

SUPPORTING STATEMENT - PART A

DoD Education Loan Repayment Program– 0704-0152

1. Need for the Information Collection

Information collection is needed from the Department of Education, the U.S. Public Health Service, or the lending financial institution(s) for the purpose of verifying the value of the loan and to effect payment to the lending institution.

Authority to collect information comes from 10 U.S.C. Chapter 109, Educational Loan Repayment Programs; 10 U.S.C. Chapter 1609, Education Loan Repayment Program; DoD Instruction (DoDI) 1205.21, "Reserve Component Incentive Programs Procedures," DoDI 1304.36, "Education Loan Repayment Program," DoDI 6000.13, "Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers (HPOs)," and E.O. 9397, Social Security Number (SSN).

The information collection requirement is necessary for Military Services to pay a portion of Service member student loan(s). The information provided is reviewed by Military Service personnel record custodians to verify that the Service member meets eligibility requirements.

2. Use of the Information

This form is provided to active-duty Service members and reserve component members (reservists and National Guard) who have been provided with the option to pay back their student loans as part of their benefit package. These Service members receive the DD Form 2475 from their Service personnel office. They fill out their personal information, then submit the form to their loan servicing agency.

These loan servicing agencies – any lending organization guaranteeing the student loans – are the respondents. They complete Sections 3 and 4 of the DD 2475, which provide the information on the loan and sign as the certifying officer on the form. The DD 2475 is then returned to the service officer, who submits the form and any additional documentation (service contract, promissory notes) to their service personnel office. The service will verify the data that has been provided and then submit data obtained from the DD 2475 to the Defense Financial Accounting Service for payment. DFAS pays the loan services directly on behalf of the service member.

3. Use of Information Technology

The information collection of this form will be at 90% collected electronically. Digital transmission of the document will be used predominantly in the completion of this form. Financial institutions who cannot digitally complete the form, will submit scanned copies of the form.

In the future, Service members will go into a secure online system to sign an electronic DD 2475, every year. Once signed, within 30 days of payment due date, the National Guard Incentive Management System (GIMS) will query from the Department of Education, the soldier's National Student Loan Database System information (NSLDS). This information will be downloaded onto a file and then automatically populated into GIMS. GIMS will then check the soldier's enlisted records to verify eligibility remains and then alert the GIMS user at the Unit level that it's time to make payment. Afterwards, the GIMS user at the Unit level verifies member eligibility and approves payment by sending it to the State level, who approves payment and sends it to the National Guard Bureau level in Washington, DC for payment authorization. GIMS will then send payment data to DFAS's payment system, where EFT payment (and checks when necessary) is paid to the lender.

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

Department of Defense Service members, serving honorably, with loan repayment contractual stipulations are required to annually certify their civilian education loan terms. Upon validation of the loan terms, the Department of Defense is enabled to disburse funds to the appropriate loan holder on behalf of the Service member. If the collection is less frequent, Service members may be in violation of loan terms with the loan holder.

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, August 16, 2024. The 60-Day FRN citation is 89 FRN 66702.

No comments received during the 60-Day comment period.

A 30-Day Federal Register Notice for the collection published on November 19, 2024. The 30-Day FRN citation is 89 FRN 91373.

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

All data is protected by the Privacy Act of 1974 and is protected according to the regulations therein and by related DoD directives and instructions. The Privacy Act statement is listed near the top of the form as notification to the respondent.

A System of Record Notice is required and can be accessed at the below web addresses:

Air Force: <http://dpclد.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569821/f036-af-pc-c/>

Army: <http://dpclد.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570051/a0600-8-104b-ahrc/>

Army National Guard: <http://dpclد.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570052/a0600-8-104b-ngb/>

Navy: <http://dpclد.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570310/n01070-3/>

Marine Corps: <http://dpclد.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570626/m01070-6/>

A Privacy Impact Assessment (PIA) is attached to this collection package.

Military personnel records are retained until updated, or service of individual is terminated. Documents designated as temporary remain in the records until their obsolescence (superseded, member terminates status, or retires) when they are removed and provided to the individual. Unfavorable communications in the OSRG are transferred and retained for one year following an officer's termination of status, or destroyed if officer retires or dies. Those documents designated as permanent remain in the military personnel records system permanently and are retired with the master personnel record group.

11. Sensitive Questions

The Service Member's Social Security Number (SSN) is required to allow the lender (Department of Education, U.S. Public Health Service, or other financial institution) to identify the proper individual and verify their loan amount and status. The lender returns the completed form to the Service member's unit for additional processing. This

information will continue to be required until such time as another universal identifier is adopted for use by institutions outside the Department of Defense.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

- 1) Collection Instrument(s)
[DD 2475 – DOD EDUCATIONAL LOAN REPAYMENT PROGRAM (LRP) ANNUAL APPLICATION]
 - a) Number of Respondents: 44,000
 - b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 44,000
 - d) Response Time: 10 minutes
 - e) Respondent Burden Hours: 7,333 hours
- 2) Total Submission Burden
 - a) Total Number of Respondents: 44,000
 - b) Total Number of Annual Responses: 44,000
 - c) Total Respondent Burden Hours: 7,333 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instrument(s)
[DD 2475 – DOD EDUCATIONAL LOAN REPAYMENT PROGRAM (LRP) ANNUAL APPLICATION]
 - a) Number of Total Annual Responses: 44,000
 - b) Response: 10 minutes
 - c) Respondent Hourly Wage: \$20.11
 - d) Labor Burden per Response: \$3.35
 - e) Total Labor Burden: \$147,473
- 2) Overall Labor Burden
 - a) Total Number of Annual Responses: 44,000
 - b) Total Labor Burden: \$147,473

The Respondent hourly wage was determined by using the OPM Website (GS7) (<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2024/general-schedule/>).

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 2475 – DOD EDUCATIONAL LOAN REPAYMENT PROGRAM (LRP) ANNUAL APPLICATION]
 - a) Number of Total Annual Responses: 44,000
 - b) Processing Time per Response: 10 minutes
 - c) Hourly Wage of Worker(s) Processing Responses: \$ \$20.11
 - d) Cost to Process Each Response: \$3.42
 - e) Total Cost to Process Responses: \$150,423
- 2) Overall Labor Burden to the Federal Government
 - a) Total Number of Annual Responses: 44,000
 - b) Total Labor Burden: \$150,423

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: \$150,423
- 2) Total Operational and Maintenance Costs: \$0
- 3) Total Cost to the Federal Government: \$150,423

15. Reasons for Change in Burden

There has been an increase in burden due to a wage adjustment, however the respondent time and the number of respondents have not changed 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.