

SUPPORTING STATEMENT - PART A

Gravesite Reservation Questionnaire (2 Year) – OMB Control Number 2900-0546

Summary of Changes from Previously Approved Collection

- *Title of collection Gravesite Reservation Questionnaire (2 Year):* There is no title change.
- *Revisions to instruments:* Recommend wording changes: Block 3, change 'SECTION' to 'GRAVE SECTION'. Block 4, change 'GRAVE' to 'GRAVESITE'.
- *Changes in burden? (e.g., increase, decrease, or complex calculations):* The federal government costs increased since the previous renewal due to the GS hourly wages increasing.
- *NCA received no comments on the 60-day FRN.*

1. Need for the Information Collection

From the late 1940s until January 1962, the Department of the Army allowed active-duty servicepersons and surviving spouses of deceased veterans interred in national cemeteries to reserve gravesites for their interments. Recurring gravesite reservation contact is necessary as some reservees become ineligible, are buried elsewhere, or cancel their reservations; therefore, reserved gravesites would exist forever without use. VA FL 40-40 is used for this program to ensure that veterans upon their death would have space for themselves and eligible family members in national cemeteries.

Legal authority for this information collection is under statute(s): US Code 38, USC 2402, para 6, Gravesite Reservation; Public Law 108 – 183, Section 502, Eligibility of Surviving Spouses Who Remarry for Burial in National Cemeteries.

Currently, the Gravesite Reservation Program utilizes FL 40-40 only for veterans and eligible persons to retain reserved space in a national cemetery. With this form, VA can maintain an accurate accounting of who is reserved in a particular cemetery and who does not wish to hold their previously claimed plot.

2. Use of the Information

The questionnaire is mailed biennially to the eligible dependents of decedents interred at our national cemeteries when that decedent is entitled to a reserve set-aside grave. Respondents must read the instructions carefully and fill out a form with a minimum of 11 but up to 12 fields. The instruction sheet contains a minimum of 279 words and assuming an average reading speed of 238 words a minute can take readers between 1.4 and 2.2 minutes. Once the form is completed the respondent must mail the form with the included postage-paid envelope to the national cemetery. The respondent must then mail this form out by taking it to either a mailbox, the post office, or having it picked up by the letter carrier.

The questionnaire may have associated psychological costs as the respondent is being asked to answer questions related to a deceased loved one which may bring up grief or other feelings associated with loss.

The Questionnaire is necessary to assure unneeded gravesite reservations do not go unused. Some holders become ineligible, are buried elsewhere, or simply wish to cancel a gravesite reservation. If such a questionnaire were not performed, unused reservations would exist needlessly. Other veterans or eligible persons may use these spaces. The questionnaire provides full knowledge of gravesite availability.

3. Use of Information Technology

Automated technology is required to prepare questionnaires and for storage and retrieval of information upon receipt.

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

The biennial questionnaire is made to determine if the holder desires to continue the gravesite reservation. If the information collection were conducted less frequently, the database would lack credibility.

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 Wednesday, May 27, 2026). The 60-Day FRN citation is 91 FRN 31526.

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

A 30-Day Federal Register Notice for the collection published on Friday, August 14, 2026. The 30-Day FRN citation is 91 FRN 52789.

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

The information collection conforms to the Privacy Act of 1974 and is subject to the conditions of disclosure contained therein. The records are maintained in the system identified as (42VA41), "Veterans and Dependents National Cemetery Interment Records-VA," as published in the Federal Register (#40 FR38095), August 26, 1995.

