

SUPPORTING STATEMENT - PART A

White House Communications Agency Security Screening Questionnaire – OMB Control
Number: 0704-0507

Summary of Changes from Previously Approved Collection

- The title of the collection was changed from BEAST to the name of the form, White House Communications Agency Security Screening Questionnaire

1. Need for the Information Collection

The information collected on the White House Communications Agency Security Screening Questionnaire 89 form is used to manage personnel and security records. This information is used to track security, badges and employment data of military personnel, DoD Government employees, and DoD contractors who support the White House Communications Agency (WHCA) and/or the White House Military Office (WHMO).

The WHCA also uses the information collected with the WHCA 89 to track personnel who enter the building on a daily basis, including new employees, guests, or workers. Since this is a Presidential Support Duty (PSD) facility, we have a system in place that identifies those personnel who are not authorized to come into the facility based on past history or those members who are or will exceed the 180-day authorization to enter PSD facility. The retention of this information is critical in ensuring only authorized personnel enter the facility.

The authority for collecting the personal data resides in Executive Orders - 10450, 11652 & 9397. The authorities which enable the system to operate are DoDI 5210.55 - Department of Defense Presidential Support Program; DoDI 5210.87 - Selection of DoD Personnel and Contractor Employees for Assignment to PSAs; DoD Directive 1000.17 - Detail of DoD Personnel Assigned to Duty Outside the Department of Defense; DoD Manual 5200.02, Procedures for the DoD Personnel Security Program (PSP); and E.O. 9397 (SSN), as amended.

2. Use of the Information

The member is required to fill-out a security questionnaire form, the WHCA 89. Once accomplished, the collected data is inputted from the form into the Basic Employee and Security Tracking (BEAST) system. The data is then used to check suitability of the member being considered for PSD. Next there is a credit check, a criminal background check, and an interview. If the member is deemed suitable for PSD they are brought on board and security sensitive items are added to their record, along with badges, evaluations, awards etc. The BEAST system serves as both a security and personnel database. The member can only access certain information by logging into the system with their credentials, and are restricted from viewing other member's information. The Security and Personnel Professionals and System Administrators can access "system wide" data.

3. Use of Information Technology

100% of responses are collected electronically via the WHCA 89 Form.

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

There is no way to conduct a less frequent collection unless fewer people apply for employment. The incoming collection is solely driven by applicants, which we are unable to control/determine.

7. Paperwork Reduction Act (PRA) 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 Friday, July 23, 2021. The 60-Day FRN citation is 86 FR 39012.

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

A 30-Day Federal Register Notice for the collection published on Monday, September 27, 2021. The 30-Day FRN citation is 86 FR 53288.

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 (PAS) is required for this information collection. It is current and provided on the WHCA Form 89 (Security Questionnaire).

A SORN is required as records are retrieved by PII. The SORN number is: KWHC 08, "DefenseReady," and was published on June 16, 2014 79 FR 34299.

The PAS references the SORN which can be found here:

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-Component-Article-View/Article/570748/kwhc08/>

The PIA is published on our closed internal site and is submitted with the package.

A proposed Records Retention and Disposition Schedule of 75 years has been submitted to NARA via a Standard Form (SF) 115 for consideration.

11. Sensitive Questions

Social Security Number is collected on the WHCA Form 89. An SSN Justification memo is attached to this package.

12. Respondent Burden and its Labor Costs

PART A. ESTIMATION OF RESPONDENT BURDEN

1) Collection Instrument

WHCA Form 89

- a) Number of Respondents: 150
- b) Number of Responses per Respondent: 1
- c) Number of Total Annual Responses: 150
- d) Response Time: 15 minutes
- e) Respondent Burden Hours: 37.5 hours

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

- a) Total Number of Respondents 150
- b) Total Number of Annual Responses 150
- c) Total Respondent Burden Hours 37.5 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument

WHCA Form 89

- a) Number of Total Annual Responses: 150
- b) Response Time: 15 minutes
- c) Respondent Hourly Wage: \$38.30
- d) Labor Burden per Response: \$9.58
- e) Total Labor Burden: \$1,437

2) Overall Labor Burden

- a) Total Number of Annual Respondents: 150
- b) Total Labor Burden: \$1,437

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

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

WHCA Form 89

- a) Number of Total Annual Responses: 150
- b) Processing Time per Response: 15 minutes
- c) Hourly Wage of Worker(s) Processing Responses: \$40/hr.
- d) Cost to Process Each Response: \$10
- e) Total Cost to Process Responses: \$1500

2) Overall Labor Burden to the Federal Government

- a) Total Number of Annual Responses: 150
- b) Total Labor Burden: \$1500

The hourly wage information was determined by using <https://www.militaryrates.com/military-pay-charts>

Part B: OPERATIONAL AND MAINTENANCE COSTS

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: \$1500
- 2) Total Operational and Maintenance Costs: \$0
- 3) Total Cost to the Federal Government: \$1500

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.

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.