

SUPPORTING STATEMENT - PART A

Pentagon Facilities Parking Program 0704-0395

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 10% of time by paper directly by the respondent and electronically 90% of the time for van/car pool, motorcycle respondents which are entered directly into the database

4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source.

5. Burden on Small Businesses

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

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 of information does not require collection to be conducted in a manner inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments

Part A: PUBLIC NOTICE

A 60-Day Federal Register Notice (FRN) for the collection published on Wednesday, November 7th, 2018. The 60-Day FRN citation is 83 FRN 55700.

No comments were received during the 60-Day Comment Period.

A 30-Day Federal Register Notice for the collection published on Tuesday, February 12, 2019. The 30-Day FRN citation is 84 FRN 3420.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the Federal Register was conducted for this submission.

9. Gifts or Payment

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

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

Part A: ESTIMATION OF RESPONDENT BURDEN

1) Collection Instrument

Pentagon Facilities Parking Program

- a) Number of Respondents: 4,200
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 4,200
- d) Response Time: 5 mins
- e) Respondent Burden Hours: 350 hours

2) Total Submission Burden (Summation or average based on collection)

- a) Total Number of Respondents: 4,200
- b) Total Number of Annual Responses: 4,200
- c) Total Respondent Burden Hours: 350 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument(s)

Pentagon Facilities Parking Program

- a) Number of Total Annual Responses: 4,200
- b) Response Time: 5 mins
- c) Respondent Hourly Wage: \$36.60
- d) Labor Burden per Response: \$3.05
- e) Total Labor Burden: \$12,810

2) Overall Labor Burden

- a) Total Number of Annual Responses: 4,200

b) Total Labor Burden: \$12,810

The Respondent hourly wage was determined by using the [Department of Labor Wage Website] (<http://www.dol.gov/dol/topic/wages/index.htm>)

13. Respondent Costs Other Than Burden Hour Costs

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

14. Cost to the Federal Government

1) Total Labor Cost to the Federal Government: \$8,820

2) Total Operational and Maintenance Costs: \$7,500

3) Total Cost to the Federal Government: \$16,320

15. Reasons for Change in Burden

There has been no change in burden since the last approval.

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 Paperwork Reduction Submissions”

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