

# SUPPORTING STATEMENT - PART A

OMB CONTROL NUMBER 0704-0546  
"Defense User Registration System (DURS)"

## **SUMMARY OF CHANGES**

There are no major revisions to the collection process or instrument. The burden is increasing – see section 15 for details.

## **1. NEED FOR THE INFORMATION COLLECTION**

The Defense Technical Information Center (DTIC) requires all eligible users to be registered for access to DTIC's repository of access-controlled scientific and technical information documents. This system is called the Defense User Registration System, or DURS. The registration of a user enforces validation of an individual's identity, as well as that individual's persona (i.e., whether the individual is Department of Defense (DoD), federal government, or a contractor supporting the DoD or another federal agency) and that individual's authority to access limited and classified documents with distribution controls. A role-based environment based on a user's identification ensures security for DTIC's electronic information collection while the online systems increase availability of information to each user based on his or her mission needs.

The authority to maintain DURS is governed by the following:

- E.O 13526, "Classified National Security Information"
- DoD Directive 5105.73, "Defense Technical Information Center (DTIC)"
- DoD Instruction 3200.12, "DoD Scientific and Technical Information Program (STIP)"
- DoD Manual 3200.14, Volume 1, "Principals and Operational Parameters of the DoD Scientific and Technical Information Program (STIP): General Processes"
- DoD Instruction 5230.24, "Distribution Statements on Technical Documents"
- DoD Directive 5230.25, "Withholding of Unclassified Technical Data from Public Disclosure"

## **2. USE OF THE INFORMATION**

The purpose of DURS is to collect registration requests, validate eligibility, and maintain an official registry that identifies individuals who apply for, and are granted, access privileges to DTIC-owned or – controlled databases, products, services, and electronic information systems on the NIPRNet and SIPRnet. The registration information provides the validation for a user's access to unclassified, limited, and classified information which has specific distribution markings. In the past, registration was manual process and document delivery of scientific and technical reports to users also involved printed documentation. However, for many years now, registration has been electronic, and the DTIC collection is digitized with authorized users accessing electronic databases and full-text files based on their registration profiles.

User records contain: name; DoD identification (ID) number; citizenship; service type; personnel category; civilian pay grade; military rank; organization/company name; office mailing address/physical location; office email address; user ID/password reset questions; office telephone number(s); access

eligibility; dissemination/distribution group codes; and personal and facility security clearance level(s). Records also contain the following government approving official information: name; office phone number; office email address; dates of registration activation; projected date of registration expiration. Where applicable, records also contain contract number(s), contract expiration date(s), and the Militarily Critical Technical Data Agreement (MCTDA) Certification Number. With this information, DTIC creates a role-based environment that adds a comprehensive level of security for the wealth of various documents available.

### **3. USE OF INFORMATION TECHNOLOGY**

DTIC new user registration occurs entirely (100%) electronically. DTIC leverages existing DoD and federal information systems – such as those maintained by the Defense Manpower Data Center (DMDC) and the Office of Personnel Management (OPM) – to collect authoritative information electronically for personnel digital identity. The smaller group of eligible non-DoD and non-federal users, such as support contractors with a business relationship to DTIC, input their information electronically and confirmation of contracts is done by email with the government approving official

### **4. NON-DUPLICATION**

DTIC has agreements in place with DMDC and OPM to utilize only the fields needed from these authoritative DoD and federal personnel collections to ease the burden for registrants and to eliminate collecting duplicative information.

### **5. BURDEN ON SMALL BUSINESSES**

This information collection does not impose a significant economic impact on a substantial number of small businesses or other small entities.

### **6. LESS FREQUENT COLLECTION**

Failure to collect this user information would prevent the safe and efficient sharing and disseminating of essential scientific and technical information for the DoD and federal research and engineering communities. AS such, the availability of important research to decision-makers would cause major duplication of effort and inflate the cost of future research.

### **7. PAPERWORK REDUCTION ACT GUIDELINES**

This collection of information will be conducted in a manner consistent with the guidelines delineated in 5 CFR 1320.5(d)(2).

### **8. CONSULTATION AND PUBLIC COMMENTS**

#### **PART A: PUBLIC NOTICE**

#### **60-DAY FEDERAL REGISTER NOTICE**

A 60-Day Federal Register Notice (FRN) for the collection published on Friday, August 17, 2018. The 60-Day FRN citation is 83 FRN 41068.

During the 60-Day FRN comment period, our agency received 1 comments which were determined to be irrelevant to this collection of information.

## 30-DAY FEDERAL REGISTER NOTICE

A 30-Day Federal Register Notice for the collection published on Wednesday, October 24, 2018. The 30-Day FRN citation is 83 FRN 53611.

## PART B: CONSULTATION

The User Council, made up of elected members from the user community, provides feedback on procedures. In addition, there is an electronic feedback capabilities for users to make comments or suggestions directly to DTIC regarding the registration system.

