

SUPPORTING STATEMENT

A. Justification:

1. This is a request for OMB approval of a extension of a previously approved collection for which approval will expire. The requirement to have government approval of contract flight crewmembers is in Defense Logistics Agency manual (DLAM) 8210.1, Contractor's Ground and Flight Operations, Vol 1, Chapter 6. The contractor provides information on contractor personnel to the government. The government approves the contractor's request for training and allows contractor personnel to operate and fly government aircraft.
2. The DD Form 2627 is utilized to request qualification training for contractor crewmembers. The contractor provides a personal history and verifies the crewmembers records and requests the government approve training in a particular type government aircraft. The DD Form 2628 requests approval for contractor personnel to function as a flight crewmember. The contractor certifies the crewmember has satisfactorily passed a flight evaluation and requested government approval. Without the approvals from the government, the contractor cannot utilize the personnel as requested. The information is used by Defense Contract Management Command Officer.
3. DD Forms 2627 and 2628 are attached. The information collection will contain names, social security numbers, addresses, and other information that cannot be collected electronically because of the Privacy Act. All information will be protected from disclosure according to the Freedom of Information Act.
4. There is no similar information available. The records are kept on file at the defense Contract Management Center (DCMC) offices. Each crewmember must have a folder with the certification for their authorization to government aircraft. Individual crewmember folders prevent duplication.
5. Based on the Regulatory Flexibility Act, analysis of the impact of the proposed forms, it does not appear to have a significant impact on a substantial numbers of small business. The format is simple and the required information is fact and historical. Collection of the data should be extremely easy.
6. The data is collected on occasion. Data will be collected when a request for approval of qualification training is necessary and when government approval of contractor flight crewmember is necessary for flight testing of government aircraft.
7. No special circumstances. This collection is consistent with 5 CFR 1320.5(d)(2).
8. Comments were solicited by the Federal Register August 7, 2007 (72 FR 48990). The needs and usage of DD Forms 2627 and 2628 were explained. The notice also contained the address where the written comments should be mailed. The telephone number for the point of contact at DLA was published. No comments were received.

9. No payment or gifts have been made to the respondents.

10. The draft forms require submission of Privacy data. The data will be secured and only government and contractor personnel with a “need to know” will have access. The information requested contains personal identifiers, social security numbers, and can be related to specific individuals, thus the Privacy Act of 1974 does apply. All information would be protected from disclosure according to the Freedom of Information Act. References are defense Logistics Agency Regulation 5400.21, Privacy Act of 1974 and Defense Logistics Agency Regulation 5400.14, DLA Freedom of Information Act Program.

11. Data collected does not include sensitive information.

12. Estimates of the burden of information collection:

Number of Respondents	39	3
Response per Respondent	2	1
Annual Responses	78	3
Hours Per Response	.0833 (5 min)	.0833 (5 min)
Total Hours	6.5	.25

Total hours $6.5 + .25 = 6.75$ rounded to 7 hours on the OMB Form 83-I.

ESTIMATED COST TO RESPONDENTS

<u>DD FORM 2628</u>	<u>DD FORM 2627</u>	<u>TOTAL</u>
78 forms @ 5 minutes	3 forms @ 5 minutes	
Per form = 6.5 hr	Per form = .25 hr	6.75 hr
6.5 hr x \$28.00 per hr	.25 hr @ \$28 per hr	
= \$182.00	= \$7.00	\$189.00

Total Cost to respondents \$189.00

Based on an estimated salary of approximately \$58,000.00 per year, a contractor’s personnel could earn up to \$28.00 per hour.

13. The expense to the respondents consists of completing the forms when the crewmember has satisfactorily passed a flight evaluation on a specific date or to request approval to enter training. Approximately 81 forms will be completed and returned to the government each year.

The estimated cost is based on the average contractor crewmember salary and how long it would take to fill out the form. There are no additional costs to the respondents.

NOTE: The majority of flight crewmembers are trained prior to being hired and request for training occurs infrequently. Because the flight crewmembers are usually trained prior to being

hired, it is unlikely that the forms will ever be used; however, it is necessary to have them in place if they are ever needed.

14. Cost to the government. No appreciable cost to the government is associated with this form. It will be available on Standard Form generating software, such as Form Flow. Since the form is electronic, there is no appreciable cost.

15. This is an extension of a previously approved collection.

16. There is no plan to publish.

17. The OMB number will be displayed.

18. No exceptions requested.

19. The collection of this information is not based on statistical methodology.