

SUPPORTING STATEMENT  
DEPARTMENT OF DEFENSE ELECTRONIC MALL (DOD EMALL)

A. Justification:

1. Need for the Information Collection

The Department of Defense (DOD) Electronic Mall (EMALL) requires information collection from potential users to register for an account. The information collected is used to determine whether a user is qualified to obtain an account.

2. Use of the Information

Information in this system is used to determine eligibility of potential customers of DOD EMALL. Information is also used to track who is ordering and shopping on the site. No information is released to any entity outside of DOD EMALL and/or its developers unless specified by a mandated audit (in that case, no PII is released, only information regarding transactions). The information collected when registering for an account includes name and citizenship. This information is required as only U.S. Citizens or U.S. Sponsored Foreign Nationals may register for a DOD EMALL account.

3. Use of Information Technology

Authorized personnel in the DOD EMALL PM/SM and development teams are allowed to access user information. Only authorized users have options (admin accounts), within their respective authorization, to enter, review and retrieve information located in the system.

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

If a potential user of DOD EMALL does not answer the questions of name and citizenship, that user is not allowed to proceed with the registration process and will not be granted access to DOD EMALL.

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

a. This information was published in the Federal Register on April 8, 2012 and then again on July 17, 2014 in Vol.79, No. 137, pages 41677-8 because the original publication aged out. There were no comments received

b. EMALL asks only for a person's name and citizenship. This information is easily available from the respondent and not readily available outside of the Agency.

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 S500.55, Information Technology Access and Control Records (March 05, 2013, 78 FR 14283). The Privacy Impact Assessment for DOD EMALL can be accessed at: <http://www.dla.mil/InformationOperations/Pages/PIA.aspx>.

11. Sensitive Questions

DOD EMALL does not request nor store any sensitive nature information (i.e., ethnicity or social security number). PII collected consists of name and citizenship.

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>33,379 (avg)</b>	<b>1</b>	<b>15 minutes</b>	<b>8,345 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 2014 for the "Washington DC metro area" and the number of work hours = 2087):

Estimated Number of Respondents per year	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 ( $\$6.23 \times 33,379$ )
<b>33,379 (avg)</b>	<b>\$6.23</b>	<b>Total = \$207,951</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 ( $\$8.98 \times 33,379$ )
<b>33,379</b>	<b>15 minutes</b>	<b>\$8.98</b>	<b>\$299,743</b>

15. Reasons to Change in Burden

No change.

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.