

SUPPORTING STATEMENT - PART A

Authorization to Apply for a “No-Fee” Passport and/or Request for Visa – 0702-0134

Summary of Changes from the Previously Approved Collection

- Costs to the Federal Government increased due to salary increase for GS employees
- Overall Operational and Maintenance costs for the Government has significantly decreased due to changes with IT Support, Contract Support, Training and continued COVID-19 protection measures.
- Changed IC title to match title of collection instrument (DD Form 1056)

1. Need for the Information Collection

The Deputy Secretary of Defense, in accordance with DoD Directive 1000.21E, has designated the Secretary of the Army as the Department of Defense (DoD) Executive Agent (EA) for all DoD Passport and Passport Agent Services. This includes the preparation and processing of all required documents for the acquisition and control of no-fee passports and/or visas necessary for official government travel. The Passport Services Division (PSD), Installation Management Command (IMCOM) is tasked with the operational day-to-day mission of the DoD Passport and Visa Office. The PSD is responsible for assisting eligible DoD-affiliated individuals with applying for an official No-Fee U.S. Passport and making additional Visa requests as required. DoD Personnel, their family members, and certain DoD Contractors (as designated by the Department of State Special Issuance Agency (DOS-SIA)) are eligible when traveling on official travel orders to countries or locations requiring a passport or visa. The information collected on the DD Form 1056 is required to facilitate the processing of these no-fee passports and visa requests.

The collection is authorized by:

- 22 CFR Part 51 outlines the responsibilities of passport acceptance agents.
<https://www.ecfr.gov/current/title-22/chapter-I/subchapter-F/part-51>
- DoD Directive, 1000.21E “DoD Passport and Passport Agent Services” designates the Secretary of the Army as the DoD Executive Agent (EA) for DoD Passport and Passport Agent Services.
<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodd/100021e.pdf>
- DoD Manual, O-1000.21 “Passport and Passport Agent Services” authorizes the Secretary of the Army to administer DoD passport and passport agent service and ensure that DoD passport and passport service are instituted according to Department of State (DoS) guidelines.
<https://directives.whs.mil/issuances/O100021m.pdf>

- “U.S. Department of State Federal and Military Passport Agent’s Reference Guide (FM PARG)” is the official document as directed and authorized by the Department of State requiring the use of DD Form 1056 for processing and procurement of DoD Official passports and visa requests. DoD passport agents are responsible for accepting/executing passport applications, verifying the applicant’s citizenship, and collecting, reviewing, and verifying that all DoS required documents are valid.
- The Memorandum of Understanding between the Department of Defense and U.S. Department of State for Implementation of the DoD Passport Application Acceptance Program states that the Secretary of State, through powers granted in 22 C.F.R § 51.22(b), has the authority to designate employees at DoD installations as passport acceptance agents. DoD Passport Acceptance Agents will perform “all services required by DOS for the acceptance of passport applications in accordance with the U.S. Code of Federal Regulations (22 CFR Part 51), the Foreign Affairs Manual (7 FAM 1300), the Passport Agent Reference Guide, Passport Procedures for Military Acceptance Agents, the DoD Foreign Clearance Guide, and any supplemental instructions issued by the Directorate of Passport Services or SIA.
- The DoD Foreign Clearance Guide provides necessary information for aircraft international mission planning and execution, personnel travel to foreign countries, as well as general information on foreign locations. Since the DoD FCG is directive in nature for all DoD and DoD-sponsored travel abroad, travelers must ensure they comply with this Guide. This document is not releasable outside the US Government unless approved by a competent authority

2. Use of the Information

The DD Form 1056, “Authorization to Apply for a “No-Fee” Passport and/or Request for Visa” is the document utilized to verify U.S. citizenship and proof that a DoD sponsor or eligible family member is authorized to apply for a No-Fee passport. It is also used in lieu of, or in addition to, official travel orders as authority for the Department of State (DOS), to issue a No-Fee passport. This form is utilized by DOS, PSD-DoD Passport and Visa Office, and Passport Acceptance Agents for the processing and procurement of all passport and visa applications. Respondents are DoD civilians, military members, their dependents/family members and Department of State, Special Issuance Agency (DOS-SIA) designated DoD Contractors.

