

SUPPORTING STATEMENT
DLA POLICE CENTER

A. Justification:

1. Need for the Information Collection

This is a request for OMB approval under the Paperwork Reduction Act for collection of data of civilian and military personnel of DLA, contractor employees, and other persons who have committed or are suspected of having committed, any criminal act (felony or misdemeanor) or any violations of laws, regulations, or ethical standards on DLA controlled activities or facilities. DoDI 5505.17, Collection, Maintenance, Use, and Dissemination of Personally Identifiable Information and Law Enforcement Information by DoD Law Enforcement Activities. Additionally e-911 is a mandatory requirement in according with Public Law 108-494, Enhanced 911 Services, Washington D.C., Dec 23, 2004, Section 102 findings, Section 102, The law incorporates state-of-the-art telecommunications capabilities to 911 systems and DoDI 6055.17, DOD Installation Emergency Management Program.

2. Use of the Information

Information in this system (DLA Police Center, POLC) is used by DLA Police officers, DLA Installation Support Offices, and the DLA Office of General Counsel personnel to monitor progress of cases and to develop non-personal statistical data on crime and criminal investigative support for the future. DLA General Counsel also uses data to review cases, determine proper legal action, and coordinate on all available remedies. Information is released to DLA managers who use the information to determine actions required to correct the causes of loss and to take appropriate action against DLA employees or contractors in cases of their involvement. Records are also used by DLA Police to monitor the progress of incidents, identify crime conducive conditions, and prepare crime vulnerability assessments/statistics.

3. Use of Information Technology

For DLA Police Officers, authorized personnel in the Security and Emergency Services Offices (Installation and HQ Staff), Office of the Inspector General, or the DLA Office of General Counsel who have access to Police Center. Only authorized users have options, within their respective authorization, to enter, review and retrieve information located in the system. Information will be gathered from the scene of an incident and will be later entered in POLC. POLC has the capability to be used on scene through the use of a wireless network and mobile laptop computer. This technology has not been DLA approved yet, but could be added in the future.

4. Non-Duplication

There is no duplication. This is the sole office for this program.

5. Burden on Small Business

There is no significant impact on small businesses.

6. Consequences of Not Collecting

The true identity of the individual being interviewed by the Police would not be known, which could put the Police Officer or DLA at risk of legal repercussion. Sworn Statements provide all details regarding the interviewee's knowledge of the facts and circumstances under investigation and address the elements of proof of the offense under investigation. Evidence Custody Document is used to document any property seized in connection with a search and seizure authorization. Not collecting this information could put all evidence into question and potentially jeopardize the investigation. Restricting the ability to share information with local, state, and federal law enforcement agencies, especially if they have jurisdiction.

7. Paperwork Reduction Act Guidelines

There are no special circumstances. This collection is consistent with 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments

This information was published in the Federal Register on May 28th, 2013. There were no comments received from the public. The 30 day Notice was published in the Federal Register on January 27th, 2014 (79 FR 4337). Comments were accepted until February 27, 2014.

9. Gifts or Payment

No payments or gift will be provided to the respondents.

10. Confidentiality

This information is disclosed only to the extent consistent with prudent business practices, current regulations, and statutory requirements. The System of Records Notices relevant to this collection is S500.30, S500.40, S500.41, S500.42, and S500.43. The DLA Police Center Privacy Impact Assessment was signed on April 8, 2013, and is posted to DLA's public facing Web site and can be located at <http://www.dla.mil/InformationOperations/Documents/PoliceCenterPIA-WebVersion.pdf>

11. Sensitive Questions

These forms DLA Form 635, Incident Report requires civilian and military personnel of DLA, contractor employees, and other persons to provide, among other things, certain personal information, such as name, grade/rank, address, date of birth, and SSN, which would be used in the course of a law enforcement inquiry or investigation to assist in confirming the true

identity of the individual. Additionally, the Rights Warning Procedures and Waiver Certificate; Sworn Statements; Evidence Custody Document, and all other documents relating to the investigation could be provided as information to other investigative elements of the Department of Defense having jurisdiction over the substance of the allegations or a related investigative interest in criminal law enforcement investigations.

12. Estimates of Respondent Burden and Annual Costs

Part A: Burden Hours:

Number of Respondents: 220

Number of Responses per Respondent: 1

Total Annual Responses: 220

Time per Response: 30 minutes

Total Annual Burden Hours: (responses x time = hours) 110 hrs

Part B: Respondents will provide DLA Police Officers pertinent data on the incident. The respondents should take approximately 30 minutes to respond to the officer's request for information. Based up a \$56K salary, which equates to \$29.16/hour with an average of 220 respondents a year, the average cost will be \$3,208 per year ($\$29.16/\text{hour} \times 110 \text{ hours} = \$3,208$).

13. Estimated Respondent Costs Other Than Burden Hour Costs

We estimate there are no capital and start-up costs and no operation and maintenance components.

14. Estimated Annual Cost to the Federal Government

Annual Hosting Cost:	\$37,000 (avg)
Officers Labor	\$12,830 (avg) *
Maintenance / Support:	\$75,000 (avg)
Total Est. Cost:	\$124,830 (avg)

* NOTE: This calculation is based (Part B above) upon one officer completing one report in two hours timeframe. The process includes responding to incident, gathering data for report, competing other related forms, entering report into system, having at least one approver of the report, time to make corrections, and miscellaneous administrative time. This equates to approximately 2 hours at a rate of \$29.16/hr equals \$58.32 for a simple report. $\$58.32 \times 220 \text{ responses} = \$12,830$.

15. Reasons to Change in Burden

This is a new IT Solution for DLA Police. Therefore, there is a program change associated with the burden.

16. Publication of Results

This information is not for publication.

17. Non-Display of OMB Expiration Date

This approval is not being sought.

18. Exceptions to "Certification for Paperwork Reduction Submissions"

No exceptions.

B. Collection of Information Employing Statistical Methods

Not Applicable.