

SUPPORTING STATEMENT - PART A

Cargo Movement Operations System (CMOS) – 0701-XXXX

1. Need for the Information Collection

The purpose of this collection is to support the generation of passenger manifests on military aircraft, per 10 U.S.C. 9013, Secretary of the Air Force; DoD 4500.9-R, Defense Transportation Regulation Part 1, Passenger Movement; Air Force Program Management Directive #5272(2)/38610F, Cargo Movement Operations System, and E.O. 9397 (SSN) as amended.

2. Use of the Information

CMOS, in addition to managing the shipment of cargo, also supports the generation of passenger manifests. In the context of this document, the respondents are military family members and retirees who wish to take advantage of low-cost flights on military aircraft by traveling on a “Space A Cat VI” basis.

Note: “Deployment” passenger manifest data is obtained via electronic system-to-system interfaces and is not relevant to the “Public Collection” being addressed here.

After requesting Space A travel, the passengers will go to an Air Terminal where a Passenger Service Agent will enter their data directly into a CMOS via the “Passenger Processing Screen.” The travelers do not enter the data themselves; the Agent interacts with them verbally and performs the data entry on their behalf.

This passenger data is collected only on an as-needed basis when the passengers request the Space A travel, and is collected only at the Air Terminal. CMOS does not seek out these respondents and does not in any way solicit their participation. There are no paper forms for information requests sent to the travelers for them to return.

The sole purpose of this data is to provide a complete manifest of the passengers onboard the military flight. It is not used for any other reporting or statistical purposes.

3. Use of Information Technology

All the requested information is collected electronically. “Space A” passengers have their data entered directly into CMOS via interaction with a Passenger Service Agent at the Air Terminal.

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

Passenger manifest data from the “general public” is collected only when those individuals fly on a Space A Cat VI basis. Historically, this occurs approximately 15 times per month, or 180 times annually. There are no “reporting” requirements for this collection.

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 Thursday, May 14, 2020. The 60-Day FRN citation is 85 FRN 28935.

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

A 30-Day Federal Register Notice for the collection published on Friday, July 17, 2020. The 30-Day FRN citation is 85 FRN 43549.

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 is displayed on the relevant CMOS data input screen.

This collection does require a SORN. The existing SORN is being revised. A draft copy of the SORN (System ID: F024 AF AFMC A) has been provided with this package for OMB’s review. The current CMOS SORN is located at:

<https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-Component-Article-View/Article/569699/f024-af-afmc-a/>

This collection also requires a Privacy Impact Assessment (PIA). A draft copy of the PIA, “Cargo Movement Operations System (CMOS),” has been provided with this package for OMB’s review.

Records are retained IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedules:

- a. T 24 - 01 R 03.00 Control for Movement of Goods or Personnel, Commercial Movement of Goods or Personnel “Nonroutine”, records are cutoff at the end of the fiscal year. Destroy 10 years after cutoff.
- b. T 24 - 01 R 04.00 Commercial Movement of Goods or Personnel Case Files “Routine”, records are cutoff at the end of the fiscal year. Destroy 6 years after cutoff.
- c. T 24 - 01 R 09.00 Movement of Goods or Personnel by Government (non-Air Force) Transportation Facilities – records are cutoff upon completion of ship. Destroy 3 years after completion of shipment.
- d. T 24 - 01 R 10.00 Customs Clearance and Personal Property Inspection and Clearance Records. Records are cutoff upon clearing customs or settlement of irregularities. Destroy 3 years after clearing customs or settlement of irregularities. Records supporting any unresolved enforcement actions regarding a regulated activity are retained for 3 years after the action has reached resolution.
- e. T 24 - 02 R 01.00 Manifest Registers, AMC 68, Surface Cargo/Mail, Mil Airlift Docs, MILAIR Reports and Other Records. Records are cutoff at end of FY. Records are placed in inactive file for 1 year, then destroyed.

Records are maintained in the system until destroyed.

11. Sensitive Questions

The respondent’s SSN is collected when a retiree does not have a current passport and is using an old-style military retiree card which lists the SSN rather than an EDIPI number. A Social Security Number Justification Memo has been signed at the Flag Officer/SES level.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

1) Collection Instrument(s)

[Collection Instrument Title = CMOS “Passenger Processing” screen]

- a) Number of Respondents: 180
 - b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 180
 - d) Response Time: 0.1 hour
 - e) Respondent Burden Hours: 18 hours
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- 2) Total Submission Burden
 - a) Total Number of Respondents: 180
 - b) Total Number of Annual Responses: 180
 - c) Total Respondent Burden Hours: 18 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instrument(s)
 - a) Information system – CMOS
- 2) [Collection Instrument Title] CMOS “Passenger Processing” screen
 - a) Number of Total Annual Responses: 180
 - b) Response Time: 0.1 hour
 - c) Respondent Hourly Wage: \$7.25
 - d) Labor Burden per Response: \$0.73
 - e) Total Labor Burden: \$131.40
- 3) Overall Labor Burden
 - a) Total Number of Annual Responses: 180
 - b) Total Labor Burden: \$131.40

The respondents for this collection are primarily retirees and dependents (minors) of military personnel. As such, the Federal Minimum Wage was used for calculating the “cost” burden on the respondents.

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) Collection Instrument(s)
[Collection Instrument Title = CMOS “Passenger Processing” screen]
 - a) Number of Total Annual Responses: 180
 - b) Processing Time per Response: 0.1 hours
 - c) Hourly Wage of Worker(s) Processing Responses : \$34.20
 - d) Cost to Process Each Response: \$3.42
 - e) Total Cost to Process Responses: \$615.60
- 2) Overall Labor Burden to the Federal Government
 - a) Total Number of Annual Responses: 180
 - b) Total Labor Burden: \$615.6

Part B: OPERATIONAL AND MAINTENANCE COSTS

CMOS is a business system which processes well over a million transactions monthly. The incremental operational and maintenance cost of adding data for 10 to 15 “Space A Cat VI” passengers to existing passenger manifests is effectively zero.

- 1) Cost Categories

- a) Equipment: \$0
 - b) Printing: \$0
 - c) Postage: \$0
 - d) Software Purchases: \$0
 - e) Licensing Costs: \$0
 - f) Other: \$0
- 2) Total Operational and Maintenance Cost: \$0

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$615.60
- 2) Total Operational and Maintenance Costs: \$0
- 3) Total Cost to the Federal Government: \$615.60

15. Reasons for Change in Burden

This is an existing collection currently in use without an OMB Control Number.

16. Publication of Results

The results of this information collection will not be published.

17. Non-Display of OMB Expiration Date

We seek approval to omit the display of the expiration date of the OMB approval on the collection instrument because it creates a “maintenance point” in the business system, potentially resulting in inconsistencies between the actual expiration date and what is displayed on the relevant CMOS data entry screen.

18. Exceptions to “Certification for Paperwork Reduction Submissions”

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