The DD Form 1056 is currently available on the DoD Forms website (<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1056.pdf>) as well as the Passport Matters website which is managed by PSD per the 2017 MOU with DOS. Travelers, Transportation Coordinators, and DoD Passport Agents can fill out the draft form, but the final approval and signatory approval is held with the DoD Passport Acceptance Agent. If anyone other than the DoD Passport Acceptance Agent fills out the draft form, it must be hand carried to the DoD Passport Acceptance Agent for review and execution of the action i.e., providing the oath.

Information collected is retained in the files of the DOS and PSD-Passport and Visa Office, along with other documentation related to passport applications, adjudication and issuance. The information is also collected from other DoD agencies including: Defense Information Systems Agency (DISA), Defense Intelligence Agency (DIA), Defense Logistics Agency (DLA) and Defense Threat Reduction Agency (DTRA), military and federal civilian employees certified and approved Passport Acceptance Agents (PAA) as authorized and designated by the both the DoD Passport and Visa Office and Department of State. On occasion, DoD offices support the United States Coast Guard (USCG) in support of the Department of Homeland Security mission. Information on the form is also shared with the Embassy of the country to which the traveler is going for the production of the needed travel documents. Additionally, the information collected is crucial for documenting a U.S. citizen's request for a replacement passport and/or visa.

The DD Form 1056 is prepared in one original and one copy and must accompany all No-Fee passport and visa requests, including revalidations as mandated by DOS. The officially appointed (as approved by both DOS and DoD-EA) Passport Acceptance Agents at the various worldwide U.S. military DoD Passport Acceptance Facilities assist eligible respondents in preparing, completing, and authenticating the DD Form 1056. Respondents are required to read and review the Privacy Act Statement and Agency Disclosure Notice prior to completing a blank DD Form 1056. The information provided on the blank form is then transcribed by the Passport Acceptance Agent (PAA) into the Visa and Passport Automated System (VPAS) on an authorized network station at the respective Passport Acceptance Facility. Once the data has been entered in VPAS, it generates a barcode on the upper left side of the form, thereby providing each DD Form 1056 its own unique identifier for tracking purposes. Once the DD Form 1056 is printed from VPAS, the respondent reviews for accuracy prior to the DoD Passport Acceptance Agent signing the form.

VPAS is a web-based electronic system which allows for the accurate cradle to grave management (current status, search, etc.) for all DoD passport and visa application actions generated by the PAA and PSD-DoD Passport and Visa office personnel. A draft copy of the updated DD Form 1056, a completed version of the DD Form 1056 with barcode, and VPAS screenshots are all included with this collection package for OMB's review. At no time does the respondent have access, or utilize VPAS. Only Passport Acceptance Agents who are approved by the DOS and PSD-PPV, placed on the Integrated Acceptance Facility Oversight Database (IAFOD), and have been assigned an Agent Identification Number will be granted access to VPAS.

The completed DD Form 1056 must accompany the applicable DOS forms listed below, which are used in support of the Passport and Passport Agent Services.

- DS-10A, "Birth Affidavit" (OMB Control Number 1405-0132) - Used in lieu of an acceptable birth certificate or may be provided in conjunction with other birth records that accompany a passport application.
- DS-11, "Application for a U.S. Passport (OMB Control Number 1405-0004)- To determine eligibility to be issued a U.S. passport.

