

SUPPORTING STATEMENT - PART A

PASSPORT AND PASSPORT AGENT SERVICES (0702-XXXX)

A. JUSTIFICATION

1. Need for the Information Collection

The Deputy Secretary of Defense and in accordance with DoD Directive 1000.21E, the Secretary of the Army is designated as the Department of Defense (DoD) Executive Agent (EA) for all DoD Passport and Passport Agent Services. This includes the preparation and processing of all required documents for the acquisition and control of no-fee passports and/or visas necessary for official government travel. The Directorate of Executive Travel (DET) (formerly known as the Logistics Services Washington (LSW), a Directorate within the Army Headquarters Services (AHS) is tasked with the operational day to day mission of the DoD Passport and Visa Office. The Directorate of Executive Travel is responsible for assisting DoD Personnel and eligible family members for procuring, at no expense, an official U.S. Passport when traveling on official travel orders to countries or locations requiring a passport, including providing assistance in obtaining visas as required.

This information collection is required to facilitate the processing of all no-fee passports and visa requests for official travel clearance for DoD personnel and their eligible family members required to enter foreign countries on official business.

The collection is authorized by:

DoD Directive, 1000.21E, “DoD Passport and Passport Agent Services”, October 20, 2009 (<http://www.dtic.mil/whs/directives/corres/pdf/100021e.pdf>): Authorized the Secretary of the Army to administer DoD passport and passport agent service and ensure that DoD passport and passport service are instituted according to DoS guidelines. This includes ensuring that DoD employees and family members receive U.S. passports to meet official travel requirements.

“U.S. Department of State Federal and Military Passport Agent’s Reference Guide (FM PARG)” is the official document as directed and authorized by the Department of State to utilize the DD Form 1056 as a required form in the processing and procurement of DoD Official passports and visa requests. DoD passport agents are responsible for accepting/executing passport applications, verifying the applicant’s citizenship, and collecting, reviewing, and verifying that all DoS required documents are valid (The

Department of State Special Issuance Agency does not allow release outside approved channels).

The Memorandum of Understanding Between the Department of Defense and U.S. Department of State for Implementation of the DoD Passport Application

Acceptance Program, dated October 3, 2012, can be made available by contacting the Chief, Customer Services Division at 703-545-6199. The Secretary of State, through powers granted in 22 C.F.R § 51.22(b), has the authority to designate employees at DoD installations as passport acceptance agents. Under Article VIII of the MOU DoD Passport Acceptance Agents will perform “all services required by DOS for the acceptance of passport applications in accordance with the U.S. Code of Federal Regulations (22 CFR Part 51), the Foreign Affairs Manual (7 FAM 1300), the Passport Agent Reference Guide, Passport Procedures for Military Acceptance Agents, the DoD Foreign Clearance Guide, and any supplemental instructions issued by the Directorate of Passport Services or SIA”.

“DoD Foreign Clearance Guide”- <https://www.fcg.pentagon.mil/fcg.cfm> (must have permission to access the site, not for public use). The DoD FCG contains information that may be sensitive, is based on bilateral arrangements between US and foreign government officials, and is not releasable outside the US Government unless approved by a competent authority. This document provides necessary information for aircraft international mission planning and execution, personnel travel to foreign countries, as well as general information on foreign locations. Since the DoD FCG is directive in nature for all DoD and DoD-sponsored travel abroad, travelers must ensure they comply with this Guide.

“DoD Instruction 5025.01, “DoD Directives Program,”

(<http://dtic.mil/whs/directives/corres/pdf/502501p.pdf>), June 6 2014 with change 1, 17 October 2014: Requires a DoD Issuances Program for the development, coordination, approval, publication, and review of issuances. This includes the content of DoD Directive, 1000.21E.

“Department of Defense Civilian Personnel,” October 2014-

<https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>: Reinforces the applicable Service/DoD Agency regulations and (for DoD) the DoD foreign Clearance Guide (FCG) governs the requirement/procedures and documents relating to official travel to foreign countries.

Part 51, Title 22, Code of Federal Regulations- <http://www.ecfr.gov/cgi-bin/text-idx?SID=1331c304bdda75ea7d0f307d1cb986bd&mc=true&node=pt22.1.51&rgn=div5>: The responsibilities of a passport acceptance agent described in §51.22(b) include but are not limited to the following:

Certifying the identity of each applicant. Passport acceptance agents must certify that they have personally witnessed the applicant signing his or her application, and that the applicant has:

- Personally appeared;

- Presented proper identification, as documented on the application;
- Submitted photographs that are a true likeness; and
- Taken the oath administered by the acceptance agent.
- Safeguarding passport application information under the Privacy Act of 1974

2. Use of the Information

The DD Form 1056, Authorization to apply for a “No-Fee” Passport and/or Request for Visa Preparation is the document utilized to verify U.S. citizenship and proof that a DoD sponsor or eligible family member is authorized to apply for a No-Fee passport. It is also used in lieu of, or in addition to, official travel orders as authority for the Department of State (DOS), to issue a No-Fee passport. This form is utilized by both DOS and the DET-DoD Passport and Visa Office and is vital in the processing and procurement of all passport and visa applications. Respondents are DoD civilians, military members and their dependents/family members.

