

## A. JUSTIFICATION

### 1. Need for the Information Collection

Cable Affairs functions at F E Warren Air Force Base (AFB) WY, Malmstrom AFB MT, and Minot AFB ND are responsible for ensuring the integrity of the buried Hardened Intersite Cable System (HICS) supporting Intercontinental Ballistic Missile (ICBM) missions. At each location, the HICS is installed completely on private property. In total there are over 6,100 miles of HICS installed; affecting some 7,700 different private landowners/tenants. A valuable tool in ensuring HICS hardness integrity is to maintain close ties with the affected landowners/tenants. A questionnaire is sent biennially to each affected landowner/tenant to gather updated landowner/tenant information (to include name, address, phone number) as well as data on local property conditions which could adversely affect the HICS (such as soil erosion, projected/building excavation plans, etc.). Additionally, these contacts/questionnaires aid in notifying landowners/tenants when HICS preventive maintenance or corrective maintenance becomes necessary to ensure uninterrupted ICBM command and control capability. Air Force Instruction 21-116, Maintenance Management of Communications-Electronics, directs contacting landowners/tenants on a biennially basis to gather basic information affecting the HICS.

### 2. Use of Information

The Missile Cable Affairs Office at each space wing location uses the information collected to provide preventive/corrective maintenance to ensure uninterrupted ICBM command and control capability. In the past this information was used to aid in notifying landowners and tenants when HICS preventive maintenance or other maintenance becomes necessary.

### 3. Use of Technology

Information technology was considered and will be used as the most efficient and least cumbersome method of accurately gathering of data. Missile Cable Affairs are researching methods to obtain data electronically. To contact the 1,700 landowners, a webpage is being developed for access versus using the postal service. A study conducted several years ago found that about 70% of the landowners service by the base have some sort of internet access. This study was not done by the Air Force. At present, paper product is being used until the webpage comes on-line.

### 4. Non-duplication

This data is continually reviewed to identify duplication of information gathered.

### 5. Burden on Small Business

Collection of information does not impact small businesses or other small entities.

## 6. Less Frequent Collections

Since the commissioning of the ICBMs in the mid 60's through 1993, this information was collected/updated annually. It is now gathered biennially. Any less frequent would seriously impair its effectiveness.

## 7. Paperwork Reduction Act Guidelines

No special circumstances exist. The collection of information will be conducted in a manner consistent with the guidelines in 5 CFR 1320.5(d)(2).

## 8. Consultation and Public Comments

Notice was published in the Federal Register. No comments were received. Cable affairs experts discussed landowner questionnaires and possible alternative sources for gathering the required information. Random personal contact with landowners/tenants revealed that the landowner questionnaire was the only effective method for obtaining HICS right-of-way information required.

## 9. Gifts or Payments

No payments or gifts will be provided to the respondents.

## 10. Confidentiality

The Privacy Act statement on AF Form 3951 assures compliance with the Privacy Act. Respondents are assured that only cable affairs personnel use the information.

## 11. Sensitive Questions

No sensitive information is requested.

## 12. Respondent Burden and its Costs

### a. Response Burden: 1,000 Hours

Total respondents:	8,000
Frequency of response:	biennially
Total annual responses:	4,000
Burden per response:	15 minutes
Total burden hours:	1,000 hours

### b. Cost to respondents

Cost to respondents: \$15,000.00

1,000 hours X \$15.00 (laborer hourly wage) = \$15,000.00

13. Cost of Respondent Burden

There are no capital or start-up costs associated with this information collection.

14. Cost to the Federal Government

Cost to the Federal Government: \$19,672.00

Postage (\$.39 x 5,300 - outgoing)	\$ 2,067.00
Postage (\$.39 x 4000 - return)	\$ 1,560.00
Review and processing time (outgoing & return)	5 min total per form
SSgt hourly wage \$ 35.31 x 5 min x 5,300 forms)	\$ 15,595.00
Miscellaneous supplies and materials (papers, Envelopes, etc.)	\$ 450.00
TOTAL	\$19,672.00

15. Reasons for Change in Burden

This is an extension of a previously approved collection.

16. Collections of Information

The results from the collection of this information will not be published.

17. Expiration Date

The Air Force is not seeking an exception to display the expiration date of this information.

18. Certification Statement

There are no exceptions to the Certification for Paperwork Reduction Act Submissions certification statement.

**B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS:**

Statistical methods are not employed for this collection of information.