

SUPPORTING STATEMENT - PART A

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

Summary of Changes

- There has been a slight decrease in estimated cost to the Federal Government.
- The NAVSEA Form 5500 Visitor Sign-In sheet is being removed as an instrument.
- The NAVSEA Visitor Control Center script is being added as an instrument.

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 visitor's 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 to type in their Social Security Number (SSN) and/or DoD Electronic Data Interchange Personal Identifier (EDIPI) number and Date of Birth (DOB), into the keypad, 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 to type in their SSN and/or DoD EDIPI number and DOB, into the keypad, and an official Federal, State, and/or Foreign Government issued picture ID.
 - o The Visitor types in their SSN and/or EDIPI and DOB into the keypad and presents an official Federal, State, and/or Foreign Government issued picture ID to the VCT.
 - 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.
 - o The VCT 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. 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

There is no impact 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

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). 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, January 17, 2020. The 60-Day FRN citation is 85 FRN 3042.

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

A 30-Day Federal Register Notice for the collection published on Friday, March 20, 2020. The 30-Day FRN citation is 85 FRN 16088.

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

A Privacy Act Statement and Agency Disclosure Notice are required. 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.

The NAVSEA 5500/1 form 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 (PIA) is not required for this collection because PII is not being collected electronically.

RETENTION AND DISPOSAL:

Badges and passes are destroyed three months after return to issuing office. Records of issuance are destroyed six months after new accountability system is established or one year after final disposition of each issuance record is entered in retention log or similar record, whichever is earlier. 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. If any IT system or data storage media fails and must be replaced, the data storage component (e.g., disks/hard drives) is removed from the hardware and degaussed with DOD approved degaussing systems and are then mechanically shredded prior to disposal.

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 numbered keypad is used at each badging station for the visitor to use for inputting their SSN if needed without writing it down or verbally giving it to the visitor control technicians (VCT). No questions considered sensitive are being asked in this collection.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

- 1) NAVSEA 5500-1 and Verbal Questions
 - a) Number of Respondents: 5200
 - b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 5200
 - d) Response Time: .25 (15mins)
 - e) Respondent Burden Hours: 1300

- 2) Total Submission Burden
 - a) Total Number of Respondents: 5200
 - b) Total Number of Annual Responses: 5200
 - c) Total Respondent Burden Hours: 1300 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) NAVSEA 5500-1 and Verbal Questions
 - a) Number of Total Annual Responses: 5200
 - b) Response Time: .25(15mins)
 - c) Respondent Hourly Wage: \$29.37
 - d) Labor Burden per Response: \$7.34
 - e) Total Labor Burden: \$38,181

- 2) Overall Labor Burden
 - a) Total Number of Annual Responses: 5200
 - b) Total Labor Burden: 38,181

13. Respondent Costs Other Than Burden Hour Costs

There are no costs other than burden hours 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) NAVSEA 5500-1 and Verbal Questions
 - a) Number of Total Annual Responses: 5200
 - b) Processing Time per Response: .25(15mins)
 - c) Hourly Wage of Worker(s) Processing Responses : \$20.54
 - d) Cost to Process Each Response: \$5.14
 - e) Total Cost to Process Responses: \$26,702

- 2) Overall Labor Burden to the Federal Government
 - a) Total Number of Annual Responses: 5200
 - b) Total Labor Burden: \$26,702

Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
 - a) Equipment: \$0
 - b) Printing: \$300
 - c) Postage: \$0
 - d) Software Purchases: \$0
 - e) Licensing Costs: \$0
 - f) Other: \$0

- 2) Total Operational and Maintenance Cost: \$300

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$26,702
- 2) Total Operational and Maintenance Costs: \$ 300
- 3) Total Cost to the Federal Government: \$27,002

15. Reasons for Change in Burden

This is a reinstatement, without change, of a previously approved collection for which approval has expired. There has been no change in burden since the last approval. There has been a slight decrease in estimated cost to the Federal Government.

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. 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”

There are no requests for exceptions to the provisions stated in 5 CFR 1320.9.