

Claim for compensation by Dependents Information Reports
(CA-5, CA-5b, CA-1031, CA-1074, Compensation Due at Death, Student Dependency)
OMB Control Number: 1240-0013
OMB Expiration Date: June 30, 2026

SUPPORTING STATEMENT
CLAIM FOR COMPENSATION BY DEPENDENTS INFORMATION REPORTS
OMB CONTROLNO.: 1240-0013

This ICR seeks to extend this information collection.

A. Justification:

- 1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collections. Attach a copy of the appropriate section of each statute and of each regulation mandating or authorizing the collection of information.**

The forms included in this package are used to request information for entitlement to claim benefits under the Federal Employees' Compensation Act from federal employees/their dependents/ survivors; to prove continued eligibility for benefits; to show entitlement to remaining compensation payments of a deceased employee; and to show dependency. The following Codes of Federal Regulations for this OMB apply to Claims for Compensation under the Federal Employees' Compensation Act, as amended: 20 CFR 10.7, 10.105, 10.410, 10.413, 10.417, 10.535, 10.537. See 5 U.S.C. Sections 8110, 8124, 8145, and 8149.

See: <https://www.ecfr.gov/current/title-20/part-10>

See: <https://www.dol.gov/owcp/dfec/regs/statutes/feca.htm>

Forms CA-5 and CA-5b (20 CFR 10.7) are prescribed in the regulations for use by dependents for claiming compensation for the work-related death of a Federal employee. Specifically, Form CA-5 is used by a surviving spouse or children, and Form CA-5b is used by other survivors.

Form Letter CA-1031 is used in disability cases and provides information to determine whether a claimant is supporting a dependent (5 U.S.C. 8110) and is entitled to additional compensation.

Form Letter CA-1074 is used as a follow-up to Form CA-5b to request clarification of any information that is unclear or incomplete in the CA-5b. Only those questions that are necessary to make a determination of eligibility are asked.

Form Letter "Compensation Due at Death" is used to request information necessary to distribute compensation due when an employee dies who was receiving or who was entitled to compensation at the time of death for either disability benefits or a schedule award.

Form Letter "Student Dependency" is used to obtain information regarding the student

status of a dependent. When a child reaches 18 years of age, they are no longer considered an eligible dependent unless they are a full-time student or incapable of self-support.

- 2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**

Claims examiners from the Office of Workers' Compensation Programs (OWCP) use the information obtained by the forms and letters described to determine entitlement to benefits under the Federal Employees' Compensation Act. These forms are reviewed to verify dependents/survivors. Benefit payments are then initiated, continued, adjusted, or terminated accordingly. Without the information requested by the forms, determinations regarding entitlement to benefits could not be made, and OWCP could not ensure that compensation was paid to the correct individuals at the correct rate. Failure to verify dependent information could result in significant overpayment, which would be very difficult to recover.

- 3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.**

In accordance with the Government Paperwork Elimination Act (GPEA), the Division of Federal Employees' Compensation (DFEC) allows individuals and entities that correspond with the Division the option to submit information or transact with the agency electronically, where practicable, and to maintain records electronically where appropriate. The Forms CA-5, CA-5b and Form Letters CA-1031 and CA-1074 can be downloaded from the following website:

See: <https://www.dol.gov/owcp/dfec/regs/compliance/forms.htm>.

Also, OWCP has a web-based application known as the Employees' Compensation Operations and Management Portal (ECOMP) which allows a user to submit a completed form and/or letter response electronically into a claimant's case record. The use of this application is of no cost to the public.

See: [OWCP - U.S. Department of Labor \(dol.gov\)](https://www.dol.gov/owcp)

- 4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.**

The information requested on these forms is not duplicative of any information available

elsewhere. The beneficiary is the only source of the required information.

5. If the collection information impacts small businesses or other small entities, describe any methods used to minimize burden.

This information collection does not have a significant economic impact on a substantial number of small entities.

