

SUPPORTING STATEMENT - PART A

Personal Check Cashing Agreement – OMB Control Number 0730-0005

1. Need for the Information Collection

The collection of information is necessary to meet the Department of Defense (DoD) requirement for cashing personal checks overseas and afloat by DoD disbursing activities, as provided in 31 U.S.C. 3342, "Check Cashing and Exchange Transactions." DoD Financial Management Regulation (FMR) 7000.14, Volume 5, Chapter 4, "Accommodation Exchange," provides procedures for using the DD Form 2761, "Personal Check Cashing Agreement," which includes the eligibility criteria for check cashing services as well as a list of those individuals that may be authorized to receive check cashing services.

2. Use of the Information

The DD Form 2761 is used to meet DoD requirements for personal check cashing and aids disbursing offices in expediting the collection process of dishonored checks. It is available to the respondent from each disbursing office or downloaded from the DoD Forms website (<https://www.esd.whs.mil/Directives/forms/>) and is kept until the check has cleared. The front of the form will be completed and signed by the authorized individual (respondent) requesting check cashing privileges. By signing the form, the individual is freely and voluntarily consenting to the immediate collection from his/her current pay, without prior notice, for the face value of any check cashed, plus any charges assessed against the government by a financial institution, in the event the check is dishonored. The respondent submits the hardcopy form in person or via postal mail. The DoD disbursing office will retain the form.

The reverse side of the form is a Pay Adjustment Authorization (PAA). In the event a check is dishonored, the disbursing office will complete and certify the reverse side of the form and forward it to the applicable payroll office. The disbursing officer's certification gives the payroll office the authority to deduct the amount indicated on the form from the individual's pay. The payroll office is then required to inform the submitting disbursing office of the action taken by certifying the PAA as indicated. The completed form will be used to support the disbursing officer's Statement of Accountability (Standard Form 1219).

3. Use of Information Technology

The DD Form 2761 is available in hardcopy at each disbursing office and in fillable PDF format on the DoD forms website. The form is completed, signed, and returned to the disbursing office in person or through the U.S. mail for processing. Currently, zero percent of completed forms are received electronically due to the nature of the form.

4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source. Although the DoD currently uses the DD Form 139, Pay Adjustment Authorization, to process pay adjustments for military personnel, its use is not normally associated with the actual check cashing process. The DD Form 2761 encompasses the check cashing authorization and collection authority, if needed, in one form. The DD Form 2761 is the only collection instrument available for civilians who cash checks that become dishonored.

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 the data is not collected, the only means of collection available to the disbursing officer is via the due process procedures. Due process is lengthy, requiring the disbursing office to demonstrate that the debtor has received demand letters and notices of intent to offset the debtors pay. Locating and informing debtors under due process procedures often prove difficult and unsuccessful due to transfers, relocations, and discontinued service. Use of the DD Form 2761 greatly increases the ability to collect the debt and reduce losses to the Government. Therefore, the burden on the respondent cannot be reduced.

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, April 22, 2024. The 60-Day FRN citation is 89 FR 29312.

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

A 30-Day Federal Register Notice for the collection published on Wednesday, June 26, 2024. The 30-Day FRN citation is 89 FR 53405.

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 (PAS) is required for this collection; the PAS is provided to respondents at the top of the DD-2761 form.

This collection requires a System of Records Notice (SORN):

T7340, Defense Joint Military Pay System – Active Component at:

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570191/t7340/>.

T7344, Defense Joint Military Pay System – Reserve Component at:

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570195/t7344/>.

T7347b, Defense Military Retiree and Annuitant Pay System at:

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

M01040-3, Marine Corps Manpower Management Information System Records at:

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570625/m01040-3/>.