- DS-60, “Affidavit Regarding a Change of Name” (OMB Control Number 1405-0133) - Completed when applying for a passport when the name which is used by the applicant is (1) substantially different from that shown on the evidence of citizenship and/or (2) has been adopted without formal court proceedings and was not as acquired by a marriage or under operation of state law.
- DS-64, “Statement Regarding Lost or Stolen Passport” (OMB Control Number 1405-0014)- The primary purpose for requesting this information is to ensure that no person shall bear more than one valid or potentially valid United States passport book and one valid passport card at one time, except as authorized by U.S. Department of State, and to combat passport fraud and misuse.
- DS-82, “U.S. Passport Renewal Application for eligible Individuals (OMB Control Number 1405-0020) - The purpose of this form is to determine eligibility to be issued a U.S. passport.
- DS-3053, “Statement of Consent or Special Circumstances: Issuance of a Passport to a Minor Under Age 16 (OMB Control Number 1405-0129)- The primary purpose for soliciting the information is to establish two parent consent for a minor’s passport application as required by Public Law 106-113, Section 236.
- DS-5525, “Statement of Exigent/Special Family Circumstances for issuance of a U.S. Passport to a minor” (OMB Control Number 1405-0216) - The primary purpose for soliciting this information is to establish a possible exigent/special family circumstance exception to Public Law 106-113, Section 236, requiring two parent consent for a minor’s passport application.
- DS-4085 Application for Additional Visa Pages or Miscellaneous Passport Services” (OMB Control Number 1405-0159) - To determine entitlement to receive the passport service applied for (i.e. Status of Forces Agreement (SOFA) endorsement for U.S. government travel)

The completed DD Form 1056 (original and one copy) and any accompanying aforementioned documents are assembled and reviewed for completeness and accuracy by the PAA and officially mailed by registered mail to the Department of State, Special Issuance Agency (SIA) offices either in Washington, D.C. or the Charleston Passport Center (CPC), South Carolina for processing and issuance of the no-fee passport. If an applicant currently possesses a valid No-Fee passport with 6 months or more remaining after their projected departure date and only requires an issuance of visa for entry into the designated country, the PAA will attach the passport with the visa documents and visa application (to include photos) and send it registered mail to the PSD-Passport and Visa Office for processing.

3. Use of Information Technology

The PSD-Passport and Visa Office utilizes information technology to the fullest extent possible. The DD Form 1056 must be completed online (fillable, printable) and be included in the application packet. 100% percent of all completed DD Form 1056s are now input

electronically to the VPAS system by the PPA as described above. However, the accompanying Department of State forms require a Passport Agent and respondent “original” handwritten signature or notary certification and does not allow for electronic submission.

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 Business

This information collection does not impose a significant economic impact on a substantial number of small businesses or entities.

6. Less Frequent Collection

The collection of information is only conducted on an as needed basis for new and renewing no-fee passports and/or visas. It is not possible to collect on a less frequent basis.

7. Paperwork Reduction Act Guidelines

This collection of information does not require the 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 Tuesday, March 15, 2022. The 60-Day FRN citation is 87 FR 14520.

No comments were received during the 60-Day comment period.

A 30-Day Federal Register Notice for the collection published on Tuesday, May 31, 2022. The 30-Day FRN citation is 87 FR 32383.

Part B: Consultation

Consultation occurs monthly, between representatives of PSD and DoS/Special Issuance Agency, in order to reconcile all processed DD Form 1056s for accurate payment of passport services rendered. Future consultation with respondents, or their representative, are planned to be performed at least every 3 years.

9. Gifts or Payment

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

10. Confidentiality

The information collected is protected under the Privacy Act of 1974, as amended. Respondents are assured confidentiality verbally by the PSD - Passport and Visa Services Division Executive Agents who collect the information or through electronic means through the VPAS system providing them the authorization form.

A Privacy Act Statement is required and located on the DD Form 1056. Respondents are advised to read and review it prior to the collection of information.

A draft copy of the SORN (AO 1000.21, OAA DoD; Visa Passport Automated System (VPAS)) has been provided with this package for OMB review. The previously published version can be accessed here: <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/715283/a0-100021-oaa-dod/>.

A copy of the approved PIA "Visa Passport Automated System" has been provided with this package for OMB review.

