

**State Application for Interment Allowance Under 38 U.S.C. Chapter 23  
(VA Form 21P-530a)  
OMB 2900-0565**

**A. JUSTIFICATION**

**1. Explain the circumstances that make the collection of information necessary. Identify legal or administrative requirements that necessitate the collection of information.**

The Department of Veterans Affairs (VA), through its Veterans Benefits Administration (VBA), administers an integrated program of benefits and services, established by law, for veterans, service personnel, and their dependents and/or beneficiaries.

Information is requested by this form under the authority of 38 U.S.C. §§ 2302 and 2303.

**2. Indicate how, by whom, and for what purposes the information is to be used; indicate actual use the agency has made of the information received from current collection.**

VA Form 21P-530A is used to gather the information required to determine whether a State is eligible for interment allowances for eligible Veterans who have been buried in a State Veterans' cemetery. Without this information, VBA would be unable to properly determine eligibility and pay benefits due to a State.

**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. Also describe any consideration of using information technology to reduce burden.**

The collection of information does not involve the use of automated, electronic, mechanical, or other technological collection techniques. VA does not currently have technology in place to allow for the electronic submission of this form, though VA may develop this technology in the future.

The form is available in electronically-fillable format on the [benefits.va.gov](http://benefits.va.gov) website. However, the form must be printed and physically submitted.

**4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.**

VBA conducted program reviews to identify duplication and found none. There is no known Department or Agency which maintains the necessary information, nor is the information available through other sources within VA.

**5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.**

The collection of information does not impact small business or other small entities.

**State Application for Interment Allowance Under 38 U.S.C. Chapter 23 (VA Form 21P-530a)**

**6. Describe the consequences to Federal program or policy activities if the collection is not conducted or is conducted less frequently as well as any technical or legal obstacles to reducing burden.**

If this collection is not conducted, VBA will not be able to adequately evaluate State's claims for interment allowance under 38 U.S.C. Chapter 23. The information is collected on an ad hoc basis and cannot be collected less frequently.

VBA has attempted to minimize the burden of this collection by collecting the minimum information required to make decision on the State's claim for benefits. We estimate the time burden per response to be five minutes, and we do not believe is feasible to further reduce the time burden per response.

**7. Explain any special circumstances that would cause an information collection to be conducted more often than quarterly or require respondents to prepare written responses to a collection of information in fewer than 30 days after receipt of it; submit more than an original and two copies of any document; retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years; in connection with a statistical survey that is not designed to produce valid and reliable results that can be generalized to the universe of study and require the use of a statistical data classification that has not been reviewed and approved by OMB.**

There are no special circumstances which would cause this information collection to be conducted more often than quarterly, or require respondents to prepare written responses to a collection of information in fewer than 30 days after receipt of it; submit more than an original and two copies of any document; retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years; in connection with a statistical survey that is not designed to produce valid and reliable results that can be generalized to the universe of study and require the use of a statistical data classification that has not been reviewed and approved by OMB.

**8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the sponsor's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the sponsor in responses to these comments. Specifically address comments received on cost and hour burden.**

The Department notice was published in the Federal Register on July 1, 2019, Vol. 84, No. 126, page 31390. No comments were received in response to this notice.

**9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.**

No payments or gifts to respondents will be made under this collection of information.

**State Application for Interment Allowance Under 38 U.S.C. Chapter 23 (VA Form 21P-530a)**

**10. Describe any assurance of privacy to the extent permitted by law provided to respondents and the basis for the assurance in statute, regulation, or agency policy.**

The records are maintained in the appropriate Privacy Act System of Records identified as "Compensation, Pension, Education, and Vocational Rehabilitation and Employment Records-VA (58VA21/22/28)," published at 77 FR 42593 (July 19, 2012).

**11. Provide additional justification for any questions of a sensitive nature (Information that, with a reasonable degree of medical certainty, is likely to have a serious adverse effect on an individual's mental or physical health if revealed to him or her), such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private; include specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.**

There are no questions of a sensitive nature (information that, with a reasonable degree of medical certainty, is likely to have a serious adverse effect on an individual's mental or physical health if revealed to him or her), such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.

VA will not disclose the information collected to any source other than what has been authorized under the Privacy Act of 1974 or Title 5, Code of Federal Regulations 1.526 for routine uses (i.e., civil or criminal law enforcement, congressional communications, epidemiological or research studies, the collection of money owed to the United States, litigation in which the United States is a party or has an interest, the administration of VA programs and delivery of VA benefits, verification of identity and status and personnel administration) as identified in the VA system of records, 58VA21/22/28, Compensation, Pension, Education and Vocational Rehabilitation and Employment Records - VA, published at 77 FR 42593 (July 19, 2012).

The respondent is required to provide the Veteran's Social Security number when requested under 38 U.S.C. 5101 (c)(1). VA May disclose Social Security numbers as authorized under the Privacy Act, and specifically may disclose them for the purposes stated above. Information furnished on the information collection may be utilized in computer matching programs with other Federal or state agencies for the purpose of determining the respondent's eligibility to receive VA benefits, as well as to collect any amount owed to the United States by virtue of the respondent's participation in any benefit program administered by the Department of Veterans Affairs.

