

## SUPPORTING STATEMENT - PART A

### Air Force Safety Automated System (AFSAS) Preliminary Mishap/Incident Reporting – OMB Control Number 0701-0164

#### 1. Need for the Information Collection

The Department of the Air Force, Headquarters Air Force Safety Center (AFSEC) has responsibility for the prevention of mishaps Air Force-wide and for saving lives and preserving assets. Inherent in this responsibility is the requirement to ensure that personnel are well trained in all aspects of safety and that organizations are equipped with tools to monitor and identify high risk behavior. This action requires tracking of safety training required for military, and civilian, contractor and foreign national professionals of the Department of the Air Force, provide course throughput, and specify those organizations responsible for mitigating safety recommendations. It also identifies the organizations and training resources needed to enhance operational readiness by enabling Air Force (AF) personnel, aviation, and ground, to establish and maintain a safe and healthful workplace and to provide leadership, guidance, technical direction, and resources to protect people, prevent mishaps, achieve regulatory compliance, and control hazards including hazardous occupational exposures, and costs. Information is required to track and coordinate individual training for mishap analysis in both safety and medical databases.

Authority for the development and maintenance of the system and collection of information related to mishaps and objects and persons involved in or witness to those mishaps is derived from the following:

- Occupational Safety and Health Administration's reporting requirements in accordance with
  - Executive Order 12196, "Occupational Safety and Health Programs for Federal Employees," and
  - 29 CFR 1960, "Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters"
- 10 U.S.C. 9013, "Secretary of the Air Force, powers and duties"
- DoDI 6055.07, "Mishap Notification, Investigation, Reporting, and Record Keeping"
- AF Instruction (AFI) 91-207, "Traffic Safety Program"
- AFI 91-204, "Safety Investigation and Reports"
- AF Policy Directive 91-2, "Safety Programs."

#### 2. Use of the Information

The Air Force, in accordance with stated policy above, collects mishap and safety-related information via AF Form 978, Supervisor Mishap/Incident Report. Information will be collected on the AF Form 978 from individuals, including contractors, who were injured in, directly involved in, or an eyewitness to the Mishap. The information is collected by the respondent's supervisor and the form is then routed through the Unit Safety

Representative and Commander before making its way to the Safety Office. The Safety Office will then make the determination on whether it is a reportable event. If reportable, then the mishap info is collected in the Air Force Safety Automated System (AFSAS) via its investigation module. Currently the AF Form 978 is the only legitimate avenue for reporting events. At the top of the AF Form 978, the OMB Control Number and expiration date, as well as our Privacy Act Statement are documented for review by respondents.

Information collected in the AFSAS is utilized directly by assigned Safety Managers and Investigators, to evaluate mishap events for prevention analysis. Each organization staff will compare the information against DoD standards to determine if safety is enforced and to evaluate the safety profile of their organization. Included will be specific recommendations for risk mitigation/reduction in order to preserve assets and save lives. The Air Force Safety Program addresses the maintenance of safe and healthful conditions in the workplace or the occupational environment. It is applicable to all Air Force personnel and operations, aviation, or occupational functions.

### 3. Use of Information Technology

In the process of conducting an official mishap investigation, AFI 91-204, mandates that 100% of information captured to explain the mishap event, identify persons involved in a mishap and to track individual safety training requirements, will be entered into the AFSAS. AFSAS uses this information to compare safety reports with safety training records, track a person's compliance with safety standards and regulations. 90% of the forms are submitted electronically by respondents.

### 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

Air Force will be unable to conduct its safety reduction program if it cannot collect information necessary to evaluate the propriety of mishap events within an organization and track effectiveness of individual compliance with technical orders and training requirements. Collection cannot be conducted less frequently because each request is unique and must be evaluated on a case-by-case basis.

### 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

The 60-day Federal Register Notice for the collection was published on Monday, April 17, 2023. The 60-Day FRN citation is 88 FR 23410.

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

The 30-Day FRN for the collection was published on Friday, August 25, 2023. The 30-Day FRN citation is 88 FR 58254.

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

A Privacy Act Statement is required for this collection of information and is provided at the top of AF Form 978.

A draft copy of the SORN (Air Force Safety Automated System (AFSAS), F091 AFSEC C) has been provided with this package for OMB's review.

A copy of the approved PIA, Air Force Safety Automated System (AFSAS), has been provided with this package for OMB's review.

RETENTION AND DISPOSAL: Destroy after 2 years, or on inactivation of the activity, whichever is sooner.

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

AF Form 978

- a) Number of Respondents: 200
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 200
- d) Response Time: 1 hour
- e) Respondent Burden Hours: 200 hours

### 2) Total Submission Burden

- a) Total Number of Respondents: 200
- b) Total Number of Annual Responses: 200
- c) Total Respondent Burden Hours: 200 hours

## Part B: LABOR COST OF RESPONDENT BURDEN

### 1) Collection Instrument

AF Form 978

- a) Number of Total Annual Responses: 200
- b) Response Time: 1 hour
- c) Respondent Hourly Wage: \$7.25
- d) Labor Burden per Response: \$7.25
- e) Total Labor Burden: \$1,450

### 2) Overall Labor Burden

- a) Total Number of Annual Responses: 200
- b) Total Labor Burden: \$1,450

The respondent hourly wage was determined from the Federal Minimum wage of \$7.25 per hour.

## 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

AF Form 978

- a) Number of Total Annual Responses: 200
- b) Processing Time per Response: 1 hour
- c) Hourly Wage of Worker(s) Processing Responses: \$28.42

- d) Cost to Process Each Response: \$28.42
  - e) Total Cost to Process Responses: \$5,684
- 2) Overall Labor Burden to the Federal Government
    - a) Total Number of Annual Responses: 200
    - b) Total Labor Burden: \$5,684

The Respondent hourly wage was determined by using OPM's GS Salary Table ([https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/23Tables/html/GS\\_h.aspx](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/23Tables/html/GS_h.aspx)). GS-11, Step 1, of \$28.42 per hour, was used for calculations.

#### Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
  - a) Equipment: \$600,000
  - b) Printing: \$0
  - c) Postage: \$0
  - d) Software Purchases: \$240,000
  - e) Licensing Costs: \$0
  - f) Other: \$2,000,000
- 2) Total Operational and Maintenance Cost: \$2,840,000

#### Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$5,684
- 2) Total Operational and Maintenance Costs: \$2,840,000
- 3) Total Cost to the Federal Government: \$2,845,684

#### 15. Reasons for Change in Burden

There has been no change in burden since the last approval.

#### 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.