

SUPPORTING STATEMENT - PART A

DD Form 2293, "Application for Former Spouse Payments from Retired Pay"

1. Need for the Information Collection

In accordance with Title 10 U.S.C., Section 1408, "Payment of Retired or Retainer Pay in Compliance with Court Orders," state courts may divide military pay as property or order alimony and child support payments from that retired pay. The former spouse may apply to the Defense Finance and Accounting Service (DFAS) for direct payments of these monies by using the DD Form 2293. The information collection is needed to provide DFAS the basic data needed to process the request.

2. Use of the Information

The respondents to this information collection are spouses or former spouses (herein referred to as applicant) of military members who access the form through the DoD forms website. The applicant submits through U.S. Mail Service or by fax a DD Form 2293, "Application for Former Spouse Payments from Retired Pay," to DFAS and a copy of a court order that requires the division of a member's military retired pay or orders the member to make monthly payment of either child support or alimony. The information from the DD Form 2293 is used by DFAS to process the applicant's request as authorized under Title 10 U.S.C. Section 1408.

The information is required to properly identify the former spouse applicant and identify the service member, whose retired pay is to be deducted, by name, address and social security number. The DD Form 2293 was devised to standardize applications for payment under the Act. Information on the form is also used to determine the applicant's current status and contains the statutory required certifications the applicant/former spouse must make when applying for payments.

After the application is reviewed for sufficiency, the application and the military members are advised whether the application will be honored or rejected, any further documentation needed, and if applicable, notifies when payments to the former spouse will be implemented by mail. The mail templates used to notify applicants if application is being honored or rejected will be submitted as part of the collection package.

The form is available on the DoD Forms website (DoD Forms Management (whs.mil) DoD Forms Management (whs.mil)). The Privacy Act Statement and Agency Disclosure Notice are available to the respondent on the form

3. Use of Information Technology

0% of responses are collected electronically. The use of information technology has been considered, but is not appropriate for purposes of this collection at this time. In addition to submitting the DD Form 2293, an applicant is required by law to submit supporting documentation such as state court orders and marriage certificates that would not be accessible electronically.

4. Non-duplication

Investigation resulted in no findings of duplication of reporting or records. The DD Form 2293 is used by DFAS which is the only agency charged with enforcement of this law. No similar information or verification procedures currently exist that can be used for this information collection.

5. Burden on Small Businesses

This collection of information does not have significant impact on small businesses or other entities.

6. Less Frequent Collection

The form is only collected once, when the applicant initially applies

7. Paperwork Reduction Act Guidelines

There are no special circumstances that would require this collection to be conducted in a manner inconsistent with 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments

Part A: PUBLIC NOTICE

A 60-Day Federal Register notice for this collection of information was published on Wednesday, July 29 2026. No public comments were received. The 60-Day FRN Citation is 91 FR 47818

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

A 30-Day Federal Register Notice for the collection published on Monday September 28,2026. The 30-Day FRN citation is 91 FR 61217.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the 60-day Federal Register Notice 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

Respondents are assured confidentiality, to the extent provided by law, via the Privacy Act Statement on the form. DFAS certifies that the information collected is maintained in accordance with the Privacy Act of 1974, and OMB Circular A-130, Management of Federal Information Resources.

The SORN covered by this system is: T7347b, Defense Military Retiree and Annuity Pay System at: <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570196/t7347b/>

T5500b Integrated Garnishment System (IGS)
<https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570162/t5500b/>

The PIA covered by this system is: Defense Retired and Annuitant Pay System at: <https://media.defense.gov/2025/Jun/23/2003742103/-1/-1/0/GODOCS%20DD2930%20PIA%20FORM%20-%20SECTION%201.PDF>.

Records Retention: 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 paying affecting, are destroyed using retention of 30 days or less than 6 years. All pay affecting documents such as retirement document, 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 degassing the electronic storage media.

11. Sensitive Questions

Disclosure of the Social Security Number (SSN) is used for positive identification of the individual requesting payments. A justification memo is being submitted as part of the OMB submission package.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

1) Collection Instrument

DD 2293

- a) Number of Respondents: 25,000
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 25000
- d) Response Time: 30 minutes

- e) Respondent Burden Hours: 12,500 HOURS
- 2) Total Submission Burden
 - a) Total Number of Respondents: 25000
 - b) Total Number of Annual Responses: 25000
 - c) Total Respondent Burden Hours: 12500

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instrument:
Dd 2293
 - a) Number of Total Annual Responses: 25000
 - b) Response Time: 30 minutes
 - c) Respondent Hourly Wage: \$7.25
 - d) Labor Burden per Response: \$3.625
 - e) Total Labor Burden: \$90625
- 2) Overall Labor Burden
 - a) Total Number of Annual Responses: 25000
 - b) Total Labor Burden: \$90625

The Respondent hourly wage was determined by a rough estimate from cross-discipline assessments (<https://www.nacweb.org/job-market/internships/intern-salaries-up-across-all-degree-levels-years/>; [https://www.payscale.com/research/US/Job=Information Technology \(IT\) Intern/Hourly Rate](https://www.payscale.com/research/US/Job=Information+Technology+(IT)+Intern/Hourly+Rate); <https://www.indeed.com/career/intern/salaries>)

13. Respondent Costs Other Than Burden Hour Costs

Total operational costs are \$25,000 for postage (\$1 average cost to return form with supporting documents.)

14. Cost to the Federal Government

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

Labor Cost to the Federal Government			
	Paralegal Staff GS-9, Step 5 *	Team Attorney GS- 13, Step 5 *	Total
Number of Responses	25,000	2000 **	
Processing Time Per Response (in hours)	.5 hours	.5 hours	
Hourly Wage of Worker(s) Processing Responses	\$32.40	\$55.87	\$32.40/\$55.87
Cost to Process Each Response (Processing Time Per Response multiplied by Hourly Wage of Worker(s) Processing Responses)	\$16.20	\$27.94	\$16.20/27.94
Total Cost to Process Responses (Cost to Process Each Response multiplied by Number of Responses)	\$405,000	\$55,880	\$460,880

DFAS Attorneys only review court orders for more difficult cases. Therefore 2,000 is the average of 25,000 total cases.

Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
 - a) Equipment: \$0
 - b) Printing: \$2500
 - c) Postage: \$13,750
 - d) Software Purchases: \$1,500
 - e) Licensing Costs: \$0
 - f) Other: \$8500
- 2) Total Operational and Maintenance Cost: \$24,750

Costs: Printing (25,000 x \$.10); Postage (25,000 x \$.55); and Envelopes (25,000 x .34)

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$460,880
- 2) Total Operational and Maintenance Costs: \$24,750
- 3) Total Cost to the Federal Government: \$485,630

15. Reasons for Change in Burden

There has been no change in burden since the last approval

16. Publication of Results

The information collected will not be published or tabulated.

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"

There are no exceptions to the certification statement.

We are not requesting any exemptions to the provisions stated in 5 CFR 1320.9.