

SUPPORTING STATEMENT  
PHYSICAL ACCESS CONTROL SYSTEM (PACS) - G-BADGE

A. Justification:

1. Need for the Information Collection

This is a request for OMB approval under the Paperwork Reduction Act for collection of personally identifiable information (PII) from civilian and military personnel of DLA, contractor employees, and other persons who require unescorted access to the DLA Headquarters McNamara Complex. Authority to collect this information is provided by Executive Order 10450 and DoD Directive 5200.08.

2. Use of the Information

This system PACS (G-Badge) stores information of civilian personnel that do not have a Department of Defense (DoD) credential. When a person enters the DLA Headquarters facility and does not have a Department of Defense credential, a copy of the person's driver's license is scanned into G-Badge. That is the only source of information collected. The system stores personal information such as name, address, driver's license number, and photo. .

3. Use of Information Technology

A scanned copy of the individual's driver's license/identification is scanned into the system. There are no forms associated with this collection.

4. Non-Duplication

DLA has three other Access Systems which collect identical information from members of the public. However, this system is specific to this location, therefore retrieving information from different individuals than the other systems collect from.

5. Burden on Small Business

There is no impact on small businesses.

6. Consequences of Not Collecting

Directive-Type Memorandum 09-012, "Interim Policy Guidance for DoD Physical Access Control," requires all unescorted persons entering DoD installations have their identity proofed and vetted. Identity proofing and vetting prevents unauthorized personnel and nefarious characters from entering DLA-controlled installations and facilities, thus preventing the disruption and destruction of DLA's mission and resources. Failure to collect PII necessary for vetting unescorted persons will make DLA non-compliant with DoD policy.

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 June 12, 2013 (78 FR 35262). There were no comments received from the public. The Department published a 30 day notice in the Federal Register on March 4, 2014 (79 FR 12188). The comment period is open through April 3<sup>rd</sup>, 2014.

9. Gifts or Payment

No payments or gift will be provided to the respondents.

10. Confidentiality

Confidentiality is covered by the Privacy Act. The System of Records Notice applicable to this collection is S500.50, Facility Access Control. The Privacy Impact Assessment for the PACS (G-Badge) is posted at:  
<http://www.dla.mil/InformationOperations/Pages/PIA.aspx>.

11. Sensitive Questions

No forms are required, but the visitor is required to present a valid identification and the information from that valid identification is collected and stored. This information may consist of, depending on the identification presented, name, address, driver's license number, and photo. This information accounts for individuals during their visit to DLA Headquarters.

12. Estimates of Respondent Burden and Annual Costs

(a) Estimation of Respondent Burden

| Type of Response | Estimated Number of Respondents per year | Estimated Number of Responses per Respondent | Average Burden Hours per Response | Estimated Total Annual Burden Hours Requested |
|------------------|--|--|-----------------------------------|---|
| <b>Public</b>    | <b>10,000</b>                            | <b>1</b>                                     | <b>15 minutes</b>                 | <b>2,500 hours</b>                            |

(b) Labor Cost of Respondent Burden

The respondent's time calculated as follows (using data Office of Personnel Management General Schedule (GS) Annual Salary Table for 2013 for the "Washington DC metro area" and the number of work hours = 2087):

|                      |   |  |
|----------------------|---|--|
| Average Burden Hours | Average cost per respondent (using median annual salary of GS-9 worker divided by the number of hours worked per year, rounded up) divided by 4 since it takes approximately 15 minutes to complete ( $\$52,000/2087$ )/4 | Estimated Total Annual Cost Burden to Respondents ( $\$6.23 \times 10,000$ ) |
| <b>15 minutes</b>    | <b>\$6.23</b>   | <b>Total = \$62,300</b>  |

13. Estimated Respondent Costs Other Than Burden Hour Costs

None.

14. Estimated Annual Cost to the Federal Government

|                                       |                                     |  |   |
|---------------------------------------|-------------------------------------|--|---|
| Estimated Number of Requests per year | Average Processing Time per Request | Average cost GS-12 security employee to complete a request (median salary/number of hours worked per year) divided by 4 since it takes approx. 15 minutes to process a request ( $\$75,000/2087$ )/4 | Estimated Total Annual Government Cost ( $\$8.98 \times 10,000$ ) |
| <b>10,000</b>                         | <b>15 minutes</b>                   | <b>\$8.98</b>  | <b>\$89,800</b>   |

15. Reasons to Change in Burden

This is a new collection being submitted for review.

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.