

SUPPORTING STATEMENT - PART A

DLA Police Center Records – OMB Control Number 0704-0514

Summary of Changes

The form has been updated and revised with a corrected Privacy Act Statement and Agency Disclosure Notice. The burden has increased to properly reflect usage of the form across the Defense Logistics Agency.

1. Need for the Information Collection

The DLA Police Center (POLC) system houses data of civilian and military personnel of DLA, contractor employees, and other persons who have committed or are suspected of having committed any criminal act (felony or misdemeanor) or any violations of laws, regulations, or ethical standards on DLA-controlled activities or facilities.

Authorities for this collection include:

- DoDI 5505.17, “Collection, Maintenance, Use, and Dissemination of Personally Identifiable Information and Law Enforcement Information by DoD Law Enforcement Activities”
- Public Law 108-494, “ENHANCE 911 Act of 2004,” Section 102, “Findings”
- DoDI 6055.17, “DoD Emergency Management (EM) Program”

2. Use of the Information

DLA police officers are responsible for the life safety, security, and protection of the DLA Installations including Defense Distribution Depot San Joaquin, CA; Defense Distribution Depot Susquehanna, PA; Defense Supply Center Richmond, VA; Defense Supply Center Columbus, OH; and DLA Headquarters, Fort Belvoir, VA. Upon the occurrence of an incident to which DLA police officers respond, involved parties will provide information to the responding officer(s) in an interview. This interview includes related parties’ sworn statements which provide details regarding the interviewee’s knowledge of the facts and circumstances under investigation and address the elements of proof of the offense under investigation. Officers may also collect other information at the scene of the incident, such as notes on property; this may include property seized in connection with a search and seizure authorization. Information collected by the officers is noted on DLA Form 635, “Incident Report,” or – in cases when the responding officer has access to a portable device – is entered directly into POLC. The information is then used by DLA police officers, DLA installation support offices, and the DLA Office of General Counsel (OGC) to monitor progress of cases and to develop non-personal statistic data on crime and criminal investigative support for the future. DLA OGC also uses data to review cases, determine appropriate legal action, and coordinate on all available remedies. Information is released to DLA managers who use the information to determine actions required to correct the causes of loss and to take appropriate action against DLA employees or contractors in cases of their involvement. Records are also used by DLA police to monitor the progress of incidents, identify crime-conducive conditions, and prepare crime vulnerability assessments.

3. Use of Information Technology

Information is most often entered directly into POLC (75%). When the system is undergoing an update or there is an unplanned outage, officers utilize the DLA Form 635 as a back-up method for recording the information; the information recorded on the form is then entered into POLC when the system is next available to the responding officer.

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

This collection of information occurs on occasion as required. Failure to collect this information would put DLA at risk of legal repercussion, could put all evidence into question, and could potentially jeopardize investigations. Failure to collect this information would also restrict the ability of DLA to share information with local, state, and federal law enforcement agencies.

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 Friday, November 23, 2018. The 60-Day FRN citation is 83 FRN 59370.

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

A 30-Day Federal Register Notice for the collection published on Thursday, March 21, 2019. The 30-Day FRN citation is 84 FRN 10482.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the Federal Register Notice 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

The DLA Form 0635 contains the Privacy Act Statement which is provided to individuals at the time the information is collected.

The following 6 SORNs apply to this collection:

<https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570262/s50030/>

<https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570263/s50040/>

<https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570264/s50041/>

<https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570265/s50042/>

<https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570266/s50043/>

<https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570267/s50050/>

A copy of the PIA can be found at:

<http://www.dla.mil/Portals/104/Documents/InformationOperations/PrivacyImpact%20Assessments/PoliceCenterPIAWebVersion.pdf>

An updated PIA is currently pending signatures. A draft of the updated PIA (Sections 1 and 2) has been provided with this OMB package.

The Records Retention and Disposition Schedule for this collection may be found below as:

NARA Job Number: N1-361-91-7; DAA-0361-2014-0003

11. Sensitive Questions

This collection of information often requires respondents to provide, among other things, personal information such as name, grade/rank, address, date of birth, and Social Security Number, race and ethnicity; all of these data items may be used in the course of a law enforcement inquiry or investigation to assist in confirming the true identity of the individual.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

- 1) Incident Report – POLC/DLA 635
 - a) Number of Respondents: 2,000
 - b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 2,000
 - d) Response Time: 30 minutes
 - e) Respondent Burden Hours: 1,000 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Incident Report – POLC/DLA 635
 - a) Number of Total Annual Responses: 2,000
 - b) Response Time: 30 minutes
 - c) Respondent Hourly Wage: \$26.00
 - d) Labor Burden per Response: \$13.00
 - e) Total Labor Burden: \$26,000.00

Respondent hourly wage was calculated by first identifying the median yearly salary in each of DLA's five locations (Tracy, CA; Columbus, OH; New Cumberland, PA; Fort Belvoir, VA; Richmond VA) and then calculating the overall average salary. The hourly wage was then calculated based on the average yearly salary.

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

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

- 1) Incident Report – POLC/DLA 635
 - a) Number of Total Annual Responses: 2,000
 - b) Processing Time per Response: 2.5 hours
 - c) Hourly Wage of Worker(s) Processing Responses : \$26.00
 - d) Cost to Process Each Response: \$65.00
 - e) Total Cost to Process Responses: \$130,000.00

Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
 - a) Annual Hosting Cost: \$0
 - b) System Maintenance/Support: \$0

2) Total Operational and Maintenance Cost: \$0

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

1) Total Labor Cost to the Federal Government: \$130,000.00

2) Total Operational and Maintenance Costs: \$0

3) Total Cost to the Federal Government: \$130,000.00

15. Reasons for Change in Burden

This is a reinstatement with change to an expired collection. The burden has increased since the previous approval due in part to corrected calculations as to the number of respondents. Additionally, the system has now been fully adopted, resulting in increased usage.

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.