**12. Estimate of the hour burden of the collection of information:**

- a. Number of Respondents: 46,500
- b. Frequency of Response: one time
- c. Annual Burden Hours: 3,875 hours
- d. Estimated Completion Time: 0.08333 hours (5 minutes)

**State Application for Interment Allowance Under 38 U.S.C. Chapter 23 (VA Form 21P-530a)**

- e. The population of respondents includes working age adults who are employees of State agencies and departments responsible for administering State Veterans' cemeteries, including determining eligibility for burial in State Veteran's cemeteries. To estimate the cost to the respondent, VBA used occupational employment and wages from May 2018 for occupation code 43-4061 Eligibility Interviewers, Government Programs. The job description for this occupation code is: "determine eligibility of persons applying to receive assistance from government programs and agency resources, such as welfare, unemployment benefits, social security, and public housing".

The Bureau of Labor Statistics (BLS) gathers information on full-time wage and salary workers. According to the latest available BLS data for occupation code 43-4061, the median hourly wage is \$22.12. This information was retrieved from the following website: (<https://www.bls.gov/oes/current/oes434061.htm>, May 2018).

To account for overhead costs and benefits, we factored in additional costs of 100% of employee salary. This is necessarily a rough adjustment, because methods of estimating these costs vary widely from study to study. One such study, from the Boston Business Journal (<http://web.mit.edu/e-club/hadzima/pdf/how-much-does-an-employee-cost.pdf>), references an estimate of overhead costs and benefits as high of 170% of employee salary. Since there is no industry standard for estimating overhead costs and benefits costs based on employee salary, we feel our estimate of 100% of employee salary is reasonable.

VBA estimates the total cost of all respondents to be \$171,430.00 (3,875 burden hours x \$22.12 per hour + 100% overhead).

Median Hourly Wage = \$22.12/hr.

Burden Hours per Response = 0.08333 hrs.

Cost per Response = \$22.12/hr. x 0.08333 hrs. = \$1.84333

Burden Estimate = \$1.84333/Response x 46,500 Responses = \$85,715.00

Burden Estimate with 100% overhead included = \$171,430.00

Total Cost Per Response with 100% overhead included =

\$171,430.00 / 46,500 Responses = \$3.68666

**13. Provide an estimate of the total annual cost burden to respondents or record-keepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14).**

The submission does not involve any record-keeping costs.

**14. Provide estimates of annual cost to the Federal Government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operation expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. Agencies also may aggregate cost estimates from Items 12, 13, and 14 in a single table.**

Estimated Costs to the Federal Government:

**State Application for Interment Allowance Under 38 U.S.C. Chapter 23 (VA Form 21P-530a)**

Grade	Step	Burden Time	Fraction of Hour	Hourly Rate	Cost Per Response	Total Responses	Total
5	3	5 Min.	0.08333	\$15.00	\$1.250000	46,500	\$58,125.00
Overhead at 100% Salary							\$58,125.00
9	3	30 Min.	0.50000	\$22.73	\$11.365000	46,500	\$528,472.50
							\$528,472.50
11	3	5 Min.	0.08333	\$27.50	\$2.291667	46,500	\$106,562.50
Overhead at 100% Salary							\$106,562.50
							\$1,386,320.00
Processing / Analyzing Costs							0
Printing and Production Cost (\$590/thousand)							\$0.00
Total Cost to Government							\$1,386,320.00

Overhead costs are 100% of salary and are same as the wage listed above and the amounts are included in the total.

Note: The hourly wage information above is based on the hourly 2019 General Schedule (Base) Pay ([https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2019/GS\\_h.pdf](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2019/GS_h.pdf)). This rate does not include any locality adjustment.

The processing time estimates above are based on the actual amount of time employees of each grade level spend to process to completion a claim received on this form. The within-grade step (3) of each employee represents the average experience of employees within each grade.

To account for overhead costs and benefits, we factored in additional costs of 100% of employee salary. This is necessarily a rough adjustment, because methods of estimating these costs vary widely from study to study. One such study, from the [Boston Business Journal](http://web.mit.edu/e-club/hadzima/pdf/how-much-does-an-employee-cost.pdf) (<http://web.mit.edu/e-club/hadzima/pdf/how-much-does-an-employee-cost.pdf>), references an estimate of overhead costs and benefits as high of 170% of employee salary. Since there is no industry standard for estimating overhead costs and benefits costs based on employee salary, we feel our estimate of 100% of employee salary is reasonable.

**15. Explain the reason for any burden hour changes since the last submission.**

VBA revised the form to collect information for a single Veteran. Previously, the information of up to fifteen Veterans could have been collected. This change is being implemented to improve claims processing efficiency, to better protect Veterans' Personally Identifiable Information, and to improve VBA's ability to account for payments made to State Veterans' cemeteries.

This change caused the following:

First, the estimated completion time per response was reduced to five minutes from thirty minutes.

**State Application for Interment Allowance Under 38 U.S.C. Chapter 23 (VA Form 21P-530a)**

Second, the number of annual responses increased from 3,100 to 46,500.

The combined effect is a change in requested burden hours from to 3,875 from 1,550.

**16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.**

The information collected is not for tabulation.

**17. If seeking approval to omit the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.**

We are not seeking to omit the expiration date.

**18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB 83-I.**

This submission does not include any exceptions to the certification statement.

**B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS**

No statistical methods are used in this data collection.