## 9. GIFTS OR PAYMENTS

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

## 10. CONFIDENTIALITY

PRIVACY ACT STATEMENT (PAS). A PAS is provided to all respondents on the login screen to DTIC. *Note: the current link to the SORN in the PAS is broken, however it is being fixed. The link below will take you to the accurate SORN.*

### SYSTEM OF RECORDS NOTICE (SORN)

A copy of the SORN for this collection (SORN DTIC 01, “Defense User Registration System (DURS) Records”) may be found at the link below.

<https://dpcl.d.defense.gov/Portals/49/Documents/Privacy/SORNs/OSDJS/DTIC%2001.pdf?ver=2017-02-22-101642-020>

### PRIVACY IMPACT ASSESSMENT (PIA)

A copy of the Privacy Impact Assessment (PIA) for this collection, “Defense User Registration System (DURS) Records,” has been provided with this package for OMB’s review (under supporting documentation).

### RECORDS RETENTION AND DISPOSITION SCHEDULE

The retention and disposition schedule for this collection is as follows: GRS 3.2 item 030 Item 3 Disposition Authority DAA-GRS-2013-0006-0003. Electronic records are to be deleted when DTIC determines they are no longer needed for administrative, audit, legal, or operational purposes.

## 11. SENSITIVE QUESTIONS

This collection of information includes no questions considered sensitive.

## 12. RESPONDENT BURDEN AND LABOR COSTS

### DURS

#### RESPONSE VOLUME (ANNUAL)

# Respondents	6625
# Responses per Respondent	1
<b>Total # Responses</b>	<b>6625</b>

Total # Responses =  
(# Respondents) X (# Responses per Respondent)

#### BURDEN PER RESPONSE

Time per Response (Hours)	.2
Cost per Response (Dollars)	\$6.20

#### ANNUAL BURDEN

<b>Annual Time Burden (Hours)</b>	<b>1,325</b>
<b>Annual Cost Burden (Dollars)</b>	<b>\$41,075</b>

Annual Time Burden = (Total # Responses) X (Time per Response)

Annual Cost Burden = (Total # Responses) X (Cost per Response)

This collection is conducted on occasion (as required).

Respondent wage was estimated based on a median hourly wage of \$31.01 (rounded down to \$31.00) using wage information available from the Bureau of Labor Statistics at <https://www.bls.gov>.

## 13. RESPONDENT COSTS OTHER THAN BURDEN HOUR COSTS

There are no annualized costs to respondents to complete this collection other than the labor burden costs addressed in Section 12 of this document.

## 14. COST TO THE FEDERAL GOVERNMENT

### PART A: LABOR COST TO THE FEDERAL GOVERNMENT

#### DURS

#### RESPONSE VOLUME (ANNUAL)

<b>Total # Responses</b>	<b>6625</b>
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Matches Total # Responses from Section 12

#### PROCESSING BURDEN PER RESPONSE

Time per Response (Hours)	.33
Cost per Response (Dollars)	8.25

#### ANNUAL PROCESSING BURDEN

<b>Annual Time Burden (Hours)</b>	<b>2208.3</b>
<b>Annual Cost Burden (Dollars)</b>	<b>\$55,208.00</b>

Annual Time Burden = (Total # Responses) X (Time per Response)

Annual Cost Burden = (Total # Responses) X (Cost per Response)

Wage information for government employee(s) processing responses was based on the hourly wage of a GS-7, Step 5 (\$25.05, rounded down to \$25.00).

## PART B: OPERATIONAL AND MAINTENANCE COSTS TO THE FEDERAL GOVERNMENT

<b>Operational and Maintenance Costs</b>	
Operations and maintenance (including bandwidth, hardware, software, systems support, licenses, storage, and personnel costs)	\$550,587.00
Software development (including bug fixes and software vulnerability remediation)	\$450,000.00
<b>Total</b>	<b>\$1,000,587.00</b>

## PART C: TOTAL COST TO THE FEDERAL GOVERNMENT

[Using the information from Parts A and B, determine the total cost to the Federal Government.]

<b>Cost Summary</b>	
Labor Cost	\$55,208.00
Operational & Maintenance Cost	\$1,000,587.00
<b>Total Cost</b>	<b>\$1,055,797.00</b>

### 15. REASONS FOR CHANGE IN BURDEN

This is an extension with change to an active collection.

#### **Defense User Registration System (DURS) Records**

	<b>Previously Approved</b>	<b>Requested</b>
<b>Total # Responses</b>	605	6,625
<b>Annual Time Burden (Hours)</b>	101	1,325
<b>Annual Cost Burden (Dollars)</b>	\$3,140.00	\$41,075

The DTIC controlled access search and collaborative tools website was redesigned and a number of new assets were incorporated into the suite of RDT&E information products. These changes have altered the burden per response. Additionally, however, the annual number of responses has increased with adoption of the system.

### 16. PUBLICATION OF RESULTS

The results of this information collection will not be published.

### 17. NON-DISPLAY OF OMB EXPIRATION DATE

We are not seeking approval to omit the display of the expiration date of the OMB approval on the collection instrument.

### 18. EXCEPTIONS TO CERTIFICATION FOR PRA SUBMISSION

We are not requesting any exemptions to the provisions stated in 5 CFR 1320.9.