

SUPPORTING STATEMENT

A. JUSTIFICATION

1. Need for the Information Collection

The Department of Defense Financial Management Regulation 7000.14-R, Volume 5, Chapter 31, Section 3105 (Remission) Section 3106 (Waiver), December 2007 edition, and statutes pertaining to waiver or remission of an indebtedness, 5 U.S.C. 5584, 10 U.S.C. 2774, 10, U.S.C. 4837, 10 U.S.C. 6161, 10 U.S.C. 9837 and 32 U.S.C. 716 state that collection of a claim may be waived or remitted if there is no indication of fraud, misrepresentation, fault, of lack of good faith on the part of any individual having an interest in obtaining a waiver or remission and if approval of the waiver or remission is found to be in the best interest of the United States. A request for "a copy of the proposal and the associated collection instrument for DD Form 2789" was received.

2. Use of the Information

Individuals requesting waiver or remission consideration must provide information concerning their awareness of the debt or erroneous payment, actions they took to correct the situation, reasons for requesting waiver or remission, and documentation in their possession concerning the debt. The information collected will be used by the Directorate of Debt Claims Management - Indianapolis Site (DFAS-IN/JFE) to determine whether there is indication of fraud, misrepresentation, fault, or lack of good faith, and whether it's in the best interest of the United States to forgive the debt.

3. Use of Information Technology

The DD Form 2789 is available in fillable PDF format from the DoD forms repository on the World Wide Web. Respondents may complete the form online, print and fax or mail the completed form to the Indianapolis Site for processing.

4. Non-duplication

Although other areas within the Department of Defense may request similar information, there is not a collection in existence which can be used for this purpose.

5. Burden on Small Business

No small businesses are respondents for this form.

6. Less Frequent Collection

Determinations on the appropriateness of forgiving a debt under the waiver laws cannot be made without the requested information.

7. Paperwork Reduction Act Guidelines

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

8. Consultation and Public Comments

The Federal Register Notice for this collection of information was published on November 25, 2008, Vol. 73, No. 228 (copy attached). There were no comments received as a result of the Federal Register Notice.

9. Gifts or Payment

No payments or gifts are provided to respondents.

10. Confidentiality

The form states "Routine Uses" indicating who may be furnished information as required by the Privacy Act. DFAS-IN 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 and FIRMR Bulletin B-1.

11. Sensitive Questions

There are no questions of a sensitive nature, such as those pertaining to sexual behavior and attitudes, religious beliefs, and other matters usually considered private.

12. Respondent Burden and its Labor Costs

a. Estimation of Respondent Burden:

The respondents in an active pay status are required to complete both pages of the form. They must complete page 1 and their paying office completes page 2. Respondents no longer in an active pay status are only required to complete page 1.

	In Pay Status:	Not in Pay Status:
Number of Respondents	3,100	3,900
Responses per Respondent	1	1
Time Required per Response	2 hours	1 hour
Burden Hours	6,200	3,900

b. Estimation of Respondent Costs:

Cost to each respondent, based on the amount of time indicated above to complete the form for a total cost of \$232,300 based on a GS-8, step 5 hourly wage (\$23.00 x 2 hours x 3,100 plus \$23.00 x 1 hour x 3,900 respondents). Cost of postage is negligible.

13. Respondent Costs Other than Burden Hour Costs

There are no additional costs, such as start-up or capital costs to the respondents.

14. Cost to the Federal Government

Annual Government cost for the Waiver/Remission Application is:

No printing or mailing costs.

Processing GS-8, step 5 hourly wage of \$23.00 (\$23.00 x 2.75 hours =	
\$63.25 x 7,000 respondents) =	<u>\$442,750</u>
Total Government costs	<u>\$442,750</u>

15. Reasons for Change in Burden

This is an extension of a previously approved collection for which approval has been previously granted.

16. Publication of Results

Results of the collection of information will not be published or tabulated.

17. Non-Display of OMB Expiration Date

Expiration date of OMB approval will be displayed.

18. Exceptions to "Certification for Paperwork Reduction submissions"

There are no exceptions to the certification statement.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

This collection of information does not employ statistical methods.