

SUPPORTING STATEMENT - PART A

Non-combatant Tracking System (NTS) & Evacuation Tracking and Accountability System (ETAS) – 0704-XXXX

1. Need for the Information Collection

Section 502 of Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities); DoD Directive 3025.14, Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad; Joint Publication 3-68 Noncombatant Evacuation Operations; E.O. 9397 (SSN), assigns DoD supporting responsibilities “to advise and assist the Secretary of State and heads of other Federal departments and agencies, as appropriate, in the planning for the protection, evacuation and repatriation of U.S. citizens in threatened areas overseas.” Sec 801 of the Order assigns the Department of Health and Human Services (HHS) responsibility “to develop plans and procedures to assist the State and local governments in the provision of emergency human services, including lodging, feeding, clothing, registration and inquiry, social services, family reunification and mortuary services and interment.” This information collection is needed to collect the required evacuee information necessary to document the movement of an evacuee from a foreign country to an announced safe haven and to assist the evacuee in meeting their needs. In addition, this information collection is needed to ensure that Federal and State agencies receive proper reimbursement for costs incurred during these very expensive operations.

2. Use of the Information

The respondents are evacuees who may be Federal civilian employees, and/or their family members, Military personnel and/or their family members, private American citizens and foreign nationals. The primary purpose of this information collection is personnel accountability of evacuees who have been repatriated through designated processing sites. By identifying what services have been provided to respective evacuees during initial processing and where they have gone, Federal agencies may ensure that their personnel receive safe haven entitlements and notification of change in status. The respondent’s data is provided to an NTS operator through verbal interviews and the scanning of ID cards or passports. Once their information has been recorded, the evacuee is given a tracking number that is used to identify them through the evacuation process. The information is captured directly in the NTS application and the data is stored on the Central Server. Once the evacuation is completed, the data is required to be archived in a database that is maintained and protected by Defense Manpower Data Center (DMDC) onsite in Seaside. Reports can be requested by DoD Government Agencies.

3. Use of Information Technology

NTS is a software application; therefore 100% of the data is 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 a substantial number of small businesses or entities.

6. Less Frequent Collection

Information is captured for one event. The information is stored in an NTS database. We are required to archive all NTS data. If data were not collected, Federal agencies, State and local governments would not be able to comply with the Executive Order.

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 Monday, September 20, 2021. The 60-Day FRN citation is 86 FR 52135 FRN 52135.

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

A 30-Day Federal Register Notice for the collection published on Monday, February 7, 2022. The 30-Day FRN citation is 87 FR 6853 FRN 6853.

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

Privacy Act Statements are provided to individuals on-site at evacuation points. It is the responsibility of the personnel managing evacuation points to provide the required Privacy Act Statements to evacuees.

A copy of the SORN, DMDC 04, Non-combatant Tracking System (NTS) & Evacuation Tracking and Accountability System (ETAS) (April 15, 2016, 81 FR 22242), has been provided with this package for OMB review

A copy of the PIA, Non-combatant Tracking System (NTS) & Evacuation Tracking and Accountability System (ETAS), has been provided with this package for OMB's review.

Permanent: Cut off at the end of the fiscal year and transfer to the National Archives and Records Administration in accordance with 36 CFR 1228.270 and 36 CFR 1234.

11. Sensitive Questions

Social Security Number (SSN): NTS collects the social security number of three categories of individuals, the evacuee, the sponsor, and the accompanying evacuees. Based on the Office of Management (OMB) guidelines to eliminate the unnecessary collection and use of social security number, coordination of this requirement was previously obtained with both Department of State (DOS) and HHS. DOS advised that 22 USC § 2671(d)(1) and 26 USC § 6039E require the collection of SSNs in cases related to repatriation. HHS advised that the collection of SSN on repatriation loans is required to properly identify the proper individual(s) for repayment of the loan. SSN is used in the documentation of payments and loans provided in the process of evacuation and may be provided to the IRS if payment is not received. The SSN may also be used in the process of verifying an individual's identity and citizenship

Sensitive Questions: It is necessary to know the gender of evacuees. Based on all of the past evacuations, especially those where third country nationals have been evacuated, it is hard to decipher by the individual's name if they are male or female. It is important for all agencies involved to know with whom they are working when making personal contact. It is also important to know the gender of unaccompanied minor children when they get separated from their parents.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

Evacuations are very unique operations, based on crisis (political, military, or natural disaster) arising in a country that would require the National Command Authority to direct an authorized or ordered departure. Therefore, the number of respondents can vary markedly from one year to the next.

- 1) Collection Instrument(s)
[NTS Application]

- a) Number of Respondents: 50,000
 - b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 50,000
 - d) Response Time: 5 minutes
 - e) Respondent Burden Hours: 4167 hours
- 2) Total Submission Burden
- a) Total Number of Respondents: 50,000
 - b) Total Number of Annual Responses: 50,000
 - c) Total Respondent Burden Hours: 4167 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instrument(s)
[NTS Application]
- a) Number of Total Annual Responses: 50,000
 - b) Response Time: 5 minutes
 - c) Respondent Hourly Wage: \$18.05
 - d) Labor Burden per Response: \$1.50
 - e) Total Labor Burden: \$75,000
- 2) Overall Labor Burden
- a) Total Number of Annual Responses: 50,000
 - b) Total Labor Burden: \$75,000

The amount used is based on a GS 7 hourly rate. GS 7 is in the middle of our pay scale. 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(s)
[NTS Application]
- a) Number of Total Annual Responses: 50,000
 - b) Processing Time per Response: 5 minutes
 - c) Hourly Wage of Worker(s) Processing Responses: 18.05
 - d) Cost to Process Each Response: 1.50
 - e) Total Cost to Process Responses: \$75,000
- 2) Overall Labor Burden to the Federal Government

- a) Total Number of Annual Responses: 50000
- b) Total Labor Burden: \$75,000

Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
 - a) Equipment: \$927,000
 - b) Printing: \$0
 - c) Postage: \$0
 - d) Software Purchases: \$0
 - e) Licensing Costs: \$65,000
 - f) Other: \$2,326
- 2) Total Operational and Maintenance Cost: \$994,326

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$75,000
- 2) Total Operational and Maintenance Costs: \$ 994,326
- 3) Total Cost to the Federal Government: \$1,069,326

15. Reasons for Change in Burden

This collection of information was previously cleared under 0704-0334, Automated Repatriation Reporting System (DD2585), which has been decommissioned. This is an existing collection without an OMB number.

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.