

SUPPORTING STATEMENT - PART A

Civil Aircraft Landing Permit Forms – OMB Control Number 0701-0050

Summary of Changes from Previously Approved Collection

- Title changed to reflect use of forms rather than the associated system.
- Minor administrative changes to DD Forms 2400 and 2401.
- This request reflects a small decrease in respondent burden hours and a significant increase in annual cost burden. Both changes are the result of correcting administrative errors in the previous request. The actual burden imposed by these forms is not changing; response time and number of respondents remain the same.

1. Need for the Information Collection

The Federal Aviation Act of 1958 (PL 85-726, Section 1107) authorized government agencies to regulate public use of government-owned airfields. Military airfields are established and funded to support the level of operations necessary to support the national defense mission; therefore, civil aircraft access to military airfields is not comparable to civil airports. The military departments have made military airfield available to civil aircraft operators, primarily to conduct official government business; however, use for other purpose is also occasionally accommodated (AFI 10-1001, AR 95-2, and SECNAVINST 3770-IC). Access must be managed to ensure that security and operational integrity at the airfields are maintained and that the government is not held liable if the civil aircraft becomes involved in an accident or incident while using military airfields, facilities, and services. The collection of information is necessary to identify the aircraft operator and the aircraft to be operated; establish that purpose for use of military airfields; and protect the US Government against litigation.

2. Use of the Information

The respondents for this collection include any civil aircraft operator applying for landing rights on a DoD airfield. The Air Force processes three times more requests than other military branches of service, thus the Air Force is the owner of the Civil Aircraft Landing Permit System program and DD Forms 2400, 2401, and 2402. The respondents access the collection instruments via a Google search for the forms website or by contacting the base of interest to obtain info on how to request forms for landing approval. Respondents complete the collection instruments by typing into the fillable PDF forms and printing to sign and email to the base location of the service component of interest. Respondents must complete DD Form 2401 to identify themselves, indicate where they want to operate; state their purpose for use, list their aircraft, complete the DD Form 2402 agreeing to hold the government harmless, and notify their insurance company to complete the DD Form 2400 to show evidence of third-party liability insurance coverage. The forms are provided at no cost to the individual or company, and when use is for official government business, there is no charge for use of the airfield. For civil aircraft requests, the approval/disapproval is

designated by the military departments when the approving official completes the backside of the collection instrument. The military departments also use the information from the collection instrument to advise installation commanders of approved users, aircraft registration numbers, and purpose for use. Copies of the approved form are returned to the applicant for use in obtaining final landing clearance from the installation commander. The successful effect of the information collection is to have a process to indemnify the military services of legal responsible if an unforeseen incident occurs on the landing airfield after an approval is granted.

3. Use of Information Technology

The electronic, fillable version of the form is available via the DoD Forms website. 100 percent of responses are received electronically via email. The burden involved in this collection of information consists of the time required for respondents to complete the three forms. The current forms are used by all military department to simplify application procedures for civil aircraft operators. With no centralized source for the information and the diversity in applicants, there is no improved information technology that would further reduce the burden on the 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. Each military department requires respondents to file the forms to apply for use of its airfields; however, due to differences in missions and the legal nature of the DD Forms 2400 and 2402, a single filing is not practical. The insurance certification that commercial operators provide to the Department of Transportation (DOT) does not include the legal provisions of the DD Form 2400 to protect the Department of Defense against litigation. Non-commercial operators are not required to provide proof of insurance to DOT or civil airports. Landing permits and hold harmless agreements are not required by DOT or civil airports. No existing combination of sources provides the full range of information required in making application for civil aircraft use of a military airfield.

5. Burden on Small Businesses

This information collection does not impose a significant economic impact on a substantial number of small businesses or entities. The information collected is the minimum required to allow civil aircraft to use military airfields.

6. Less Frequent Collection

If the information is not collected, the security, operational, and liability risks would preclude approval for civil aircraft use of military airfields. The purposes of use vary greatly. In some cases, the civil aircraft operator would suffer the greater consequences if access was denied. For example, scheduled air carriers use designated military airfields as weather alternates. Denied access would increase the air carriers operating cost because

the additional fuel required to reach a more distance civil airport alternate would reduce payload capacity. On the other hand, there are military department charter civil aircraft to move passengers and cargo - denied access for these aircraft would adversely impact the military department's capability to transport troops, dependents, and cargo. The collection cannot be conducted less frequently. It must be accomplished as respondents make application. Frequency of application is based on insurance expiration or purpose of use of the military airfield.

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

A 60-Day Federal Register Notice (FRN) for the collection published on Friday, September 22, 2023. The 60-Day FRN citation is 88 FR 65370.