The VPAS system is approved by The National Archives and Records Administration and assigned Record Schedule Number DAA-AU-2016-0023. The Retention and Disposition Schedule Authority number for VPAS is DAA-AU-2016-0023-0001. Information collected is retained for 2 years and immediately destroyed. Paper records are destroyed by shredding and electronic records are destroyed by erasing. The VPAS system is approved by the National Archives.

11. Sensitive Questions

Respondents are asked to provide social security number and date of birth. Collection of social security number is authorized under DoDI 1000.30 "SSN Instruction Use Case" Enclosure 2 sections 2.c. (4) and (7). The SSN Justification memorandum is provided for OMB review.

12. Respondent Burden, and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

1) Collection Instrument

DD Form 1056, Authorization to Apply for a No-Fee Passport and/or Visa

- a) Number of Respondents: 175,000
- b) Number of Responses Per Respondent: 1
- c) Number of Annual Responses: 175,000
- d) Response Time: 60 minutes (1 hour)

- e) Respondent Burden Hours: 175,000
- 2) Total Submission Burden
 - a) Total Number of Respondents: 175,000
 - b) Total Number of Annual Responses: 175,000
 - c) Total Respondent Burden Hours: 175,000

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instrument
 - DD Form 1056, Authorization to Apply for a No-Fee Passport and/or Visa
 - a) Number of Total Annual Responses: 175,000
 - b) Response Time: 60 minutes (1 Hour)
 - c) Respondent Hourly Wage: \$7.25
 - d) Labor Burden per Response: \$7.25
 - e) Total Labor Burden: \$1,268,750.00
- 2) Overall Labor Burden
 - a) Total Number of Annual Respondents: 175,000
 - b) Total Labor Burden: \$1,268,750.00

The Respondent hourly wage was determined by using the Department of Labor Wage Website <https://www.dol.gov/whd/minimumwage.htm>. The federal minimum wage is \$7.25 per hour effective July 24, 2009.

13. Respondent Costs Other Than Burden Hour Costs

There are no annualized costs to respondents other than 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
 - DD Form 1056, Authorization to Apply for a No-Fee Passport or Visa
 - a) Number of Total Annual Responses: 175,000
 - b) Processing Time per Response: 1 Hour (60 minutes)
 - c) Hourly Wage of Worker(s) Processing Responses: \$25.58
 - d) Cost to Process Each Response: \$25.58
 - e) Total Cost to Process Responses: \$4,476,500.00
- 2) Overall Labor Burden to Federal Government
 - a) Total Number of Annual Responses: 175,000
 - b) Total Labor Burden: \$4,476,500.00

The workers hourly wage was determined by using the OPM Pay & Leave web site for a GS-9 Step 5.

https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/22Tables/html/GS_h.aspx

Part B: OPERATIONAL AND MAINTENANCE COSTS

1) Cost Categories

- a) Equipment: \$8,221,847.00
- b) Printing: \$0
- c) Postage: \$250,000.00
- d) Software Purchases: \$0
- e) Licensing Costs: \$0
- f) Other: IT Support – \$250,000.00; Contract Support – \$1,600,000.00; PSD Passport Cost – \$24,000,000.00; Training – \$200,000.00

2) Total Operational and Maintenance Cost: \$34,521,847.00

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

1) Total Labor Cost to the Federal Government: \$4,476,500

2) Total Operational and Maintenance Cost: \$34,521,847

3) Total Cost to the Federal Government: \$38,998,347

15. Reasons for Change in Burden

The burden has decreased since the previous approval date due to COVID-19. Training has been virtual since March 2020. As health safety measures become and remain clear, training will revert back to in person conferences which will be requiring travel. The Contract Support has significantly decreased when PSD transitioned over to IMCOM. The previous Contract Support costs were related to OAA agency functions. After reevaluation of costs with IMCOM, it has been determined that the contract support is significantly lower. IT support has increased to provide additional services to the PSD employees during the pandemic.

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”

CFR 1320.9. We are not requesting any exemptions to the provisions stated in 5