

SUPPORTING STATEMENT - PART A

Defense Travel System – OMB Control Number 0704-0577

1. Need for the Information Collection

The Defense Travel System (DTS) is the enterprise standard for requesting, authorizing, reserving, and requesting payment for travel within the Department of Defense. Information is collected for the purpose of official travel. The information is used to satisfy reporting requirements and detect fraud and abuse. Non-DoD personnel whose information is in DTS includes dependents of DoD Military and Civilian personnel and guests of the DoD such as foreign nationals. DoD Services and Agencies concur with the collection of this data, and the Director of the Defense Management Data Center (DMDC), under the Defense Human Resources Activity (DHRA) organization, manages the information collection.

The collection of information is authorized by the following laws, regulations, and policies:

- 5 U.S.C. 57 – Travel, Transportation, and Subsistence
- DoD Directive (DoDD) 5100.87 – Department of Defense Human Resources Activity
- DoD Instruction 5154.31, Volume 3 – Commercial Travel Management: Defense Travel System (DTS)
- DoD Financial Management Regulation 7000.14-R, Vol. 9
- DoDD 4500.09 – Transportation and Traffic Management
- DTR 4500.9-R – Defense Transportation Regulation, Parts I (Passenger Movement), II (Cargo Movement), III (Mobility), IV (Personal Property), and V (Customs)
- 41 C.F.R. 300-304 – Federal Travel Regulation System
- Joint Travel Regulations – Uniformed Service Members and DoD Civilian Employees
- Executive Order 9397 (SSN), as amended.

Each stated authority includes reporting requirements related to personnel and travel records that necessitate the collection of Personally Identifiable Information via the DTS. As a result of the data collection, the DoD is accurately able to meet the reporting requirements as it relates to travel, financial management, and compensation.

2. Use of the Information

DTS is a web-based computer application used to manage DoD travel. To access DTS, users must first request a DTS account. To collect the personal information for DTS, users login to www.defensetravel.osd.mil via instruction from their organization's Defense Travel Administrator (DTA) and authenticate to the electronic DTS application. The users create a profile upon their initial access to the system, and they can modify the profile electronically as needed. The respondents are dependents of DoD personnel and, in very rare cases, travel guests of DoD. The public respondent's information is input into DTS by DoD personnel for invitational or special circumstance travel. Respondents provide personal information to facilitate reserving travel and distribution of payment for travel. Dependents represent less than 1% of the respondents and provide less information because their profile information falls under a DoD civilian or military personnel.

Dependents' information includes SSN, full name, and travel preferences such as TSA Pre-Check number and Passport Number.

Other DoD guests, such as Academy nominees/applicants/cadets and foreign nationals, represent less than 1% of the DTS user population and create a profile through the online self-registration tool in DTS. Information collected includes SSN for US citizens and a number assigned by DEERS for foreign nationals, full name, email address, mailing address, organization, bank account and routing numbers, personal address, personal phone number, gender, and Service/Agency of assignment.

Once the respondents enter the profile or self-registration information, the respondents submit the information by selecting submit or enter at the bottom of the screen. Upon submission, the user can request authorization to travel.

3. Use of Information Technology

DTS information is collected 100% electronically as DTS is a web-based application.

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

DTS reporting on the public's use of the system is on occasion. Public respondents represent less than 1% of the information in DTS, therefore requiring minimal reporting needs.

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 Thursday, June 27, 2024. The 60-Day FRN citation is 89 FRN 53594.

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

A 30-Day Federal Register Notice for the collection published on Friday, October 18, 2024. The 30-Day FRN citation is 89 FRN 83852.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the 60-Day Federal Register Notice 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 is displayed when the respondent's login to the DTS system. The Privacy Act Statement precedes every traveler log-in to the system. The traveler must acknowledge the Privacy Act statement before proceeding. The respondents have the option to decline participate in the collection of information. The Privacy Act statement can be reviewed at: www.defensetravel.osd.mil. Upon entering the site, press the start button and the Privacy Act Statement will come up.

A draft copy of the updated SORN (Defense Travel System (DTS), DHRA 08 DoD) has been provided with this package for OMB's review. The existing SORN under DHRA 08 DoD has been published since March 27, 2020.

A copy of the PIA, Defense Travel System, has been provided with this package for OMB's review.

The retention and disposition authorities correspond with National Archives, General Records Schedules which are mandatory in accordance with the Federal Records Act, per 44 USC, Chapters 29, 31 and 33; 36 CFR 1220-1236, DoD 5015.02, and AI-15 OSD Records and Information Management Program. The summary of the retention and disposition is as follows:

The majority of the records will be destroyed 6 years after the final payment or cancellation. Records relating to a claim will be destroyed 6 years and 3 months after the claim is closed or court order is lifted. In the case of a waiver of a claim, the record will be destroyed 6 years and 3 months after the close of the fiscal year in which the waiver was approved. In the case of a claim for which the Government's right to collect was not extended, the record will be destroyed 10 years and 3 months after the year in which the Government's right to collect first accrued.

11. Sensitive Questions

DTS collects the full Social Security Number and bank account and routing numbers. Bank account and routing numbers are collected for payment of benefits to the traveler.

The SSN is collected to ensure that financials are reported properly in financial systems. A Social Security Number Justification Memo is attached to this submission.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

- 1) Defense Travel System
 - a) Number of Respondents: 1,500
 - b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 1,500
 - d) Response Time: 10 minutes
 - e) Respondent Burden Hours: 250 hours

- 2) Total Submission Burden
 - a) Total Number of Respondents: 1,500
 - b) Total Number of Annual Responses: 1,500
 - c) Total Respondent Burden Hours: 250 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Defense Travel System
 - a) Number of Total Annual Responses: 1,500
 - b) Response Time: 10 minutes
 - c) Respondent Hourly Wage: \$7.25
 - d) Labor Burden per Response: \$1.21
 - e) Total Labor Burden: \$1,815

- 2) Overall Labor Burden
 - a) Total Number of Annual Responses: 1,500
 - b) Total Labor Burden: \$1,815

The Respondent hourly wage was determined by using the Department of Labor Wage Website in accordance with the Federal Minimum Wage (<https://www.dol.gov/general/topic/wages>).

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

There are no additional labor costs to the Federal Government to collect this information.

- 1) Defense Travel System
 - a) Number of Total Annual Responses: 0
 - b) Processing Time per Response: 0 hours
 - c) Hourly Wage of Worker(s) Processing Responses: \$0

- d) Cost to Process Each Response: \$0
- e) Total Cost to Process Responses: \$0

2) Overall Labor Burden to Federal Government

- a) Total Number of Annual Responses: 0
- b) Total Labor Burden: \$0

Part B: OPERATIONAL AND MAINTENANCE COSTS

1) Cost Categories

- a) Equipment: \$2,662,959
- b) Printing: \$0
- c) Postage: \$0
- d) Software Purchases: \$0
- e) Licensing Costs: \$0
- f) Other: \$33,146,355

2) Total Operational and Maintenance Cost: \$35,809,314

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$0
- 2) Total Operational and Maintenance Costs: \$35,809,314
- 3) Total Cost to the Federal Government: \$ 35,809,314

**Defense Travel System has one Sustainment contract with a third-party integrator. The contract includes hardware, software, licensing, and labor. Equipment was broken out separately above in 14.b*

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.