

## SUPPORTING STATEMENT - PART A

Aircraft and Personnel Automated Clearance System (APACS) – OMB Control Number  
0701-0160

Summary of Changes from Previously Approved Collection: There are no changes to this collection
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### 1. Need for the Information Collection

This collection is needed to maintain a record of DoD personnel travel to foreign locations. It is also used as a management tool for statistical analysis, tracking, reporting, evaluating program effectiveness, and conducting research.

Authorities: 10 U.S.C. 7013, Secretary of the Army; 10 U.S.C. 8013, Secretary of the Navy; 10 U.S.C. 9013, Secretary of the Air Force; 22 U.S.C. 4801, Findings and purpose; 22 U.S.C. 4802, Responsibility of Secretary of State; and 22 U.S.C. 4805, Cooperation of other Federal Agencies; Public Law 99-399, Omnibus Diplomatic Security and Antiterrorism Act of 1986; Department of Defense Directive 4500.54E, DoD Foreign Clearance Program; NIST.SP.800-53r4, Security and Privacy Controls for Federal Information Systems and Organizations; Chapter 4 Office of the Secretary of Defense, DoD Directive 5101.1, DoD Executive Agent, DoD 4500.09-R, Defense Transportation Regulation, DoD Manual 1000.21 DoD Passport and Passport Agent Services.

### 2. Use of the Information

The respondents for the collection are DoD customers which include the following as described in the approved Systems of Records Notice (SORN) F011 AF A10 B DoD (Department of Defense (DoD) Foreign Clearance Program Records) for the APACS web-based data collection system: All active-duty Military, DoD civilians, and non-DoD personnel traveling under DoD sponsorship (contractors, foreign nationals and dependents), and includes temporary travelers worldwide, as defined by the DoD Foreign Clearance Program. They respond to the information collection in order for APACS clearance approvers to document country, theater and special area travel clearances as required by the DoD Foreign Clearance Guide and individual military service instructions/regulations. APACS has an approved Authority to Operate (ATO) granted by the Air Force Designated Approving Authority (DAA), a Privacy Impact Assessment (PIA) and an approved SORN (provided as attachments) that describe the security features of the system as well as record uses and disposition. The APACS SORN describes how respondents can request their customer record data that resides in APACS.

### 3. Use of Information Technology

100% of the collection responses are collected electronically.

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 small businesses or entities.

6. Less Frequent Collection

The frequency of this collection cannot be reduced or minimized as the 60-days provides the best reflection of an average amount of respondents we have on a monthly basis. If we used a 30-day average of respondents for required calculations it wouldn't be as accurate.

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 for the collection published on Tuesday, February 20, 2018. The 60-Day FRN citation is 83 FRN 7168.

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

A 30-Day Federal Register Notice for the collection published on Thursday, July 1, 2021. The 30-Day FRN citation is 86 FR 35075 FRN 35075.

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

Yes. The APACS Administrator provides a Privacy Act Statement and a Statement of Understanding (SOU) to advise customers that the information provided is voluntary and provides the consequences of choosing not to provide requested information. The Air Force rules for accessing records and for contesting contents and appealing initial agency determinations are published in Air Force Instruction 33-332, Air Force Privacy Program; 32 CFR part 806b; or may be obtained from the system manager.

A draft copy of the SORN F011 AF A10 B DoD (Department of Defense (DoD) Foreign Clearance Program Records) has been provided with this package for OMB's review.

A draft copy of the Privacy Impact Assessment (PIA), Aircraft and Personnel Automated Clearance System (APACS), has been provided with this package for OMB's review.

Records Retention and Disposition Schedule: Electronic Records are destroyed after five (5) years completion of foreign travel. Electronic records are destroyed by erasing, deleting, or overwriting.

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

a. Estimation of Respondent Burden

**1. Aircraft and Personnel Automated Clearance System (APACS)**

- a. Number of Respondents: 492,000
- b. Number of Responses Per Respondent: 1
- c. Number of Total Annual Responses: 492,000
- d. Response Time: 30 Minutes (.50hrs)
- e. Respondent Burden Hours: 246,000

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

- a. Total Number of Respondents: 492,000
- b. Total Number of Annual Responses: 1
- c. Total Respondent Burden Hours: 246,000

Part B: LABOR COST OF RESPONDENT BURDEN

**1. Aircraft and Personnel Automated Clearance System (APACS)**

- a. Number of Total Annual Responses: 492,000
- b. Response Time: 30 Minutes

- c. Respondent Hourly Wage: \$25.00
- d. Labor Burden per Response: \$12.50
- e. Total Labor Burden: \$6,150,000

**2. Overall Labor Burden**

- a. Total Number of Annual Responses: 492,000
- b. Total Labor Burden: \$6,150,000

The Respondent hourly wage was determined by using the Federal Government Jobs Website (<http://www.federaljobs.net/salarybase.htm>). GS-11, Step 1 used for calculations.

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

a. Labor Cost to the Federal Government

**1. Aircraft and Personnel Automated Clearance System (APACS)**

- a. Number of Total Annual Responses: 492,000
- b. Processing Time per Response: 30 Minutes
- c. Hourly Wage of Worker(s) Processing Responses: \$25.00
- d. Cost to Process Each Response: \$12.50
- e. Total Cost to Process Responses: \$6.15M

**2. Overall Labor Burden to Federal Government**

- a. Total Number of Annual Responses: 492,000
- b. Total Labor Burden: \$6,150,000

Part B: OPERATIONAL AND MAINTENANCE COSTS

- a. Equipment: 0
- b. Printing: 0
- c. Postage: 0
- d. Software Purchases: 0
- e. Licensing Costs: 0
- f. Other: \$734,163.00 (Database management in DISA's milCloud Plus environment and associated A10P contract support costs)
- g. Total: \$734,163.00

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$6,150,000
- 2) Total Operational and Maintenance Costs: \$734,163.00
- 3) Total Cost to the Federal Government: \$6,884,163

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 for statistical use or analyses external to DoD.

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.