

ANNUAL REPORTING BURDEN							
Section	Requirement	Respondents	Responses per Respondent	Total Responses	Burden per Response	Total Burden Hours	Cost @ \$290/hr
25.11	Exemption Request	0	0	0	8	0	\$0
25.21(b) and SEAD3 (non-travel related)	Notification of information that bears on continued eligibility for access authorization, access to classified information, or a sensitive position (non-travel related)	54	1	54	0.25	13.5	\$3,888
25.21(b) and SEAD3 (travel related)	Notification of information that bears on continued eligibility for access authorization, access to classified information, or a sensitive position (Online travel notification portal)	150	1	150	0.25	37.5	\$10,800
25.23	Notification that access authorization has been granted	78	2.6	202.8	0.5	101.4	\$29,406
25.25	Immediate notification by telephone of cancellation of access authorization	4	2.5	10	0.15	1.5	\$435
25.27(a)&(b)	Reopening cancelled requests	0	0	0	0.15	0	\$0
25.29(a)&(b)	Request to reinstate access authorization	2	5.5	11	0.15	1.65	\$479
25.31(c)	Request to extend or transfer access authorization	4	1	4	0.15	0.6	\$174
25.35(a)	Notification of classified visits	8	3	24	0.15	3.6	\$1,044
25.35(d)	Notification of changes to classified visits	0	0	0	0.15	0	\$0
TOTAL		300		456		160	\$46,400

**ANNUAL RECORDKEEPING BURDEN**

<b>Section</b>	<b>Requirement and retention</b>	<b>Recordkeepers</b>	<b>Hours per recordkeeper</b>	<b>Total Burden Hours</b>	<b>Cost @ \$290/hr</b>
25.13 and 25.23	Access Authorization records (3 yrs)	78	0.6	46.8	\$13,572
25.35(e)	Maintain procedures to ensure positive identification of visitors before the disclosure of classified information	78	0.25	19.5	\$5,655
<b>TOTAL</b>		<b>78</b>		<b>66</b>	<b>\$19,140</b>

	Part 25		Cost at \$290/hr
	Burden	Responses	
Reporting	160	456	\$ 46,400
Recordkeeping	66	78	\$ 19,140
TOTAL	226	534	\$ 65,540

	2019-2022		2023-2026		Change	
	Burden	Responses	Burden	Responses	Burden	Responses
Reporting	122.3	305.8	160.0	456.0	37.8	150.2
Recordkeeping	66.3	78.0	66.0	78.0	-0.3	0.0
TOTAL	188.6	383.8	226.0	534.0	37.5	150.2

Recordkeeping

costs	\$ 8
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