The DD Form 1056 is currently available on a public web site, Passport Matters (<https://passportmatters.hqda.pentagon.mil/index.aspx>) which is managed by DET per the 2012 MOU with DOS. Travelers, Transportation Coordinators, and DoD Passport Agents can fill out the draft form, but the final approval and signatory approval is held with the DoD Passport Acceptance Agent. If anyone other than the DoD Passport Acceptance Agent fills out the draft form, it must be hand carried to the DoD Passport Acceptance Agent for review and execution of the action i.e., providing the oath.

Information collected is retained in the files of the DOS and DET-Passport and Visa Office, along with other documentation related to passport applications, adjudication and issuance. The information is also collected from other DoD agencies including: Defense Information Systems Agency (DISA), Defense Intelligence Agency (DIA), Defense Logistics Agency (DLA) and Defense Threat Reduction Agency (DTRA), military and federal civilian employees certified and approved Passport Acceptance Agents (PAA) as authorized and designated by the both the DoD Passport and Visa Office and Department of State. On occasion DoD offices support the United States Coast Guard (USCG) in support of the Department of Homeland Security mission. Information on the form is also shared with the Embassy of country to which the traveler is going to for the production of the needed travel documents. Additionally the information collected is crucial for documenting a U.S. citizen's request for a replacement passport and/or visa.

The DD Form 1056 is prepared in one original and one copy and must accompany all No-Fee passport and visa requests, including revalidations as mandated by the DOS. The officially appointed (as approved by both DOS and DoD-EA) Passport Acceptance Agents at the various CONUS and OCONUS worldwide U.S. military DoD Passport Acceptance Facilities assist DoD personnel and their eligible family member(s) in preparing, completing and authenticating the DD Form 1056.

The data collected on the DD Form 1056 includes: applicant's last name, first name and middle, applicant's date of birth, applicant's place of birth, the sponsor's last name, first name, middle name, sponsor's military rank/civilian grade, major service component (i.e., Army, Air Force, Navy, Marines and as needed USCG) sponsor's social security number, the applicant home address, home telephone number, office telephone number, destination, departure date, proposed length of stay, passport agent's address, and passport number.

The completed DD Form 1056 must accompany the applicable DOS forms listed below, which are used in support of the Passport and Passport Agent Services.

DS-10A, "Birth Affidavit" (OMB Control Number 1405-0132)- Used in lieu of an acceptable birth certificate or may be provided in conjunction with other birth records that accompany a passport application.

DS-11, "Application for a U.S. Passport (OMB Control Number 1405-0004)- To determine eligibility to be issued a U.S. passport.

DS-60, "Affidavit Regarding a Change of Name" (OMB Control Number 1405-0133)- Completed when applying for a passport when the name which is used by the applicant is (1) substantially different from that shown on the evidence of citizenship and/or (2) has been adopted without formal court proceedings and was not as acquired by a marriage or under operation of state law.

DS-64, "Statement Regarding Lost or Stolen Passport" (OMB Control Number 1405-0014)- The primary purpose for requesting this information is ensure that no person shall bear more than one valid or potentially valid United States passport book and one valid passport card at one time, except as authorized by U.S. Department of State, and to combat passport fraud and misuse.

DS-82, "U.S. Passport Renewal Application for eligible Individuals (OMB Control Number 1405-0020)- The purpose of this form is to determine eligibility to be issued a U.S. passport.

DS-3053, "Statement of Consent or Special Circumstances: Issuance of a Passport to a Minor Under Age 16 (OMB Control Number 1405-0129)- The primary purpose for soliciting the information is to establish two parent consent for a minor's passport application as required by Public Law 106-113, Section 236.

DS-5525, "Statement of Exigent/Special Family Circumstances for issuance of a U.S. Passport to a minor" (OMB Control Number 1405-0216)- The primary purpose for soliciting this information is to establish a possible exigent/special family circumstance exception to Public Law 106-113, Section 236, requiring two parent consent for a minor's passport application.

DS-4085 Application for Additional Visa Pages or Miscellaneous Passport Services" (OMB Control Number 1405-0159)- To determine entitlement to receive the

passport service applied for (i.e. Status of Forces Agreement (SOFA) endorsement for U.S. government travel)

The completed DD Form 1056 (original and one copy) and any accompanying aforementioned documents are assembled and reviewed for completeness and accuracy by the PAA and officially mailed by registered mail to the Department of State, Special Issuance Agency (SIA) offices either in Washington, D.C. or the Charleston Passport Center (CPC), South Carolina for processing and issuance of the no-fee passport. If an applicant currently possesses a valid No-Fee passport with 6 months or more remaining after their projected departure date and only requires a issuance of visa for entry into the designated country, the PAA will attach the passport with the visa documents and visa application (to include photos) and send it registered mail to the DET-Passport and Visa Office for processing.

