

SUPPORTING STATEMENT - PART A

INTERCONTINENTAL BALLISTIC MISSILE (ICBM) HARDENED INTERSITE CABLE RIGHT-OF-WAY LANDOWNER/TENANT QUESTIONNAIRE – OMB Control Number 0701-0141

1. Need for the Information Collection

Cable Affairs functions at F E Warren Air Force Base (AFB) WY, Malmstrom AFB MT, and Minot AFB ND are responsible for ensuring the integrity of the buried Hardened Intersite Cable System (HICS) supporting Intercontinental Ballistic Missile (ICBM) missions. At each location, the HICS is installed completely on private property. In total there are over 6,100 miles of HICS installed; affecting some 8,500 different private landowners/tenants. A valuable tool in ensuring HICS hardness integrity is to maintain close ties with the affected landowners/tenants. A questionnaire is sent triennially to each affected landowner/tenant to gather updated landowner/tenant information (to include name, address, phone number) as well as data on local property conditions which could adversely affect the HICS (such as soil erosion, projected/building excavation plans, etc.). Additionally, these contacts/questionnaires aid in notifying landowners/tenants when HICS preventive maintenance or corrective maintenance becomes necessary to ensure uninterrupted ICBM command and control capability. Air Force Manual 21-202, Missile Maintenance Management directs contacting landowners/tenants on a triennial basis to gather basic information affecting the HICS.

Authority: 10 U.S.C. 9013, Secretary of the Air Force: powers and duties; delegation by; and Air Force Manual 21-202, Missile Maintenance Management.

2. Use of the Information

The Missile Cable Affairs Office at each missile wing location uses the information collected to provide preventive/corrective maintenance to ensure uninterrupted ICBM command and control capability. This information is used to aid in notifying landowners and tenants when HICS preventive maintenance or other maintenance becomes necessary.

3. Use of Information Technology

With approximately 1,700 landowners, dispersed through rural areas of austere northern tier locations, the paper product AF Form 3951 has been the most effective way to gather the required information. Additionally, the use of automated collection techniques is impractical as the level of cellular coverage and internet access across these rural areas is inconsistent.

4. Non-duplication

This data is continually reviewed to identify duplication of information gathered.

5. Burden on Small Businesses

Collection of information does not impact small businesses or other small entities.

6. Less Frequent Collection

Since the commissioning of the ICBMs in the mid-1960s through 1993, this information was collected/updated annually. It is now gathered triennially. Any less frequent would seriously impair its effectiveness.

7. Paperwork Reduction Act Guidelines

No special circumstances exist. The collection of information will be conducted in a manner consistent with the guidelines 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 Tuesday, September 18, 2018. The 60-Day FRN citation is 83 FRN 34556.

A 30-Day Federal Register Notice for the collection published on Friday, March 27, 2020. The 30-Day FRN citation is 85 FRN 17318.

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 will be provided to the respondents.

10. Confidentiality

The Privacy Act statement on AF Form 3951 assures compliance with the Privacy Act. Respondents are assured that only cable affairs personnel use the information.

A draft copy of the SORN (Cable Affairs Personnel/Agency Records, F021 AFGSC A) has been provided with this package for OMB's review.

A Privacy Impact Assessment (PIA) is not required for this collection because PII is not being collected electronically.

Records Retention: Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes; or destroy 1 year after deletion of the Minuteman missile cable system at applicable base or when no longer needed, whichever is sooner.

11. Sensitive Questions

No questions considered sensitive are being asked in this collection.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

- 1) Collection Instrument(s)
[AF Form 3951, INTERCONTINENTAL BALLISTIC MISSILE HARDENED INTERSITE CABLE RIGHT-OF-WAY LANDOWNER/TENANT QUESTIONNAIRE]
 - a) Number of Respondents: 2,834
 - b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 2,834
 - d) Response Time: 15 minutes
 - e) Respondent Burden Hours: 709 hours

- 2) Total Submission Burden (Summation or average based on collection)
 - a) Total Number of Respondents: 2,834
 - b) Total Number of Annual Responses: 2,834
 - c) Total Respondent Burden Hours: 709 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instrument(s)
[AF Form 3951, INTERCONTINENTAL BALLISTIC MISSILE HARDENED INTERSITE CABLE RIGHT-OF-WAY LANDOWNER/TENANT QUESTIONNAIRE]
 - a) Number of Total Annual Responses: 2,834
 - b) Response Time: 15 minutes
 - c) Respondent Hourly Wage: \$7.25
 - d) Labor Burden per Response: \$1.81
 - e) Total Labor Burden: \$5,136

- 2) Overall Labor Burden
 - a) Total Number of Annual Responses: 2,834
 - b) Total Labor Burden: \$5,136

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

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)
[AF Form 3951, INTERCONTINENTAL BALLISTIC MISSILE HARDENED INTERSITE CABLE RIGHT-OF-WAY LANDOWNER/TENANT QUESTIONNAIRE]
 - a) Number of Total Annual Responses: 2,834
 - b) Processing Time per Response: 15 minutes
 - c) Hourly Wage of Worker(s) Processing Responses : \$7.25
 - d) Cost to Process Each Response: \$1.81
 - e) Total Cost to Process Responses: \$5,136

- 2) Overall Labor Burden to the Federal Government
 - a) Total Number of Annual Responses: 2,834
 - b) Total Labor Burden: \$5,136

Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories - Operational and Maintenance Cost: \$6,999.15
 - a) Postage (\$.50 x 2,834 - outgoing): \$ 1,417.00
 - b) Postage (\$.50 x 2,126 - return): \$ 1,063.00
 - c) Review and processing time (outgoing & return) 5 min total per form
SSgt hourly wage \$ 17.23 x 5 min x 2,834 forms): \$ 4,069.15
 - d) Miscellaneous supplies and materials (papers, Envelopes, etc.): \$ 450.00
 - e)
- 2) Total Operational and Maintenance Cost: \$6,999.15

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$5,136
 - 2) Total Operational and Maintenance Costs: \$6,999
 - 3)
 - 4) Total Cost to the Federal Government: \$12,135
15. Reasons for Change in Burden
There has been no change in burden since the last approval. This is an extension of a previously approved collection.
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.