

INFORMATION COLLECTION SUPPORTING STATEMENT

Security Appointment Center (SAC) Visitor Request Form and Foreign National Vetting Request OMB control number: 1652-NEW

- 1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information. (Annotate the CFR parts/sections affected).***

The Secretary of the Department of Homeland Security (DHS) is authorized to protect property owned, occupied, or secured by the Federal Government. See 40 U.S.C. § 1315. See also 41 CFR § 102-81.15 (requires Federal agencies to be responsible for maintaining security at their own or leased facilities). Pursuant to DHS Instruction Manual 121-01-011-01 (Visitor Management for DHS Headquarters and DHS Component Headquarters Facilities (April 19, 2014)), all visitors are subject to a criminal history records check through the National Crime Information Center (NCIC) system before accessing TSA facilities in the National Capital Region (NCR).

TSA has established a visitor management/vetting process that meets DHS requirements. This process allows TSA to conduct business with visitors and guest workers, while managing risks posed by individuals entering the building. Once visitors are vetted, TSA's Visitor Management System (VMS) generates temporary paper badges with photographs that visitors must wear when entering TSA facilities in the NCR¹ and for the duration of their visit.

Under TSA's current visitor management/vetting process, visitors seeking to enter the TSA facilities must request access in person or through a current TSA employee. A TSA employee must complete TSA Form 2802, Security Appointment Center (SAC) Visitor Request Form on behalf of the visitor, which requires the visitor's first and last name, date and time of visit, visitor type (DHS or other visitor), and whether the visitor is a foreign or national visitor. DHS has updated its visitor management/vetting process to now include collection of date of birth and social security number² so that the NCIC check can be conducted. As a result, per DHS guidance, TSA is now seeking approval from OMB under the PRA.

¹ TSA facilities in the National Capital Region (NCR) include TSA Headquarters, the Freedom Center, the Transportation Security Integration Facility (TSIF), the Metro Park office complex (Metro Park), and the Annapolis Junction facility (AJ).

² Providing one's social security number is voluntary.

- 2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**

As indicated above, the information collection includes the following information: first and last name, date and time of visit, visitor type (DHS or other government visitor), whether a foreign or national visitor, and date of birth and/or social security number if provided. TSA must collect the date of birth in order to vet individuals through the DHS NCIC system. TSA will use the vetting results to determine the suitability of an individual requesting access to the TSA NCR, including whether the individual has a criminal history that would warrant further investigation and review before TSA grants access to the facility. In reviewing the NCIC vetting results, TSA will consider whether an individual could potentially pose a threat to the safety of TSA employees, contractors, visitors, and the facility.

- 3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden. [Effective 03/22/01, your response must SPECIFICALLY reference the Government Paperwork Elimination Act (GPEA), which addresses electronic filing and recordkeeping, and what you are doing to adhere to it. You must explain how you will provide a fully electronic reporting option by October 2003, or an explanation of why this is not practicable.]**

The majority of this collection of information is electronic. TSA employees complete the SAC Visitor Request Form online and submit it electronically as a web form. A relatively small number of walk-in visitors use a hard copy of the form, TSA Forms 2816A or 2816B, to complete the information, which is reviewed and processed by SAC personnel who enter the information into VMS.

- 4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purpose(s) described in Item 2 above.**

There is no specific or similar information currently collected by TSA that can be used or modified for use for the purpose(s) described above.

- 5. If the collection of information has a significant impact on a substantial number of small businesses or other small entities (Item 5 of the Paperwork Reduction Act submission form), describe the methods used to minimize burden.**

This collection does not have a significant impact on a significant number of small businesses.

6. ***Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.***

If the collection is not conducted, TSA will not be in compliance with the DHS requirement for all DHS components to vet visitors using the NCIC system prior to entry into a DHS facility. Also, by not collecting the additional information, the NCIC system cannot perform backgrounds checks to identify individuals with disqualifying criminal histories. Allowing these individuals into the facility could place employees, contractors, and visitors to the facility at risk by not providing a safe and secure environment.

7. ***Explain any special circumstances that require the collection to be conducted in a manner inconsistent with the general information collection guidelines in 5 CFR 1320.5(d)(2).***

This collection is conducted in a manner consistent with the general information collection guidelines.