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

A 30-Day Federal Register Notice for the collection published on Wednesday, June 26, 2024. The 30-Day FRN citation is 89 FR 53398.

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

The required Privacy Act of 1974 statement is included on each of the required forms in this collection. Assurance of confidentiality related to the respondents' information is stated in the Privacy Act statement area of each of the forms. Information collected remains on file with the specific approval authority only and information is not released to agencies outside the Department of Defense.

The System of Record Notice (SORN), F010 AFXO A, Civil Aircraft Landing Permit Case Files (July 30, 2001, 66 FR 39306) can be reviewed at the following DPCLD web site:

<https://dpcl.d.defense.gov/DesktopModules/ArticleCS/Print.aspx?PortalId=49&ModuleId=13614&Article=569686>

A Privacy Impact Assessment (PIA) is not required for this collection because PII is not being collected electronically.

All forms collected are destroyed 2 years after expiration date on completed form or when superseded by a subsequent submission.

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 Instruments

DD Form 2400, Certificate of Insurance

- a) Number of Respondents: 1,800
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 1,800
- d) Response Time: 10 minutes
- e) Respondent Burden Hours: 300 hours

DD Form 2401, Civil Aircraft Landing Permit

- a) Number of Respondents: 1,800
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 1,800
- d) Response Time: 10 minutes
- e) Respondent Burden Hours: 300 hours

DD Form 2402, Hold Harmless Agreement

- a) Number of Respondents: 1,800
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 1,800
- d) Response Time: 10 minutes
- e) Respondent Burden Hours: 300 hours

2) Total Submission Burden

- a) Total Number of Respondents: 5,400
- b) Total Number of Annual Responses: 5,400
- c) Total Respondent Burden Hours: 900 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instruments

DD Form 2400, Certificate of Insurance

- a) Number of Total Annual Responses: 1,800
- b) Response Time: 10 minutes
- c) Respondent Hourly Wage: \$30.00
- d) Labor Burden per Response: \$5.00
- e) Total Labor Burden: \$9,000

DD Form 2401, Civil Aircraft Landing Permit

- a) Number of Total Annual Responses: 1,800
- b) Response Time: 10 minutes
- c) Respondent Hourly Wage: \$30.00
- d) Labor Burden per Response: \$5.00
- e) Total Labor Burden: \$9,000

DD Form 2402, Hold Harmless Agreement

- a) Number of Total Annual Responses: 1,800
- b) Response Time: 10 minutes
- c) Respondent Hourly Wage: \$30.00
- d) Labor Burden per Response: \$5.00
- e) Total Labor Burden: \$9,000

2) Overall Labor Burden

- a) Total Number of Annual Responses: 5,400
- b) Total Labor Burden: \$27,000

The Respondent hourly wage was determined by using information from the May 2023 Bureau of Labor Statistics Occupational Employment and Wage Estimates for the Air Transportation industry (https://www.bls.gov/oes/current/naics3_481000.htm).

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 Instruments

DD Form 2400, Certificate of Insurance

- a) Number of Total Annual Responses: 1,800
- b) Processing Time per Response: 10 minutes
- c) Hourly Wage of Worker(s) Processing Responses: \$30.00
- d) Cost to Process Each Response: \$5.00
- e) Total Cost to Process Responses: \$9,000

DD Form 2401, Civil Aircraft Landing Permit

- a) Number of Total Annual Responses: 1,800
- b) Processing Time per Response: 10 minutes
- c) Hourly Wage of Worker(s) Processing Responses: \$30.00
- d) Cost to Process Each Response: \$5.00
- e) Total Cost to Process Responses: \$9,000

DD Form 2402, Hold Harmless Agreement

- a) Number of Total Annual Responses: 1,800
- b) Processing Time per Response: 10 minutes
- c) Hourly Wage of Worker(s) Processing Responses: \$30.00
- d) Cost to Process Each Response: \$5.00
- e) Total Cost to Process Responses: \$9,000

2) Overall Labor Burden to the Federal Government

- a) Total Number of Annual Responses: 5,400
- b) Total Labor Burden: \$27,000

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: \$0
- f) Other: \$0

2) Total Operational and Maintenance Cost: \$0

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

1) Total Labor Cost to the Federal Government: \$27,000

2) Total Operational and Maintenance Costs: \$0

3) Total Cost to the Federal Government: \$27,000

15. Reasons for Change in Burden

This revision request reflects a small decrease in respondent burden hours and a significant increase in annual cost burden. However, both changes are the result of correcting administrative errors in the previous request. Most significantly, the respondent cost burden was miscalculated, resulting in an artificially low annual total cost.

The actual burden imposed by these forms is not changing; response time and number of respondents remain the same.

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.