

INFORMATION COLLECTION SUPPORTING STATEMENT

Law Enforcement Officer (LEO) Reimbursement Request 1652-NEW

- 1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information. (Annotate the CFR parts/sections affected).**

Pursuant to 49 U.S.C. §§ 44901, 44903, and 44917, TSA has authority to prescribe regulations to protect passengers and property on an aircraft operating in air transportation or intrastate air transportation against an act of criminal violence or aircraft piracy. In furtherance of this authority, TSA requires that law enforcement officers (LEOs) engaged in law enforcement activity in support of airport TSA screening activities submit requests for reimbursement that are verifiable, quantifiable, and facilitate the orderly retrieval of information to protect against fraud, waste and abuse of federal funds.

As part of their request for partial reimbursement, airport operators are required to submit, via a Reimbursement Request form, their personal contact information, the number of hours spent in law enforcement-related support of TSA screening activities requested for reimbursement and to certify that the number of hours requested are truthfully and accurately reported.

- 2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**

TSA will use the information collected to provide partial reimbursements for law enforcement expenses in support of TSA screening activities.

- 3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden. [Effective 03/22/01, your response must SPECIFICALLY reference the Government Paperwork Elimination Act (GPEA), which addresses electronic filing and recordkeeping, and what you are doing to adhere to it. You must explain how you will provide a fully electronic reporting option by October 2003, or an explanation of why this is not practicable.]**

This form is entirely fillable electronically. Requestors are required to provide an original signature on the form and have the option of submitting it by scanning the document and sending via email, via email with electronic signature (in compliance with GPEA), or by U.S. mail to the TSA Office of Law Enforcement/Federal Air Marshal Service (OLE/FAMS) LEO Reimbursement Program. Instructions for submitting the form via mail or email are included on the form.

4. ***Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purpose(s) described in Item 2 above.***

TSA cannot obtain the request for reimbursement from any other source. There is no similar information already available that TSA can use for the purpose described in Item 2 above.

5. ***If the collection of information has a significant impact on a substantial number of small businesses or other small entities (Item 5 of the Paperwork Reduction Act submission form), describe the methods used to minimize burden.***

This collection does not have a significant impact on a substantial number of small businesses.

6. ***Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.***

If this collection is not conducted, TSA will not be able to adequately reimburse entities for time spent in law enforcement support of TSA screening activities, or provide for the appropriate release of federal funds.

7. ***Explain any special circumstances that require the collection to be conducted in a manner inconsistent with the general information collection guidelines in 5 CFR 1320.5(d)(2).***

This collection will be conducted in accordance with collection guidelines in 5 CFR 1320.5(d)(2).

8. ***Describe efforts to consult persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d) soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.***

TSA published a 60-day notice in the Federal Register on June 20, 2012, (77 FR 37062). To TSA's knowledge, no comments have been received in response to this notice.

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

TSA does not provide any payment or gift to respondents.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

No assurance of confidentiality is provided to respondents. To the extent applicable, TSA will maintain the information collected in accordance with the Privacy Act of 1974, 5 U.S.C. §552a. The Privacy Act information that may be included in this ICR is covered by the *Department of Homeland Security Accounts Payable System of Records, DHS/ALL-007, published October 17, 2008 (73 FR 61880)*.

11. Provide additional justification for any questions of sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.

TSA will not collect information of a sensitive nature in this collection.

12. Provide estimates of hour burden of the collection of information.

TSA estimates the total annual hour burden for this collection is approximately 3,912 hours. The annual hour burden is based on an estimate of approximately 326 respondents each month, at approximately one hour per respondent per response. (The one hour accounts for the section of the form that asks respondents to provide an explanation for items on the form that respondents are unable to certify.)

Number of Respondents	Time per Response	Number of Responses per Year per Respondent	Total Annual Hour Burden
326	1 hour	12	3,912 hours

13. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14).

The only cost to respondents for this collection is the cost of mailing the form to TSA, if respondents choose to submit via U.S. mail instead of electronically. Thus, TSA estimates that at \$.44 per form (the cost of one stamp) and an estimated 3,912 responses annually, the potential total annual cost to respondents will be \$1721. This estimate is high as many respondents will likely respond to the collection via email.

- 14. Provide estimates of annualized cost to the Federal Government. Also, provide a description of the method used to estimate cost, and other expenses that would not have been incurred without this collection of information.**

No costs to the Federal Government are associated with this information collection.

- 15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I.**

This is a new request.

- 16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.**

The results of this collection will not be published.

- 17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.**

TSA will display the expiration date.

- 18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.**

TSA is not seeking any such exception.