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) Collection Instrument

Gravesite Reservation Questionnaire

- a) Number of Respondents: 25,000
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 25,000
- d) Response Time: 10 minutes
- e) Respondent Burden Hours: 4,167 hours

2) Total Submission Burden (Summation or average based on collection)

- a) Total Number of Respondents: 25,000
- b) Total Number of Annual Responses: 25,000
- c) Total Respondent Burden Hours: 4,167 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument

Gravesite Reservation Questionnaire

- a) Number of Total Annual Responses: 25,000

- b) Response Time: 10 minutes
- c) Respondent Hourly Wage¹: \$32.66
- d) Labor Burden per Response: \$5.44
- e) Total Labor Burden: \$136,083

2) Overall Labor Burden

- a) Total Number of Annual Responses: 25,000
- b) Total Labor Burden: \$136,083

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

Gravesite Reservation Questionnaire

- a) Number of Total Annual Responses: 6,250
- b) Processing Time per Response: 1 hour
- c) Hourly Wage of 2 GS 14 Step 4 IT Specialists² Processing Responses: \$66.29
- d) Cost to Process Each Response³: \$132.58
- e) Total Cost to Process Responses: \$828,625.00

2) Collection Instrument

Gravesite Reservation Questionnaire

- f) Number of Total Annual Responses: 6,250
- g) Processing Time per Response: 1 hour
- h) Hourly Wage of GS 13 Step 5 VA Forms Manager Processing Responses: \$57.80
- i) Cost to Process Each Response: \$57.80
- j) Total Cost to Process Responses: \$361,250.00

3) Collection Instrument

Gravesite Reservation Questionnaire

- k) Number of Total Annual Responses: 6,250
- l) Processing Time per Response: 1 hour
- m) Hourly Wage of 2 GS 13 Step 5 Program Specialists Processing Responses: \$57.80

¹ The Respondent hourly wage was determined by using the Bureau of Labor Statistics website. Source: May 2024 Bureau of Labor Statistics, Occupational Employment and Wage Statistics, All Occupations.
<https://data.bls.gov/oes/#/industry/000000>.

² The hourly basic rate for a GS14 Step 4 in Rest of the U.S. is \$66.29 per hour. Salary Table 2026-RUS.
https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2026/RUS_h.pdf.
Effective January 2026. Accessed February 2, 2026.

³ \$66.29 Hourly Wage of GS 14 Step 4 Specialist Processing x 2 GS 14 Step 4 IT Specialists = \$132.58.

- n) Cost to Process Each Response⁴: \$115.60
 - o) Total Cost to Process Responses: \$722,500.00
- 4) Collection Instrument
Gravesite Reservation Questionnaire
- p) Number of Total Annual Responses: 6,250
 - q) Processing Time per Response: 1 hour
 - r) Hourly Wage⁵ of 3 GS 9 Step 1 Program Analysts (Burial Operations) Processing Responses: \$29.57
 - s) Cost to Process Each Response⁶: \$88.71
 - t) Total Cost to Process Responses: \$554,437.50
- 5) Overall Labor Burden to the Federal Government
- a) Total Number of Annual Responses: 25,000
 - b) Total Labor Burden: \$2,466,813

Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
 - a) Equipment: \$0
 - b) Printing: \$13,300
 - c) Postage: \$0
 - d) Software Purchases: \$0
 - e) Licensing Costs: \$0
 - f) Other: \$0
- 2) Total Operational and Maintenance Cost: \$13,300

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$2,466,813
- 2) Total Operational and Maintenance Costs: \$13,300
- 3) Total Cost to the Federal Government: \$2,480,113

15. Reasons for Change in Burden

The burden has increased since the previous approval due to the Federal Government hourly wage costs increasing.

16. Publication of Results

⁴ \$57.80 Hourly Wage of GS 13 Step 5 Program Specialist x 2 GS 13 Step 5 Program Specialists = \$115.60.

⁵ The hourly basic rate for a GS9 Step 1 Program Analyst Burial Operations in Rest of the U.S. is \$29.57 per hour. Salary Table 2026-RUS. https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2026/RUS_h.pdf. Effective January 2026. Accessed February 2, 2026.

⁶ \$29.57 Hourly Wage of GS 9 Step 1 Program Analyst x 3 GS 9 Step 1 Program Analysts = \$88.71.

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.