8. ***Describe efforts to consult persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d) soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.***

As required by 5 C.F.R. § 1320.8(d), TSA published a 60-day notice in the Federal Register on December 21, 2016 (81 FR 93694) and a 30-day notice on July 24, 2017 (82 FR 34325). The 60-day notice received one comment from Gene E. Public. The commenter misunderstood the intent of the collection, and believed the collection applied to personnel who work as transit employees in the surface transportation field. TSA informed the commenter that the TSA SAC Form referred to in TSA's notice is for the screening of visitors to TSA facilities in the NCR. The form would be used for vetting personnel to attend appointments with federal employees and other personnel needing temporary access to a TSA facility (for example, a person entering a TSA Headquarters office to repair equipment). These individuals are escorted while in the facility and should not be confused with personnel who work as transit employees in the surface transportation field.

9. ***Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.***

No payment or gift will be provided to respondents.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

No specific assurances of confidentiality will be provided to individuals. Information provided by individuals will be protected from disclosure to the extent appropriate under applicable provisions of the Freedom of Information Act, the Privacy Act of 1974, and, as applicable, 49 U.S.C. 114(r), as implemented by 49 C.F.R. part 1520, which limits the disclosure of Sensitive Security Information. Data is collected and transmitted in accordance with the Privacy Act. This collection is covered by a Privacy Impact Assessment, DHS/TSA/PIA-004, Visitor Management System (July 14, 2006)); and a System of Records Notice, DHS//ALL-024 DHS Facility and Perimeter Access Control and Visitor Management. See 75 FR 5609 (February 3, 2010).

11. Provide additional justification for any questions of sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.

This collection does not include any questions of a sensitive nature. TSA protects collection of SSN and all other PII in accordance with the Privacy Act, and our published SORN and PIA as described above.

12. Provide estimates of hour and cost burdens of the collection of information.

TSA estimates that there will be an annual average of 52,515 visitors to TSA NCR locations.³ Based on data from the TSA visitor's center, TSA estimates that 52.962% of these visitors are federal employees and will not need to be screened to visit TSA NCR locations. The remaining 47.038% of the visitors, or 24,702 visitors, will require additional screening to be granted access to TSA NCR locations.

TSA estimates that the public burden associated with collecting the needed information for the screening (*i.e.*, visitor's name, DOB, SSN) will be one minute, or 0.0167 hours, per collection. TSA calculates the total annual time burden for this collection by multiplying the total number of annual visitors by the time burden associated with collecting information for each non-federal visitor. TSA estimates the total annual time burden to be 412 hours (0.01667 hours x 24,702 annual visitors).

The visitors to TSA NCR locations can be employed in various industries and occupations. Therefore, TSA uses a fully loaded⁴ wage rate of \$32.29, which includes wages and benefits.⁵

TSA calculates the total annual cost burden to the public for this collection by multiplying the total annual time burden by the compensation wage rate. TSA estimates the total annual cost burden to be \$13,303 (\$32.29 x 412 hours).

13. Provide an estimate of annualized capital and start-up costs.

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

³ TSA used annual visitor data to TSA NCR locations for 2014 and 2015 to calculate a simple annual growth rate (There were 49,277 visitors in 2014 and 50,331 in 2015. The growth rate is calculated by dividing the difference of 1,054 (50,331-49,277) by the 2014 base year population (49,277), resulting in an annual growth rate of 2.139%). TSA used the growth rate to estimate 2016, 2017, and 2018 visitor totals. For example, the 2016 population was calculated by $50,331 \times 1.02139 = 51,408$. The average of 2016, 2017, and 2018 populations, respectively (51,408, 52,507, 53,630) was 52,515. Source: TSA Office of Security Services, Physical Security Division, Visitor Management and Access Control.

⁴ This can include health benefits, retirement contributions, etc. and represents the full cost of compensation to the employer (not just wages).