6. Describe the consequence of Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

Forms CA-5, CA-5b, and Form Letters CA-1074 and "Compensation Due at Death" are required only once, to establish dependent/eligibility status. Without the information requested, no determination can be made regarding the payment of benefits.

Form Letter "Student Dependency" is used by OWCP to determine a claimant's entitlement to augmented compensation. At least once each year, OWCP may ask an employee who receives compensation based in part on the student status of a child, to provide proof of continuing entitlement to such compensation, including certification of school enrollment.

Also, at least once each year, OWCP will ask an employee who receives compensation based on a child's physical or mental inability to support himself or herself to submit a medical report verifying that the child's medical condition persists and that it continues to preclude self-support.

Form Letter CA-1031 is sent only as needed, but no more than once a year. If these requests were sent less often, overpayments of compensation could occur which would be costly to recapture and impose a burden on the beneficiary.

7. Explain any special circumstance that would cause an information collection to be conducted in a manner:

- **requiring respondents to report information to the agency more often than quarterly;**
- **requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**
- **requiring respondents to submit more than an original and two copies of any document;**

- **requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;**
- **in connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;**
- **requiring the use of statistical data classification that has not been reviewed and approved by OMB;**
- **that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or**
- **requiring respondents to submit proprietary, trade secret, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**

There are no special circumstances impacting this collection.

- 8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8 (d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.**

Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years -- even if the collection-of-information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

OWCP has been evaluating entitlement to claim benefits under the Federal Employees' Compensation Act from federal employees/their dependents/ survivors; to prove continued eligibility for benefits; to show entitlement to remaining compensation payments of a deceased employee; and to show dependency to maximize its utility.

OWCP has not received any complaints about the manner in which the form has been

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used. To comply with M-22-10, the individuals/organizations consulted about the information collection are listed in the table below. We have redacted their names and contact information.

Contact	Organization	Email	Phone
Renee XXX	Department of the Navy	XXX	XXX
Gary XXX	Department of Defense	XXX	XXX
Anthony XXX	Department of the Army	XXX	XXX

We did not receive comments in response to our request for feedback from the individuals/organizations listed above.

A Federal Register Notice inviting public comment, 91 FR 4968, was published on (February 3, 2026). Comments were not received.

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

No payment or gifts are provided to respondents.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulations, or agency policy.

All information contained in FECA claim files is fully protected under the Privacy Act. All forms used for initiating a compensation claim contain a statement advising the claimant of the provisions of the Privacy Act. The applicable Privacy Act System of Records is DOL/GOVT-1 [81 FR 47418 (July 21, 2016)].

[See: DOL/GOVT-1 | U.S. Department of Labor](#)

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary; the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

Forms CA-5 and CA-5b, and Form Letters CA-1074 and Student Dependency include a Privacy Act statement that defines when and for what purposes may be disclosed. The Privacy Act Statements on the forms read as follows:

In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), you are hereby notified that: (1) The Federal Employees' Compensation Act, as amended and extended (5 U.S.C. 8101, et seq.) (FECA) is administered by the Office of Workers' Compensation Programs of the U. S. Department of Labor, which receives and maintains personal information on claimants and their immediate families. (2) Information which the Office has will be used to determine eligibility for and the amount of benefits payable under the FECA, and may be verified through computer matches or other appropriate means. (3) Information may be given to the Federal agency which employed the claimant at the time of injury in order to verify statements made, answer questions concerning the status of the claim, verify billing, and to consider issues relating to retention, rehire, or other relevant matters. (4) Information may be given to Federal, state and local agencies for law enforcement purposes, to obtain information relevant to a decision under the FECA, to determine whether benefits are being paid properly, including whether prohibited dual payments are being made, and, where appropriate, to pursue salary/administrative offset and debt collection actions required or permitted by the FECA and/or the Debt Collection Act. (5) Failure to disclose all requested information may delay the processing of the claim or the payment of benefits, or may result in an unfavorable decision or reduced level of benefits.

