

SUPPORTING STATEMENT – PART A

Pentagon Facilities Parking Program

OMB Control Number 0704-0395

A. JUSTIFICATION

1. Need for the Information Collection

The Pentagon Force Protection Agency (PFPA) requires collection of information from members of the public assigned to the Pentagon, Mark Center, and Suffolk buildings to obtain an authorized parking permit to park in a controlled parking facility without being enrolled in the Mass Transit Benefit Program. The authority is promulgated in 10 U.S.C. 2674 Operation and Control of Pentagon Reservation and Defense Facilities in National Capital Region; Administrative Instruction Number 88, Pentagon Reservation Vehicle Parking Program, and E.O. 9397 (SSN), as amended.

2. Use of the Information

The information will be used by the Pentagon Parking Office to identify respondents and to ensure respondents are not participants of the Mass Transit Benefit Program. This information will be used to determine respondent's qualification for a Pentagon Facilities parking permit hang tag. To obtain a parking permit, the individual must contact their respective parking Division Representative (DR) for availability. Upon availability, the DR will have the individual complete the DD Form 1199. The DR will enter the data in the parking database to be submitted to their respective Component Parking Representative (CPR) for approval. The CPR will ensure the applicant is not receiving Mass Transit Benefit and will then submit the approval applicant electronically to Parking Office for the permit to be processed. The CPR will pick up the parking permit from the Parking Office and distribute through the processing channels.

3. Use of Information Technology

Submission from Component parking representative or respondent is encrypted and transmitted directly to the Pentagon Parking Office. The PFPA Parking Application system is linked to the DoD Mass Transit Benefit Program system to ensure respondents enrolling in the program do not have a DoD parking permit and vice versa; respondents with a DoD parking permit cannot enroll in the Mass Transit Program.

Submissions of electronic parking records are deleted from the active database upon receipt of parking permit and stored in the parking historical database. Records are destroyed three months after return to issuing office.

Personnel information is collected through an intranet website. DD Form 1199 is completed 85% of time by paper directly by the respondent and electronically 15% of the time for van/car pool, motorcycle respondents which are entered directly into the database.

4. Non-duplication

There is no other existing source of information that can be used for the purposes of this collection.

5. Burden on Small Business

There will be no burden placed on small businesses.

6. Less Frequent Collection

Conducting these collections less frequently would impede PFPA from properly identifying personnel who are eligible for parking on the Pentagon Facilities.

7. Paperwork Reduction Act Guidelines

This collection is conducted in a manner consistent with the PRA Guidelines.

8. Consultation and Public Comments

The 60-day Federal Register Notice was published on October 9, 2015, 80 FR 61182. No comments were received.

The 30-day Federal Register Notice was published on December 24, 2015, 80 FR 80329.

9. Gifts or Payment

No gifts or Payments are given.

10. Confidentiality

Records are maintained in controlled areas accessible only to authorized DoD personnel, including system users, system administrators, and authorized contractors who have a need-to-know in the performance of official duties and who are properly screened and cleared. Physical entry is restricted by the use of locks, guards, identification badges, key cards and closed circuit TV. Paper records are stored in locked cabinets in secured offices. Access to personal information is further restricted by the use of Common Access Card and user

ID/passwords, intrusion detection system, and firewalls. Administrative procedures include periodic security audits, regular monitoring of users' security practices, methods to ensure only authorized personnel access to Personally Identifiable Information (PII) and EITSD back-up and recovery Standard Operating Procedures. The retention and disposal for these records are "Destroy credentials three months after return to issuing office."

Respondents are notified that PFPA will protect the data to the fullest extent of the law per the Privacy Act.

The System of Records Notice (SORN) ID number and title for the PFPA Parking Application is DPFPA 02, "Pentagon Facilities Parking Program." A Privacy Impact Assessment (PIA) has also been conducted. Drafts of both documents are included as part of this submission package.

11. Sensitive Questions

The data collected includes information relevant to the applicant requesting a parking permit for Pentagon, Mark Center, or Suffolk Building. The SSN is collected from applicant for authenticity and to validate if enrolled in the Mass Transit Benefit Program. The SSN justification is included as part of this submission package.

12. Respondent Burden, and its Labor Costs

a. Estimation of Respondent Burden

The estimated number of respondents annually is 4,200. There is 1 response per respondent. There are 4,200 annual responses. The average time to complete the application per respondent is 5 minutes. The annual burden hours are 350.

b. Labor Cost of Respondent Burden

The average respondent makes \$76,378/yr (\$36.60/hr) based from the Office of Personnel Management Salary Table 2015-GS. Given an average of one response per respondent at 5 min/response, the annual average burden per person/per response is approximately \$3.05. The total annual cost for 4,200 respondents a year is \$12,810.

13. Respondent Costs Other Than Burden Hour Costs

a. None. There are no additional costs to the respondents.

b. None. There are no additional costs to the respondents.

14. Cost to the Federal Government

a. The average Full Time Equivalent Parking Management Specialist is a GS 09 and makes \$52,668/yr (\$25.24/hr) based from the Office of Personnel Management Salary Table GS. Given an average of one specialist per response at 5 min/response, the annual average burden per response is approximately \$2.10. The total annual labor cost for about 4,200 respondents a year is \$8,820.

b. The purchase of parking permits \$5,000. Paper cost is approximately \$2,500.

The total government cost is \$16,320.

15. Reasons for Change in Burden

This is a collection in use without OMB approval. The burden reported is new for this collection. At this time we are requesting fewer burden hours than for the previous approval, based on revised program estimates.

16. Publication of Results

The information collected is used solely to issue parking permits. Publication of data collected will not occur.

17. Non-Display of OMB Expiration Date

There is no request for approval to omit display of the expiration date of OMB approval on the instrument of collection.

18. Exceptions to "Certification for Paperwork Reduction Submissions"

No exceptions claimed.