

NOTE: Complete Part A for all ICR Requests

SUPPORTING STATEMENT – PART A

A. JUSTIFICATION

1. Need for the Information Collection

In accordance with the National Capital Planning Commission (NCPC) approved Base Relocation and Closure (BRAC) #133 Transportation Management Plan (TMP) (page 129) and Administrative Instruction (AI) 109, the 2014 Pentagon/Mark Center Transportation/Commuter Surveys will be utilized to support ongoing efforts of the Washington Headquarters Services (WHS) Transportation Management Program Office (TMPO). Results from the 2014 Pentagon/Mark Center Transportation/Commuter Surveys will also be utilized to refine the DoD Shuttle Program and support future transportation related improvement efforts to enhance transportation to and from the Pentagon and Mark Center.

2. Use of the Information

All Pentagon and Mark Center personnel will be invited to participate in the surveys voluntarily and will be recruited via an email message, from the WHS TMPO Transportation Coordinator(s), containing a link to the online survey. The 2014 Pentagon/Mark Center Transportation/Commuter Survey will be utilized to inform decision makers and to improve transportation to and from the Pentagon and Mark Center.

3. Use of Information Technology

The 2014 Pentagon/Mark Center Transportation/Commuter Surveys will be administered through the use of technological collection techniques, such as the approved and widely used DoD ICE Survey Application. The WHS TMPO would like to reduce the consumption of paper products and administer the survey through the use of technological collection techniques.

4. Non-duplication

The 2014 Pentagon/Mark Center Transportation/Commuter Survey is the only survey designed to collect information about commuting patterns from personnel working at the Pentagon and Mark Center. Results will be made available to the WHS TMPO Transportation Coordinator(s) who will refine and improve upon existing transportation options to the Pentagon and Mark Center.

5. Burden on Small Business

The 2014 Pentagon/Mark Center Transportation/Commuter Surveys will not be administered to identified small businesses or other small entities.

6. Less Frequent Collection

Results from the 2014 Pentagon/Mark Center Transportation/Commuter Surveys will be utilized to accomplish the goals of DoD AI 109 and the Mark Center TMP to support future transportation related improvement efforts to enhance transportation to and from the Pentagon and Mark Center. Executing transportation/commuter surveys on a less frequent basis would be detrimental to Pentagon and Mark Center personnel, as the WHS TMPO would not be able to meet the needs of personnel efficiently and effectively.

7. Paperwork Reduction Act Guidelines

There are no special circumstances that require the 2014 Pentagon/Mark Center Transportation/Commuter Surveys to be collected in a manner inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments

The 60-day Federal Register Notice for this collection of information was published on December 18, 2013, Vol. 78 No. 243, page 76596. No comments were received.

The 30-day Federal Register Notice for this collection of information was published on April 03, 2014, Vol. 79 No. 64, Page 18674.

9. Gifts or Payment

The WHS TMPO Transportation Coordinator(s) will not provide payment or gifts to survey respondents.

10. Confidentiality

The 2014 Pentagon/Mark Center Transportation/Commuter Surveys will not collect Personal Identifiable Information (PII), and survey responses will remain anonymous. As such, SORN and PIA are not applicable. The WHS Survey Methodologist and the WHS Transportation Management Program Office (TMPO) will have access to the survey data. The data will be stored in the approved and widely used DoD Interactive Customer Evaluation (ICE) Survey Application and extracted to Excel spreadsheet for further analysis. The Excel spreadsheets will be stored on approved shared drive with limited access to the WHS TMPO team. When performing the analysis, the WHS TMPO will work closely with the WHS Survey Methodologist to ensure the analysis avoid possible identification of individuals.

11. Sensitive Questions

The 2014 Pentagon/Mark Center Transportation/Commuter Surveys will not contain PII and survey responses will remain anonymous.

12. Respondent Burden, and its Labor Costs

a. Estimation of Respondent Burden

The burden estimate was determined to be 700 hours (total hours for Pentagon and Mark Center). The WHS TMPO estimates 2,800 survey respondents taking the survey for 15 minutes (2,800 X 15 minutes = 42,000 minutes; 42,000 minutes / 60 minutes per hour = 700 hours).

b. Labor Cost of Respondent Burden

The respondent annualized cost estimate was determined to be \$23,982. The WHS TMPO estimates 2,800 survey respondents, at a rate of \$34.26/hour (derived from CAPE's cost estimating tool based on U.S. Office of Personnel Management (OPM) General Schedule Grade 11, Step 5 (\$71,504)), taking the survey for 15 minutes (2,800 X \$34.26/4 = \$23,982).

13. Respondent Costs Other Than Burden Hour Costs

a. The total capital and startup costs annualized over the expected life of the 2014 Pentagon Transportation/Commuter Survey were determined to be \$0.00.

b. The total operation and maintenance costs of the 2014 Pentagon Transportation/Commuter Survey were determined to be \$0.00.

14. Cost to the Federal Government

The annualized costs incurred by the Federal Government in collecting and processing the 2014 Pentagon Transportation/Commuter Survey were determined to be \$3,969. Labor costs for creating the datasets, analyzing the data and producing two reports are based on five contractors spending a total of 100 hours at an average hourly rate of \$34.26 (based on OPM General Schedule, Grade 11, Step5 ((\$71,504) hourly rate of \$34.26= \$34.26.16 X 100 hours labor = \$3,426) plus one government employee spending 10 hours at an average hourly rate of \$54.31 (based on OPM General Schedule, Grade 14, Step 3(\$113,346) hourly rate= \$54.31 X 10 hours labor = \$543).

15. Reasons for Change in Burden

There is no change in burden since the 2014 Pentagon/Mark Center Transportation Commuter Surveys are a new type of information collection.

16. Publication of Results

The 2014 Pentagon/Mark Center Transportation/Commuter Surveys will take place in the spring of 2014. Daily DoD agency response rates will be emailed out to identified Transportation Program points-of-contact (POC) to encourage overall agency participation. Overall preliminary results and raw data will be provided by EPMD on 20 June 2014. Once received, the Mark Center (BRAC 133) Transportation Coordinator, in consultation with the WHS Survey Methodologist, will perform a weighting procedure to ensure the results of the survey are fully representative of the target populations. A weighting adjustment may be introduced to improve the precision of the survey estimates. The 2014 Pentagon/Mark Center Transportation/Commuter Survey Report will be completed once the data set is ready. Once the report is approved by WHS Leadership, the document will be disseminated via an email message containing a PDF attachment.

17. Non-Display of OMB Expiration Date

We are not requesting approval to omit display of the expiration date of the OMB approval on the 2014 Pentagon Transportation/Commuter Survey.

18. Exceptions to "Certification for Paperwork Reduction Submissions"

We certify all provisions of Item 19a. of OMB Form 83-I.