in the completion of the DD Form 2065. Once the

form is completed, the CAO will return the completed form to Service Casualty Office (SCO). The sponsor will then submit payment to the Army budget office by a vehicle of their choosing. The SCO will then upload the DD Form 2065 in the Defense Casualty Information Processing System (DCIPS). The sponsor is typically a family member of the deceased. The Privacy Act Statement is on the form and this is how respondents are notified of the appropriate disclosures.

The DD Form 1375 is the form on which payment of interment allowance will be requested. The DD Form 1375 is presented to the sponsor by the CAO who will aid the sponsor in the completion of the DD Form 1375. The sponsor is typically a family member of the deceased. Once the form is completed the CAO will return the completed form to the SCO. The claim must be signed by the claimant and include all documents e.g., receipts for services performed or paid for. The Military Service will then adjudicate the claim and process the payment to the sponsor. The Military Service will upload the DD Form 1375 claim packet into DCIPS. The Privacy Act Statement is on the form and this is how respondents are notified of the appropriate disclosures.

The SSN, along with other personnel data information, is securely collected, stored, and managed in accordance with DoD 5400.11-R, "Department of Defense Privacy Program" and the Defense Casualty Information Processing System (DCIPS) Systems of Record Notice.

3. Use of Information Technology

Electronic submission of responses is not possible due to the nature of the form and the requirement for a witnessed signature. Forms are retained in the Defense Casualty Information Processing System after completion.

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

Information is only collected as required when a death occurs.

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 Friday, February 8, 2019. The 60-Day FRN citation is 84 FRN 2834.

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

A 30-Day Federal Register Notice for the collection published on Thursday, May 16, 2019. The 30-Day FRN citation is 84 FRN 22117.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the Federal Register 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

A Privacy Act Statement is provided to respondents on all copies of the DD Forms 1375 and 2065.

A copy of the System of Record Notice (SORN) for this collection, "Defense Casualty Information Processing System (DCIPS)," A0600-8-1c AHRC DoD, may be found online at <https://dpcl.dod.mil/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.

Records are maintained according to the following Disposition Schedule:

Offices having Army-wide responsibility: 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.

Offices other than having Army-wide responsibility: Keep in current file area until record is 2 years old, and then destroy.

11. Sensitive Questions

Because more than one person may share the same name, accurate retrieval of information is ensured through the use of a Social Security Number. This is the best available method to make and prove an accurate and timely determination concerning the death of an individual and to determine what benefits the decedent's family may be eligible for. A Social Security Number Justification Memo is attached as part of this collection package.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

- 1) [DD Forms 2065 and 1375]
 - a) Number of Respondents: 2,450
 - b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 2,450
 - d) Total Response Time: 30 minutes
 - e) Respondent Burden Hours: 1225 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) [DD Form 2065 and 1375]
 - a) Number of Total Annual Responses: 2,450
 - b) Total Response Time: 30 minutes
 - c) Respondent Hourly Wage: \$7.25
 - d) Labor Burden per Response: \$3.625
 - e) Total Labor Burden: \$8,881.25

The respondent wage was calculated using the Federal minimum wage of \$7.25/hr.

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) [DD Forms 2065 and 1375]
 - a) Number of Total Annual Responses: 2,450
 - b) Processing Time per Response: 30 minutes

- c) Hourly Wage of Worker(s) Processing Responses : \$24.17
- d) Cost to Process Each Response: \$12.09
- e) Total Cost to Process Responses: \$29,620.50

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: \$29,620.50

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

- 3) Total Cost to the Federal Government: \$29,620.50

15. Reasons for Change in Burden

The burden has decreased since the last approval due to a recalculation of the labor cost imposed on respondents. An increase of one hour is due to a rounding error from the previous submission.

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.