We are authorized to request a taxpayer identification number (TIN) or Social Security Number (SSN) under the Debt Collection Improvement Act of 1996, Title 31 U.S.C. amended section 7701(c)(1), which mandates us to require regulated entities and persons who are doing business with a Federal agency to furnish a TIN or SSN. The SSN or TIN, and other information maintained by the Office, may be used for identification, to support debt collection efforts, carried on by the Federal government and for other purposes required or authorized by law.

12. Provide estimates of the hour burden of the collection of information. The statement should:

- **Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.¹**

¹ The FECA retention period for claims is 15 years as noted in the FECA's record schedule DAA-0271-2017-0003.

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- **If this request for approval covers more than one form, provide separate hour burden estimates for each form.**
- **Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in Item 13.**

Burden Hours: The burden for most of these forms was determined by estimating the total number of these forms/letters received during the calendar year period between 2022 and 2025. Burden hour estimates are derived from estimated actual respondent usage of this form. Each estimate represents an average amount of time it takes one respondent to complete one form. For example, the burden hours estimate is based as follows for the Forms CA-5 (443 x 1 x 1.5 hours to prepare) equals burden hours 664.5 or 665 (rounded).

Monetized Value of Respondent Times: Because the wage category of the respondent is unknown, we have estimated the cost of the burden hours using the National Average Weekly Wage for production or nonsupervisory workers on private non-agriculture payrolls as computed by the Bureau of Labor Statistics (BLS) which is \$31.76 per hour. Again, using the Form CA-5 as an example, this value is noted as \$31.76 x 665 burden hours, which equates to \$21,120.40 or \$21,120.00 (rounded) monetized value for respondent time. Based on this process, the total monetized value for respondent time is \$33, 106.00.

See: [Table B-8. Average hourly and weekly earnings of production and nonsupervisory employees on private nonfarm payrolls by industry sector, seasonally adjusted\(1\) - 2025 M11 Results](#)

Estimated Annualized Respondent Hour and Cost Burdens

Activity	No. of Respondents	No. of Responses per Respondent	Total Responses	Average Burden (Hours)	Total Burden Hours	Hourly Wage Rate*	Monetized Value of Respondent Time
Form CA-5/5b	443	1	443	1.5	665 (rounded)	\$31.76	\$21,120.00 (rounded)

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Form Letter CA-1031	49	1	49	.33	16 (rounded)	\$31.76	\$508.00 (rounded)
Form Letter CA-1074	13	1	13	1	13	\$31.76	\$413.00 (rounded)
Form Letter Student Dependency	399	1	399	.5	200 (rounded)	\$31.76	\$6,352.00
Form Letter Compensation Due at Death	337	1	337	.5	169 (rounded)	\$31.76	\$4,713.00 (rounded)
Totals	1,241		1,241		1,063	\$31.76	\$33,106.00

13. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14).

- **The cost estimate should be split into two components: (a) a total capital and start-up cost component (annualized over its expected useful life); and (b) a total operation and maintenance and purchase of service component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.**
- **If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis**

associated with the rulemaking containing the information collection, as appropriate.

- **Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records for the government, or (4) as part of customary and usual business or private practices.**

The only operation and maintenance cost is for postage and envelope which is calculated as follows.

The chart below (based on data from CY –2022-2025) reflects the approximate number of respondents who submitted these forms or letter via mail.

Respondent Costs

Forms CA-5/CA-5b:

[\$0.78 (postage) + \$0.05 (envelopes)] = \$0.83
71% of 443 respondents = 314.53 or 315 (rounded)
Total cost is \$.83 x 315 = \$261.45 or \$261.00 rounded

Form Letter CA-1031:

[\$0.78 (postage) + \$0.05 (envelopes)] = \$0.83
71% of 49 respondents = 34.79 or 35 (rounded)
Total cost is \$.83 x 35 = \$29.05 or \$29.00 (rounded)

Form Letter CA-1074:

