

JUSTIFICATION STATEMENT

Section 6 of the DD Form 2936 requires you to mark whether your attached Justification Statement is:

- New (for new and reinstated collections)
- An explanation of revisions to the collection
- An explanation of request for an extension

For all instances, your justification statement must include (at minimum):

- A detailed description of how the information will be used, by whom and the purpose. Does the information collection involve the use of technological collection techniques?
- A description of efforts made to reduce the burden and cost on the respondents and a list of risks or penalties associated with not having the information collection request approved.
 - *(Hint):* Your methodology statement from your CAPE report can serve as a good foundation / base for your justification statement

Additionally,

- If your package submission is for a revision:
 - You must include an explanation of all revision aspects and whether these constitute minor or major changes
- If your package submission is for an extension:
 - You must include an explanation of why you are requesting an extension and not a full reinstatement
- If the internal information collection is also a collection of information from the public:
 - You must attach the justification statement submitted with the Office of Management and Budget (OMB) Form 83-I.

Exceptions to this requirement:

- If your collection instrument is a survey, the DMDC Supporting Statement (Part B) serves as your Justification Statement
- *(Only if your collection is a new / reinstatement)* If you have an authority listed in Section 4.a. – 4.d. of the DD Form 2936