

**SUPPORTING STATEMENT FOR
PAPERWORK REDUCTION ACT SUBMISSION**

***Law Enforcement Officers Safety Act (LEOSA) Photographic Identification
Card Application***

OMB Number 1405- XXXX

Insert Form Number

A. JUSTIFICATION

1. *Why is this collection necessary and what are the legal statutes that allow this?*

This collection is necessary in order for DS to process and issue the photographic identification cards (LEOSA Identification Cards) as specified under 18 U.S.C. § 926C (The Law Enforcement Officers Safety Act of 2004 (LEOSA), as amended).

2. *What business purpose is the information gathered going to be used for?*

This information will be used by the DS Credentials Office to verify employment and good standing status of former special agents and then to prepare and issue the LEOSA Identification Cards.

3. *Is this collection able to be completed electronically (e.g. through a website or application)?*

The application will be available to download from the Department's website, and it is recommended to be emailed back with supporting documentation. Alternatively, applications can be submitted via mail. The Department's public website does not support an online application system. Whether or not this ability will be accessible in the future is still to be determined by the Department's Bureau of Information Resource Management.

4. *Does this collection duplicate any other collection of information?*

This collection does not duplicate any other collection of information.

5. *Describe any impacts on small business.*

No impact on small business or entities.

6. *What are consequences if this collection is not done?*

The consequence of not collecting the information is that the Department, in particular Diplomatic Security, would not be able to comply with LEOSA's requirements regarding issuance of LEOSA Identification Cards.

7. *Are there any special collection circumstances?*

There are no special collection circumstances.

8. *Document publication (or intent to publish) a request for public comments in the Federal Register*

The notice was published in the Federal Register on May 5, 2021 (86 FR 24133), with 60 days provided for comments. No comments were received.

9. *Are payments or gifts given to the respondents?*

No payments or gifts are provided to the respondents.

10. *Describe assurances of privacy/confidentiality*

There are no assurances of privacy or confidentiality.

11. *Are any questions of a sensitive nature asked?*

No questions of a sensitive nature are asked.

Describe the hour time burden and the hour cost burden on the respondent needed to complete this collection

DS anticipates approximately 70 respondents per year. Time to collect the required supporting documents should take, on average, one hour. Therefore, the total hour burden is estimated to be 70 hours (70 x 1).

Based on a review of the BLS wage estimates, the estimated average hourly wage for the Protective Service Occupation is \$25.11, multiplied by the time 1 hour (\$25.11), multiplied by the number of annual respondents (70) gives a monetized time burden of \$1757.70.

12. *Describe the monetary burden to respondents (out of pocket costs) needed to complete this collection.*

The only cost to respondents is the \$18 fee required for the FBI name check. This will only be required for those applicants who are not employed by the Department at the time they submit the application. Therefore, the total cost burden will be 70 x \$18 = \$1,260.

13. Describe the cost incurred by the Federal Government to complete this collection.

Start up costs include software and card stock and is estimated at \$15,124.48. Recurring costs will include replacement of card stock as needed. The Department will utilize current staff to cover the processing and printing of LEOSA Identification Cards. The estimated average hourly wage for the personnel assigned to the credentials office is approximately \$45, multiplied by the time to vet and print one card .25 hour (\$11.25), multiplied by the number of annual respondents (70) gives a monetized time burden of \$787.50.

14. Explain any changes/adjustments to this collection since the previous submission

This is a new information collection.

15. Specify if the data gathered by this collection will be published.

Information collected will not be published or shared.

16. If applicable, explain the reason(s) for seeking approval to not display the OMB expiration date. Otherwise, write "The Department will display the OMB expiration date."

The Department will display the OMB expiration date.

17. Explain any exceptions to the OMB certification statement below. If there are no exceptions, write "The Department is not seeking exceptions to the certification statement".

The Department is not seeking exceptions to the certification statement.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

This collection does not employ statistical methods.