

SUPPORTING STATEMENT – PART A

Naval Sea Systems Command and Field Activity Visitor Access Request – 0703-0055

A. JUSTIFICATION

1. Need for the Information Collection

This information collection is necessary for Naval Sea Systems Command and Naval Sea Systems Command Field Activity's at Washington Navy Yard, Washington, DC to verify visitors have appropriate credentials, clearance level and need-to know are granted access to NAVSEA spaces. [5 USC § 301](#), Departmental regulations, authorizes the head of a military department to prescribe regulations for the government of his department, the conduct of its employees, the distribution and performance of its business et al. The Department of the Navy consists of the U.S. Navy and U.S. Marine Corps, with respective authorities vested in [10 USC § 5013](#), Secretary of the Navy and [10 USC § 5041](#), Headquarters, Marine Corps; function; composition. Per [OPNAVINST 5530.14E](#), Navy Physical Security and Law Enforcement Program and [Marine Corps Order P5530.14](#), Marine Corps Physical Security Program Manual, agencies that have established Restricted Areas , “shall ensure that the minimum security measures are employed for restricted areas to include a clearly defined protected perimeter, controlled access limited to those with appropriate clearance and "need-to-know," establishment of a personnel identification system, maintenance of access list and visit log documentation”. Based on the determination of the Commander, Naval Sea Systems Command, the Humphreys Building (Bldg. 197), located on the Washington Navy Yard, has been designated as a Level II RA to meet mission requirements. NAVSEAINST 5510.2C, NAVSEA Access and Movement Control, requires all visitors to process through the NAVSEA Visitor Control Center (VCC) for escorted or unescorted access. A copy of the instruction has been provided with this package for OMB's review. These are the highest level of authorities that authorize the collection of information.

2. Use of the Information

Individuals who wish to visit the NAVSEA Headquarters (HQ) building at the WNY will need to sign a visitors sign in/out sheet (NAVSEA 5500/1). This information is used to record information from all respondents who want to visit/access NAVSEA. Respondents are visitors conducting official business or attending official or representational events, and will be either escorted or unescorted. Before entering the VCC, respondents will see a sign directing them to two different lines, one for Common Access Card (CAC) coding for access to NAVSEA HQ spaces, and one line for Visitors & Guests. Once in the Visitors & Guests line, prospective visitors will see signs, in front of each Visitor Control Technician (VCT) position, which reads:

WHAT IS NEEDED TO VISIT NAVSEA BUILDINGS:
176, 197, AND 201
FULL SOCIAL SECURITY #

THE POINT OF CONTACT
BUILDING AND FLOOR YOU ARE VISITING
YOUR CELLPHONE OR WORK NUMBER

When a VCT calls the next visitor to the counter, the VCT will ask if a Visitor Access Request (VAR) has been submitted for their visit. The visit request is submitted by the visitor's company via JPAS. If the Visitor replies "No," the VCT will process the Visitor as an Escorted Visitor. If the Visitor replies "Yes," the VCT will ask if the Visitor has a security clearance. If the answer is "No," the VCT will process the Visitor as an Escorted Visitor. If the answer is "Yes," the VCT will process the Visitor as an Unescorted Visitor.

- Escorted Visitor:
 - o The VCT asks the Visitor for their handwritten Social Security Number (SSN) and/or DoD Electronic Data Interchange Personal Identifier (EDIPI) number and Date of Birth (DOB), on a blank slip of paper, which is provided on the counter, and an official Federal, State, and/or Foreign Government issued picture identification (ID).
 - o The VCT informs the Visitor they will be processed as an Escorted Visitor, asks the Visitor to contact their point of contact to ask them for an escort to the meeting location, and informs the Visitor that the processing will commence when the Escort arrives.
 - o When the Escort arrives, the VCT asks for the Escort and visitor to present an official Federal, State, and/or Foreign Government issued picture ID.
 - o The Visitor hands over one of the requested IDs in order for the VCT to visually verify the Visitor's identity.
 - o The VCT returns the Visitor's ID and informs the Visitor that an "Escort Required" badge will be issued.
 - o The VCT gives the "Escort Required" badge to the Escort, to give to the Visitor, and asks both the Escort and Visitor to enter information on the NAVSEA 5500/1 form in the escorted visitor binder.
 - o The Escort and Visitor depart the VCC.

- Unescorted Visitor:
 - o The VCT asks the Visitor for their handwritten SSN and/or DoD EDIPI number and DOB, on a blank slip of paper, which is provided on the counter, and an official Federal, State, and/or Foreign Government issued picture ID.
 - o The Visitor writes their SSN and/or EDIPI and DOB on the provided slip of paper and presents it, as well as an official Federal, State, and/or Foreign Government issued picture ID to the VCT.
 - o The VCT uses the information on the slip of paper and official Federal, State, and/or Foreign Government issued picture ID to view

the Visitor's information in the Joint Personnel Adjudication System (JPAS).

- o The VCT verifies that all of the information matches the JPAS summary page, the validity of the VAR, and that the Visitor's security clearance is current and within scope. (If out of scope, the Visitor will not be permitted access or, alternatively, can be processed as an Escort Required visitor.)
- o When all information is verified, the VCT prepares and codes a NAVSEA Non-Escort badge for access to the appropriate building, as reflected by the VAR.
- o The VCT gives the "Non-Escort" badge to the Visitor and returns the slip of paper with the Visitor's handwritten SSN and/or EDIPI and DOB.
- o The VCT then directs the Visitor to the shredder, where the Visitor can self-shred the slip of paper, and ask the Visitor to enter information on the NAVSEA 5500/1 form in the unescorted visitor binder.
- o The Visitor departs the VCC.