3. Use of Information Technology

The DET-Passport and Visa Office utilizes information technology to the fullest extent possible. The DD Form 1056 must be completed on line (fillable, printable) and be included in the application packet. However the Department of State forms require endorsement or notary certification and does not allow for electronic submission. The DD Form 1056 is currently available online at

https://secureappcac2.hqda.pentagon.mil/passportmatters/Agent_Resources/FormsInstructions.aspx.

4. Non-duplication

The Department of Defense does not have other means of collecting and reconciling this data in one place.

5. Burden on Small Business

The collection of information does not have an impact on small businesses or other entities.

6. Less Frequent Collection

The collection of information is only conducted as a needed basis for new and renewing no-fee passports and/or visas. It is not possible to collect on a less frequent basis.

7. Paperwork Reduction Act Guidelines

No special circumstances exist that require collection to be conducted in a manner inconsistent with the guidelines delineated in Title 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments

a. A notice of the proposed collection was published in the Federal Register on February 27, 2015, 80 FRN 10669. No comments were received. A submission for OMB review was published in the Federal Register on September 10, 2015, 80 FRN 54555.

b. No consultations with persons outside the sponsoring agency regarding availability of requested information, frequency of collection, clarity of instructions, etc. were performed. Future consultation with respondents, or their representative, are planned to be performed at least every 3 years, regardless if the information does not change.

9. Gifts or Payment

There are no gifts or payments authorized or provided.

10. Confidentiality

Personal data information is securely collected, stored and managed in accordance with the draft copy of the Logistics Services Washington (LSW) System of Records Notice (SORN) A0 1000.21 OAA, "Visa Passport Automated Systems (VPAS)."

The information collected is protected under the Privacy Act of 1974, as amended. Respondents are assured confidentiality verbally or through electronic means by the DET-Passport and Visa representative associate who collects the information or through the VPAS system providing them the application form. Access to collected information is restricted only to authorized DET Passport and Visa Office personnel who have been screened, cleared for access, and have a role-based position which places them in an arrangement which requires servicing, reviewing or updating the record. Physical entry is restricted by the use of locks, guards, and passwords which are changed periodically or other administrative procedures such as IT audits of security features.

The PIA is not currently published as it's going through the review process with our IT personnel and our leadership for approval. In absence of the approved PIA, a draft copy of the PIA, (Visa Passport Application Systems (VPAS)), Sections 1 and 2 have been provided with this package for OMB review. The Records Retention and Disposition Schedule is currently pending legal review. Information collected is maintained <https://secureappcac2.hqda.pentagon.mil/vpas/VisaManagersDisplay.aspx>.

Paper records are destroyed by shredding and electronic records are destroyed by erasing.

11. Sensitive Questions

Respondents are asked to provide social security number and date of birth. Collection of social security number is authorized under DoDI 1000.30 “SSN Instruction Use Case” Enclosure 2 sections 2.c.(4) and (7) and the SSN collection memorandum.

12. Respondent Burden, and its Labor Costs

a. Estimation of Respondent Burden

DD Form 1056, Authorization to Apply for a No-Fee Passport and/or Visa

- Number of Annual Respondents = 175,000
- Number of Responses per Respondent = 1
- Number of Annual Responses = 175,000
- Average Burden Per Response= 60 minutes
- Information Frequency = On Occasion
- Annual Burden Hours= 175,000

b. Labor Cost of Respondent Burden

These services are provided at no cost to DoD applicants. Using the United States Department of Labor Wage and Hour Division’s Federal Minimum wage of \$7.25 (July 24th 2009; <http://www.dol.gov/dol/topic/wages/minimumwage.htm>) it is estimated the annual total labor cost to respondents would be \$1,268,750.

13. Respondent Costs Other Than Burden Hour Costs

There are no capital or start-up costs associated with this collection.

14. Cost to the Federal Government

The cost below are estimated based on the total DoD worldwide annual cost based on the following assumptions:

	Total	Cost	Factor	Annual cost
Active Agents	1181	\$36,000	0.5	\$21,258,000
Facility Managers	565	\$58,000	0.1	\$3,277,000
DET Cost	47	\$90,000	1	\$4,230,000
Contract Support	578	\$60,000	1	\$34,680,000
Training	1181	\$2,000	0.5	\$1,181,000
Facility Cost		\$1,807	1746	\$3,154,847
IT Support		\$100,000	1	\$100,000
Shipping		\$215,000	1	\$215,000

Est Annual Cost

\$68,095,847

Facility cost is based upon 2011 GSA report showing an authorized Sf allowance of 190 Sf per staff member and a maintenance cost of \$9.51 per Sf (http://www.gsa.gov/graphics/ogp/Workspace_Utilization_Banchmark_July_2012.pdf).

Labor Costs:		\$28,765,000
<u>Operational Cost:</u>	<u>\$39,330,847</u>	
Total	\$68,095,847	

15. Reasons for Change in Burden

This is an existing collection in use without an OMB control number.

16. Publication of Results

There are no plans to publish the results of this collection.

17. Non-Display of OMB Expiration Date

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

18. Exceptions to "Certification for Paperwork reduction Submissions"

There are no exceptions.