

SUPPORTING STATEMENT

A. JUSTIFICATION

1. Need for the Information Collection

This is a request for extension of the expiration date of the information collection requirement currently approved under OMB Control Number 0704-0392, *Technical Assistance for Public Participation (TAPP) Application (DD Form 2749)*.

The information collection is necessary to identify products or services requested by community members of Restoration Advisory Boards (RABs) or Technical Review Committees (TRCs), and to receive community members' feedback on their overall satisfaction with the quality of the service and/or products received. These bodies were formed to enhance public participation in the Installation Restoration Program (IRP) at Department of Defense (DoD) installations. Their request for technical assistance to aid them in participating substantively in the IRP is the foundation of DoD's TAPP program. This program is an outgrowth of the recommendations of the Federal Facilities Environmental Restoration Dialogue Committee, also known as the Keystone Committee (*Interim Report of the Federal Facilities Environmental Restoration Dialogue Committee*, February 1993). Sec. 2705 of Title 10, U.S. Code, as amended by Sec. 326 of the National Defense Authorization Act for Fiscal Year 1996, directed DoD to develop and propose a program to provide technical assistance to community members of RABs and TRCs.

2. Use of the Information

This information collection involves the submission of an application form, DD Form 2749, *Technical Assistance for Public Participation (TAPP) Application*, and a Letter Report. The application form is submitted by community members of RABs and TRCs to indicate those products or services they wish to obtain to assist them in participating in the IRP. DoD uses the collected information to determine the eligibility of the project and, if eligible, begin the procurement process to obtain the requested products or services.

In addition, the community point of contact for the RAB or TRC will submit a brief Letter Report that enables DoD to ensure value for its investment and to meet DoD reporting requirement to Congress. The Letter Report will include a brief description of the TAPP project, a summary of services and products received, and a statement regarding the overall satisfaction of the community members of the RAB or TRC with the quality of the service and/or products received.

3. Use of Information Technology

Improved information technology may be used to the maximum extent practicable. Where possible, electronic formats will be used to collect the information. It is estimated that approximately 15% of the total number of responses will be collected electronically.

4. Non-Duplication

No other Government Agency is responsible for this program. There are no duplication of efforts involved in this data collection format or in the Letter Report.

5. Burden on Small Business

The data to be collected is from community members of RABs and TRCs. The results of this data collection will be the initiation of a procurement by DoD to obtain the requested products or services, and to determine the overall satisfaction of community members of RABs or TRCs receiving the products or services. These procurements will be performed under Part 13 of the Federal Acquisition Regulations, and will be reserved for small businesses. DoD expects a maximum of 25 to 100 procurements annually, with an expected dollar value of \$5,000 to \$25,000 for each procurement. As such, this collection of information will not have a significant impact on a substantial number of small businesses or other small entities.

6. Less Frequent Collection

If this data collection is not performed, DoD will be unable to conduct the TAPP program and provide technical assistance to community members of RABs and TRCs, as directed by Sec. 2705 of Title 10, U.S. Code, nor will it receive feedback on the overall level of satisfaction of the RABs and TRCs receiving the TAPP products and services.

7. Paperwork Reduction Act Guidelines

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. Consultation and Public Comments

The data collection format and accompanying rule were developed in a Working Group comprised of members from DoD Components and the Environmental Protection Agency.

Public comments were solicited in the Federal Register on September 30, 2010 (75 FR 60420); no comments were received.

9. Gifts or Payment

No payment of gift will be provided to the respondents.

10. Confidentiality

The information collected is consistent with prudent business practice, current regulations, and statutory requirements.

11. Sensitive Questions

The collection does not solicit any sensitive information.

12. Respondent Burden, and its Labor Costs

a. Estimation of Respondent Burden Hours

We estimate 25 annual respondents. Each respondent will submit one DD Form 2749, and one Letter Report.

DD Form 2749

| | |
|---------------------------|-----|
| Number of respondents: | 25 |
| Responses per respondent: | 1 |
| Hours per response: | 4 |
| Annual burden: | 100 |

Letter Reports

| | |
|---------------------------|-----|
| Number of respondents: | 25 |
| Responses per respondent: | 1 |
| Hours per response: | 4 |
| Annual burden: | 100 |

Total annual respondent burden: 200

b. Labor Cost of Respondent Burden

The average cost to each respondent is estimated to be \$39.82 per hour, based on the equivalent of a GS-12, step 5 salary, plus 32.45 percent overhead burden.

DD Form 2749 and Letter Reports

| | |
|-----------------------------------|---------|
| Number of responses: | 50 |
| Total burden hours: | 200 |
| Average hourly cost: | \$39.82 |
| Total annual cost to respondents: | \$7,964 |

13. Respondent Costs Other Than Burden Hour Costs

None. We estimate that there is no capital and start-up cost component, and there is no operation and maintenance component.

14. Cost to the Federal Government

We estimate the Government will spend an average of 500 annual hours in receiving, reviewing, and processing DD Form 2749 and 25 hours in receiving, reviewing, and processing the Letter Reports. The estimated cost of \$39.82 per hour is based on the current salary of a GS-12, step 5, plus 32.45 percent overhead burden.

DD Form 2749

| | |
|-----------------------------|----------|
| Number of annual responses: | 25 |
| Average hours per response: | 20 |
| Total annual hours: | 500 |
| Average cost per hour: | \$39.82 |
| Total cost: | \$19,910 |

Letter Reports

| | |
|-----------------------------|----------|
| Number of annual responses: | 25 |
| Average hours per response: | 1 |
| Total annual hours: | 25 |
| Average cost per hour: | \$39.82 |
| Total cost: | \$995.50 |

Total annual cost to the Government: \$20,905

15. Reasons for Change in Burden

This is an extension of a previously approved collection.

16. Publication of Results

The results for collection of this information will not be published.

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"

No exceptions to the certification statement are being sought.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

This collection will not employ statistical methods.