

Supporting Statement Outline - Sample

SUPPORTING STATEMENT (Refer to OMB Form 83-I INST)

A. JUSTIFICATION

1. Need for the Information Collection

DoD Directive 5105.68, "Pentagon Force Protection Agency," assigns the Director, Pentagon Force Protection Agency (PFPA) 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. Administrative Instruction 30 is a FOR OFFICIAL USE ONLY document.

2. Use of the Information

PFPA uses the information collected to verify need and 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 NCR.

3. Use of Information Technology

Improved information technology does not lend itself will 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. Non-duplication

No similar information is available elsewhere.

5. Burden on Small Business

Collection of this information does not have a significant impact on small businesses.

6. Less Frequent Collection

This information is collected on occasion. If the information were not collected, access control to DoD facilities in the NCR would be rendered unsafe and inefficient.

7. Paperwork Reduction Act Guidelines

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

8. Consultation and Public Comments

A 60-day Federal Register notice published December 31, 2009 (74 FR 69332). No comments were received.

9. Gifts or Payment

No payment or gift will be provided to respondents.

10. 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 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 these questions.

12. Respondent Burden, and its Labor Costs

a. Estimation of Respondent Burden

Number of respondents: 120,000
Responses per respondent: 1
Number of annual responses: 120,000
Response time: 6 minutes
Annual burden hours: 12,000 hours

Based on a salary equivalent of a GS Grade 10, Step 6 @\$25.59 per hour x 12,000 hours: \$307,080 annually. However, this is only an estimate due to the vast differences in pay scales of the respondents.

13. Respondent Costs Other Than Burden Hour Costs

There are no additional capital, state-up, or operational and maintenance costs imposed on the respondents.

14. Cost to the Federal Government

Annual cost to the Government for the processing of the applications is estimated at \$251,080, to include equipment, overhead, printing, and the personnel costs of a support staff.

15. Reasons for Change in Burden

This is an extension of a previously approved collection.

16. Publication of Results

There are no plans to publish the information collected.

17. Non-Display of OMB Expiration Date

Approval not to display an expiration date is not being sought.

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.