

**SUPPORTING STATEMENT: 0704-0328**

**A. Justification**

**1. Need for Information Collection.** DoDD 5105.68, "Pentagon Force Protection Agency," assigns the Director, Pentagon Force Protection Agency the functions and **responsibility for providing overall administration and coordination of building security matters for DoD owned or occupied buildings in the National Capital Region (NCR). It specifically tasks the Director, PFPA with establishing and operating an effective pass admittance system for these buildings. Administrative Instruction 30, "Building Security for the Pentagon," implements this pass program.** (For Official Use Only)

**2. Use of Information.** PFPA uses the information collected to verify need and to issue building passes to DoD personnel, other authorized U.S. Government personnel, and DoD consultants and experts who regularly work in or require frequent and continuing access to DoD owned or occupied buildings in the National Capital Region.

**3. Improved Information Technology.** Improved information technology does not lend itself well to this type of "in person, on occasion" application process, but it is used to the maximum extent possible. Due to security concerns, this form will not be available electronically.

**4. Efforts to Identify Duplication.** No similar information is available elsewhere.

**5. Methods Used to Minimize Burden on Small Entities.** Collection of this information does not have a significant impact on small businesses.

**6. Consequences of Not Collecting the Information.** The information is collected on occasion. If the information were not collected, access control to DoD facilities in the National Capital Region would be rendered unsafe and inefficient.

**7. Special Circumstances.** There are no special circumstances that require this collection to be conducted in a manner inconsistent with the guidelines in 5 CFR 1320.5(d)(2).

**8. Agency 60-Day Federal Register Notice and Consultations.** This information collection was published in the Federal Register on June 2,

2008, copy attached. No comments were received.

**9. Payments to Respondents.** No payment or gift will be provided to the respondents.

**10. Assurance of Confidentiality.** This information collection will fully comply with the *Privacy Act of 1974* and Office of Management and Budget requirements for maintenance of records.

**11. Sensitive Questions.** No questions of a sensitive nature, such as sexual behavior and attitudes, or religious beliefs will be asked. Items of physical description; i.e., race, gender, etc., are requested for identification purposes only, and are not a factor in determining eligibility. A statement to this effect is displayed on the form preceding the questions.

**12. Estimates of Response Burden and Annual Cost to the Respondent.**

Number of respondents: 120,000

Responses per respondent: 1

Number of respondents: 120,000

Response time: 6 minutes

Annual response: 12,000 hours

Based on a salary equivalent of a GS Grade 10, Step 6, @ \$24.57 per hour x 12,000 hours: \$294,840 annually. However, this is only an estimate due to the vast differences in pay scales of the respondents.

**13. Estimates of Cost Burden to the Respondent.** Other than the costs associated with the burden discussed above, there are no additional capital, start-up, or operational and maintenance costs (O&M) imposed on the respondents.

**14. Estimated Annualized Cost to the Federal Government.** Annual cost to the Government for the processing of the applications is estimated at \$238,840, to include equipment, overhead, printing, and the personnel costs of a support staff.

**15. Changes in Burden.** This is an extension of a previously approved collection.

**16. Publication Plans/Time Schedule.** There are no plans to publish the information collected.

**17. Approval Not to Display Expiration Date.** Approval not to display an expiration date is not being sought.

**18. Exception to the Certification Statement.** No exceptions to the certification statement are being sought.

**B. Collections of Information Employing Statistical Methods.**

**This collection of information does not employ statistical methods.**