⁵ Employer Costs for Employee Compensation (ECEC), a product of the National Compensation Survey, measures employer costs for wages, salaries, and employee benefits for nonfarm private and state and local government workers. Bureau of Labor Statistics, Employer Costs for Employee Compensation News Release, Table 5. https://www.bls.gov/news.release/archives/ecec_09082016.htm

14. Provide estimates of annualized cost to the Federal Government. Also, provide a description of the method used to estimate cost, and other expenses that would not have been incurred without this collection of information.

TSA's cost estimates are based on the personnel costs for TSA to collect the information on visitors and the costs for conducting checks on domestic visitors. TSA conducts two types of background checks depending on whether a visitor to a TSA NCR location is a US Citizen/Lawful Permanent Resident (LPR) (domestic) or a foreign visitor.

TSA estimates that 95.952%⁶ of visitors are US Citizens/LPR, resulting in an estimated annual average of 23,702 domestic checks.⁷ TSA estimates that a visitor check of a US Citizen/LPR will take 3 minutes, or 0.05 hours, per check.⁸ Domestic checks are performed by either a G or H band employee. Based on TSA wage data, TSA uses an average hourly fully loaded compensation rate of \$36.6785 for these employees.⁹ TSA multiplies the number of domestic checks, time per check, and hourly loaded rate to estimate an annual estimated cost of \$43,468 (23,702 x 0.05 x \$36.6785) for domestic visitor checks.

Foreign visitors to TSA are checked by DHS. TSA collects information on each foreign visitor before forwarding the information to DHS. TSA also processes information received from DHS on each foreign visitor. TSA estimates that 4.048%¹⁰ of visitors are foreign, resulting in an estimated annual average of 1,000 foreign checks.¹¹ TSA estimates that forwarding information to DHS will take 5 minutes, or 0.08333 hours.¹² Furthermore, TSA estimates that processing information received from DHS will take 5.47718 minutes, or 0.09129 hours.¹³ These checks are performed by an I Band employee. Based on TSA wage data, TSA uses an average hourly fully loaded compensation rate of \$61.30 for these employees.¹⁴ TSA calculates an annualized cost for foreign visitor checks by summing the total estimated time per foreign check, then multiplying by the estimated number of annual checks and the fully loaded wage rate, for an estimated average annual cost of \$10,704 ((0.08333 hours + 0.09129 hours = 0.17462) x 1,000 annual foreign visitors x \$61.30). TSA estimates an annual total cost to TSA by summing the costs of US/LPR checks (\$43,468) and foreign visitor checks (\$10,704). TSA calculates a total annualized cost to the TSA of \$54,172 (\$43,468 + \$10,704).

⁶ TSA Office of Law Enforcement/Federal Air Marshal Service.

⁷ 23,702 = 24,702 x 0.95952

⁸ TSA Office of Security Services, Physical Security Division, Visitor Management and Access Control.

⁹ TSA program office is staffed with both G and H band employees who will be responsible for conducting checks of domestic, non-federal visitors. TSA calculates the compensation rate, \$36.6785, by using a fully loaded compensation rate for GS 9, GS 11, and GS 12 employees (\$76,310) divided by 2,080 hours (the number of hours in a work year). Source: TSA Office of Finance and Administration Modular Cost Standards FY2016, Compensation and Benefits for GS 9- 11- 12.

¹⁰ TSA Office of Law Enforcement/Federal Air Marshal Service.

¹¹ TSA Office of Law Enforcement/Federal Air Marshal Service.

¹² TSA Office of Law Enforcement/Federal Air Marshal Service.

¹³ The Office of Law Enforcement/Federal Air Marshal Service estimates that it takes slightly longer to process vetting formation received from DHS due to a percentage of foreign visitors having derogatory information.

¹⁴ TSA program office is staffed with I band employees who will be responsible for coordinating with DHS regarding checks of foreign visitors and handling information received from those checks. TSA calculates the compensation rate, \$61.30, by using a fully loaded compensation rate for a GS 13 employee (\$127,506) divided by 2,080 hours (the number of hours in a work year. Source: TSA Office of Finance and Administration, Modular Cost Standards FY2016, Compensation and Benefits for GS-13.

15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I.

This is a new collection.

16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

The results of the proposed collection will not be published.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

TSA will display the OMB number and expiration date.

18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.

No exceptions are claimed.