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

Records Retention:

T7340, Defense Joint Military Pay System – Active Component: Records may be temporary in nature and destroyed when actions are completed, superseded, obsolete, or no longer needed. Other records may be cutoff at the end of the payroll year or fiscal year, and destroyed 6 years and 3 months after cutoff. Active Duty pay records created prior to automation were cutoff on conversion to Defense Joint Military Pay System (DJMS), and will be destroyed October 1, 2033, or 56 years after implementation of DJMS. The records are destroyed by tearing, shredding, pulping, macerating, and degaussing the electronic storage media.

T7344, Defense Joint Military Pay System – Reserve Component: Records may be temporary in nature and destroyed when actions are completed, superseded, obsolete, or no longer needed. Other records may be cut off at the end of the payroll year or fiscal year, and destroyed 6 years and 3 months after cutoff. Reserve pay

records created prior to automation were cut off on conversion to the Joint Uniformed Military Payroll System (JUMPS), and will be destroyed 56 years after the year in which created. Records created after conversion to Defense Joint Military Pay System - Reserve Component (DJMS-RC) are cut off at end of payroll year and destroyed 56 years after year in which created. The records are destroyed by tearing, shredding, pulping, macerating, burnings or degaussing the electronic storage media.

T7347b, Defense Military Retiree and Annuity Pay System: Disposition for Retired and Annuitant Pay records range from 30 days to 56 years. The administrative records such as, change of address, electronic messages or tax records that are not pay affecting, are destroyed using retention of 30 days to less than 6 years. 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. Records are destroyed by tearing, shredding, pulping, macerating, burning, or degaussing the electronic storage media.

M01040-3, Disposition pending (until the National Archives and Records Administration approves retention and disposal schedule, records will be treated as permanent).

11. Sensitive Questions

Disclosure of the Social Security Number (SSN) is used for positive identification due to the payment of a benefit. An approved justification memo is being submitted as part of the OMB package.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

- 1) Collection Instrument(s)
DD Form 2761 – Personal Check Cashing Agreement
 - a) Number of Respondents: 1,020
 - b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 1,020
 - d) Response Time: 15 minutes
 - e) Respondent Burden Hours: 255 hours
- 2) Total Submission Burden
 - a) Total Number of Respondents: 1,020
 - b) Total Number of Annual Responses: 1,020
 - c) Total Respondent Burden Hours: 255 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instrument(s)
DD Form 2761 – Personal Check Cashing Agreement

- a) Number of Total Annual Responses: 1,020
- b) Response Time: 15 minutes
- c) Respondent Hourly Wage: \$7.25
- d) Labor Burden per Response: \$1.81
- e) Total Labor Burden: \$1,849

2) Overall Labor Burden

- a) Total Number of Annual Responses: 1,020
- b) Total Labor Burden: \$1,849

The respondent hourly wage was estimated using the Federal minimum wage of \$7.25.

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) Collection Instrument(s)

DD Form 2761 – Personal Check Cashing Agreement

- a) Number of Total Annual Responses: 1,020
- b) Processing Time per Response: 15 minutes
- c) Hourly Wage of Worker(s) Processing Responses: \$15.50
- d) Cost to Process Each Response: \$3.88
- e) Total Cost to Process Responses: \$3,952.50

2) Overall Labor Burden to the Federal Government

- a) Total Number of Annual Responses: 1,020
- b) Total Labor Burden: \$3,952.50

Part B: OPERATIONAL AND MAINTENANCE COSTS

1) Cost Categories

- a) Equipment: \$0
- b) Printing: \$98.94
- c) Postage: \$0
- d) Software Purchases: \$0
- e) Licensing Costs: \$0
- f) Other: \$0

2) Total Operational and Maintenance Cost: \$98.94

Printing costs based on 97% of forms issued at disbursing office multiplied by \$0.10 (97% x 1020 respondents x \$.10 = \$98.94).

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$3,952.50
- 2) Total Operational and Maintenance Costs: \$98.94
- 3) Total Cost to the Federal Government: \$4,051

15. Reasons for Change in Burden

There has been no change in burden since the last approval.

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.