

SUPPORTING STATEMENT - PART A

Fleet Readiness Center Southeast (FRCSE) Electronic Sensormatic Intake Application – 0703-CURE

1. Need for the Information Collection

The Sensormatic Electronic (SE) Computer Coordinated Universal Retrieval Entry (CCURE) 9000 is a Commercial of the Shelf (COTS) application that is used as part of the process for issuing access badges to Fleet Readiness Center Southeast (FRCSE) command facilities. The application consists of a network of electronic door switches, badge readers, and security video cameras which provide input to a central processing software server that is located at the command's server farm at FRCSE, NAS Jacksonville, FL. The information collected from command employees and contractors for this application is per the prescribing policy regulations in OPNAVINST 5530.14E, "Navy Physical Security and Law Enforcement Program," which provides guidance for the protection of people and assets throughout the Navy.

The FRCSE Security uses a combination of in person verbal and form data collection to obtain the necessary information required in the CCURE application for command badge issuance and emergency contact notification. The collection is authorized by 10 U.S.C. 5013, "Secretary of the Navy"; 10 U.S.C. 5041, "Headquarters, Marine Corps"; Marine Corps Order P5530.14, "Marine Corps Physical Security Program Manual"; and E.O. 9397 (SSN), as amended.

2. Use of the Information

The FRCSE SE CCURE 9000 Command Security and Supervisory Security Government Personnel Administrators collect the required data in two different ways from command employees due to the separate command check in processes for Military/Civil Service and DoD Contractors. Upon reporting to the FRCSE command, a CCURE System Administrator collects the required information from Military personnel via a completed FRCSE 5000/17, "Visit Access/Badge Request," and SECNAV 5512/1, "DON Local Population ID Card/Base Access Pass Registration." In contrast, because there is no established command check in form for DoD Contractors, the information required for a command badge is collected in-person verbally and input directly into the application by the CCURE system administrator. The DoD Contractor does not see the application system itself. Once the FRCSE security administrator enters all necessary information into the SE CCURE 9000 application, a command badge is issued to the employee (Military or DoD Contractor), allowing them access to command facilities.

In addition to using information for personnel access to controlled areas, and investigative purposes as applicable, the electronic stored data is also used to maintain accountability for those personnel working within the FRCSE command facility on a routine basis to help ensure appropriate communications can occur in the event of an emergency or security event. The local software house contractor, FRCSE Command Information Technology, and Security Department have indicated that because CCURE is a COTS application, that a

specific DON Agency Disclosure Notice and Privacy Act Statement front splash screen notice cannot be incorporated into the application because the application does not allow individual changes into the application due to its pre-programmed development and distribution technology package. A handout with the OMB Control Number information, Agency Disclosure Notice, and Privacy Act Statement will be given to respondents prior to information collection.

3. Use of Information Technology

All responses collected from DoD Contractors are collected 100% orally, and all information is stored in the electronic SE CCURE application due to current command onboarding standard operating procedures for DoD Contractors.

4. Efforts to Identify 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. Consequences of Less Frequent Collection

This information is collected only once, at the time of issuance of the access badge to the contractor employee. Thus, it cannot be collected less often. The collection is based on each individual contractor's requirement to access FRCSE facilities and the need for FRCSE to maintain accountability for those employees working within our facility. FRCSE must be able to communicate with an employee's emergency contact in the event of an emergency.

7. Paperwork Reduction Act Certification

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. Solicitation of Comments

A 60-Day Federal Register Notice (FRN) for the collection published on Tuesday, April 11, 2023. The 60-Day FRN citation is 88 FR 21659.

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

A 30-Day Federal Register Notice for the collection published on Wednesday, September 13, 2023. The 30-Day FRN citation is 88 FR 62776.

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 is required and provided to the respondent by the processing FRCSE security administrator prior to information collection.

The associated System of Record Notice (SORN) (NM05512-2, Badge and Access Control System Records) can be accessed at the following link:

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570444/nm05512-2/>.

The CCURE PIA is currently pending final disposition with Tier 1 DON Privacy Chief of Information Office. A draft copy has been provided with this package for OMB's review.

General Records Schedule (GRS): DAA-GRS-2015-0005-0011-0078

Retention Instructions: Large Aggregation SSIC: 5000-52; and Disposition: TEMPORARY. Cut off at end of calendar year. Destroy 3 years after cutoff.

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

1) Collection Instrument

Verbal Questions for FRCSE SE CCURE 9000

- a) Number of Respondents: 1,600
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 1,600
- d) Response Time: 7 minutes
- e) Respondent Burden Hours: 187 hours

2) Total Submission Burden

- a) Total Number of Respondents: 1,600
- b) Total Number of Annual Responses: 1,600
- c) Total Respondent Burden Hours: 187 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument

Verbal Questions for FRCSE SE CCURE 9000

- a) Number of Total Annual Responses: 1,600
- b) Response Time: 7 minutes
- c) Respondent Hourly Wage: \$19.67

- d) Labor Burden per Response: \$2.29
 - e) Total Labor Burden: \$3,672
- 2) Overall Labor Burden
- a) Total Number of Annual Responses: 1,600
 - b) Total Labor Burden: \$3,672

The source of the respondent's hourly wage was determined by using Bureau of Labor Statistics wage estimates for Office and Administrative Support Occupations (https://www.bls.gov/oes/current/oes_nat.htm#43-0000).

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
- Verbal Questions for FRCSE SE CCURE 9000
- a) Number of Total Annual Responses: 1,600
 - b) Processing Time per Response: 7 minutes
 - c) Hourly Wage of Worker(s) Processing Responses: \$19.67
 - d) Cost to Process Each Response: \$2.29
 - e) Total Cost to Process Responses: \$3,672
- 2) Overall Labor Burden to the Federal Government
- a) Total Number of Annual Responses: 1,600
 - b) Total Labor Burden: \$3,672

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: \$5,500.00 (Software House (CCURE) application manufacturer licensing is an annual requirement to maintain operations of the application. FRCSE purchases this license and utilizes it to provide new and updated software throughout the year.)
 - f) Other: \$0
- 2) Total Operational and Maintenance Cost: \$5,500

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$3,672
- 2) Total Operational and Maintenance Costs: \$5,500
- 3) Total Cost to the Federal Government: \$9,172

15. Reasons for Change in Burden

This is an existing collection currently in use without an OMB Control 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.