3. Use of Information Technology

Since all visitors fill out NAVSEA 5500/1 form, there are zero responses collected electronically.

At this time, computerized visitor log-in systems are being reviewed for potential implementation for VCC operations.

4. Non-duplication

There is no collection that can be used for the purpose of this collection. Collection is based on individual visitors to NAVSEA.

5. Burden on Small Business

There is no impact on small businesses.

6. Less Frequent Collection

Data cannot be collected less often. Data collection is based on individual visitors to NAVSEA spaces. The capture of this data is required for all visitors accessing NAVSEA Level II RAs for purposes of physical security, access control, and force protection. Without the ability to verify a visitor's identity and security clearance, visitors will no longer have the ability to access NAVSEA buildings and work will be significantly impeded.

7. Paperwork Reduction Act Guidelines

There are no special circumstances that require the collection to be conducted in a manner inconsistent with 5 CFR 1320.5 (d) (2).

8. Consultation and Public Comments

Part A: A 60-day notice for the proposed collection was posted on the Federal Register on October 9, 2015, 80 FR 61192. No comments were received.

A 30-day notice for the collection was published in the Federal Register on December 9, 2016 (81 FR 89090).

Part B: Coordination and review meetings have taken place with Joint Base Anacostia-Bolling and Joint Base Andrews, which are both located within the National Capital Region (NCR) to discuss the process for Visitor Access.

9. Gifts or Payment

There are no gifts or payments provided to the respondents.

10. Confidentiality

NAVSEA Form 5500/1 includes a Privacy Act Statement and Agency Disclosure Notice. There are also visitor signs in front of each VCT that also displays the Privacy Act Statement and Agency Disclosure Notice to cover visitors that need to supply SSN and/or EDIPI and DOB.

Information provided by visitors via the NAVSEA 5500/1 is retained for audit/record purposes. The information does not require a Privacy Impact Assessment. Hardcopy and/or electronically scanned copies of the NAVSEA 5500/1 are retained and destroyed per [SECNAV M-5210.1](#). Visit request records are destroyed two years after final entry or two years after date of document, whichever is later. Collection forms, paper and/or plastic badges/passes are shredded or incinerated using DOD approved procedures. NAVSEA HQ Security personnel have access for administrative or investigative purposes. Before hardcopy forms reach the third anniversary, they are destroyed in a crosscut shredder. The NAVSEA 5500/1 is covered under the System of Record Notices (SORN) NM05512-2, Badge and Access Control System Records, <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570444/nm05512-2/>. A privacy impact assessment is not required.

11. Sensitive Questions

Usage of the NAVSEA 5500/1 does not require questions of a sensitive nature. SSNs are only collected to verify the visitor in JPAS and the piece of paper with the SSN is returned to the visitor so they can shred it themselves.

12. Respondent Burden, and its Labor Costs

a. Estimation of Respondent Burden

Estimation of Respondent Burden Hours					
	Number of Respondents	Number of Responses per Respondent	Number of Total Annual Responses	Response Time (Amount of time needed to complete the collection instrument)	Respondent Burden Hours (Total Annual Responses multiplied by Response Time) Please compute these into hours)
NAVSEA 5500-1 and Verbal Questions	5200	1	5200	.25 (15mins)	1300
Total	5200	1	5200	.25 (15mins)	1300

b. Labor Cost of Respondent Burden

Labor Cost of Respondent Burden					
	Number of Responses	Response Time per Response	Respondent Hourly Wage	Labor Burden per Response (Response Time multiplied by Respondent Hourly Wage)	Total Labor Burden (Number of Responses multiplied by Response Time multiplied by Respondent Hourly Wage)
NAVSEA 5500-1 and Verbal Questions	5200	.25 (15mins)	\$29.37*	\$7.34	\$38,181

Total	5200	.25 (15mins)	\$29.37*	\$7.34	\$38,181
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* NOTE:

Since there are different types of visitors that come to NAVSEA, a mid-business managers salary rate was determined as the best estimate from payscale.com.

13. Respondent Costs Other than Burden Hour Costs

There are no costs other than burden hours.

14. Cost to the Federal Government

	NAVSEA 5500/1 and Verbal Questions	Total
Number of Responses	5200	5200
Processing Time Per Response (in hours)	.25 (15mins)	.25 (15 mins)
Hourly Wage of Worker(s) Processing Responses	\$20.54 (contractors process the forms and verbal questionnaires, and the best estimate was to use an administrative assistant salary from payscale.com)	\$20.54
Cost to Process Each Response (Processing Time Per Response multiplied by Hourly Wage of Worker(s) Processing Responses)	\$5.14	\$5.14
Total Cost to Process Responses (Cost to Process Each Response multiplied by Number of Responses)	\$26,728	\$26,728

Operational and Maintenance Costs						
Equipment	Printing	Postage	Software Purchases	Licensing Costs	Other	Total
	\$300					\$300

Total Cost to the Federal Government		
Operational and Maintenance Costs	Labor Cost to the Federal Government	Total Cost (O&M Costs + Labor Cost)
\$300	\$26,728	\$27,028

15. Reasons for Change in Burden

This is a reinstatement, without change, of a previously approved collection for which approval has expired.

16. Publication of Results

The results of this information collection will not be published.

17. Non-Display of OMB Expiration Date

Approval is not sought for avoiding display of the expiration date for OMB approval.

18. Exceptions to "Certification for Paperwork Reduction Submissions"

There are no requests for exceptions to the certification statement.