[\$0.78 (postage) + \$0.05 (envelopes)] = \$0.83
71% of 13 respondents = 9.23 or 9 (rounded)
Total cost is \$.83 x 9 = \$7.47 or \$7.00 (rounded)

Form Letter Student Dependency:

[\$0.78 (postage) + \$0.05 (envelopes)] = \$0.83
71% of 399 respondents = 283.29 or 283 (rounded)
Total cost is \$.83 x 283 = \$234.89 or \$235.00 (rounded)

Form Letter Compensation Due at Death:

[\$0.78 (postage) + \$0.05 (envelopes)] = \$0.83
71% of 337 respondents = 239.27 or 239 (rounded)
Total cost is \$.83 x 239 = \$198.37 or \$198.00 (rounded)

Total annual respondent costs = (\$261.00+\$29.00+\$7.00+\$235.00+\$198.00 = \$730.00)

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14. Provide estimates of annualized cost to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), any other expense that would not have been incurred without this collection of information. Agencies also may aggregate cost estimates from Items 12, 13, and 14 into a single table.

Review Costs:

The average hourly rate for the reviewer is that of a GS 12/6, \$49.54 per hour (Federal Salary table for rest of the US, 2025).

See: [SALARY TABLE 2025-RUS](#)

For example, Form CA-5, (443 respondents x .50 (time to review) x \$49.54 equals \$10,973.11 or \$10,973.00 (rounded).

Form/Letter	Time to Review	Total Respondents	Costs
Forms CA-5	30 minutes	443	\$10,973.00 (rounded)
Form Letter CA-1031	30 minutes	49	\$1,214.00 (rounded)
Form Letter CA-1074	30 minutes	13	\$322.00 (rounded)
Form Letter StudentDependency	9 minutes	399	\$2,965.00 (rounded)
Compensation Due at Death	19.8 minutes	337	\$5,509.00 (rounded)
Total Review Cost		1,241	\$20,983.00

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Mailing and Envelope Costs: The estimated costs to the Federal government for collecting this information is based on mailing and postage costs for the Forms CA-5 and the OWCP-generated Form Letters CA-1031, CA-1074, Student Dependency and Compensation Due at Death, which are sent to surviving dependents and/or those in receipt of compensation benefits from OWCP. The total number of forms and form letters generated by OWCP is 1,241.

Mailing Costs: 1241 x [\$0.78] (postage) + \$0.05 (envelopes) =\$1,030.03 or \$1,030.00 (rounded).

Total Federal Costs: \$30,156.00

Description	Cost
Review Cost	\$20,983.00
Mailing and Envelope Costs	\$1,030.00
Annual ECOMP Track Pricing Hosting	\$8,143.00 ²
Total	\$30,156.00

15. Explain the reasons for any program changes or adjustments reported.

We attribute the increase in burden cost to the increase(s) in postage rates and the hourly rate. There are no changes to any of the forms.

16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection information, completion of report, publication dates, and other actions.

Data collected with these forms will not be published.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

The OMB Number and expiration date will be displayed.

²The ECOMP cost is \$285,000.00 for FY 2021. There are 35 forms which require OMB approval which can be downloaded through ECOMP. These forms are CA-2a, CA-5, CA-5b, CA-7, CA-12, CA-15, CA-16, CA-17, CA-20, CA-40, CA-41, CA-42, CA-155, CA-278, CA-721, CA-722, CA-1027, CA-1031, CA-1032, CA-1074, CA-1087, CA-1090, CA-1108, CA-1122, CA-1143, CA-1305, CA-1331, CA-2231, OWCP-5a, OWCP-5b, OWCP-5c, OWCP-16, OWCP-17, OWCP-20, and OWCP-44. The ECOMP figure used was based on the average cost for each of those collections, or 1/35 of \$285,000.00, which is \$8,142.86, or \$8,143.00 rounded.

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18. Explain each exception to the certification statement identified in ROCIS.

There are no exceptions to certification.

B. Collections of Information Employing Statistical Methods

Statistical methods are not used in these collections of information.