

## SUPPORTING STATEMENT - PART A

Base Realignment and Closure (BRAC) Military Base Reuse Status – 0790-0003

### 1. Need for the Information Collection

The Defense Economic Adjustment Program assists communities in the alleviation of serious socioeconomic impacts from major Department of Defense (DoD) base closures. The Secretary of Defense may make grants to information clearinghouses, or serve as an information clearinghouse, for state and local governments that are planning community adjustments and economic diversification in response to base closures and realignments. To facilitate evaluation of the Defense Economic Adjustment Program, the Office of Local Defense Community Cooperation (OLDCC) collects specific reuse data regarding the conversion of military installations to civilian uses on an annual basis.

The Defense Economic Adjustment Program is authorized by the following:

- Public Law 101-510, "Defense Economic Adjustment, Diversification, Conversion, and Stabilization Act of 1990" (H.R. 4739)
- 10 U.S. Code 2391, "Military base reuse studies and community planning assistance"
- Executive Order 12788, as amended

### 2. Use of the Information

OLDCC collects information on new job creation and general types of reuse activity. Approximately 100 community representatives are contacted and asked to fill out a form (DD Form 2740). These points of contact are responsible for carrying out the redevelopment of property conveyed to the community from a military department through the base realignment and closure process. Data collection begins after the operational closure of the base.

After the form has been completed by the respondent and returned to OLDCC, a project manager compiles the data from the forms and develops a spreadsheet showing new job creation in comparison to the number of civilian jobs lost due to a base closure or realignment. The data is shared among all base closure communities and the general public as examples of military base reuse.

### 3. Use of Information Technology

A fillable form version of DD Form 2740 was developed to collect and organize reuse data. As such, 100% of respondents can provide their information electronically by completing the form in its digital format and returning it to OLDCC via email.

### 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

Without this collection of data, OLDCC does not have access to accurate, timely information regarding the civilian reuse of former military bases. A key function of the Defense Economic Adjustment Program is to encourage private sector use of land and buildings to generate jobs as military activity diminishes; a secondary function of the program is to serve as a clearinghouse for reuse data.

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 Tuesday, August 27, 2024. The 60-Day FRN citation is 89 FR 68604.

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

A 30-Day Federal Register Notice for the collection published on Friday, November 8, 2024. The 30-Day FRN citation is 89 FR 88745.

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 not required for this collection because we are not requesting individuals to furnish personal information for a system of records.

A System of Record Notice (SORN) is not required for this collection because records are not retrievable by PII.

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

In accordance with Administrative Instruction 15, Volume II, Paragraph 1208, studies, reports, and correspondence relating to base closure and reduction programs which are the subject of congressional or widespread public interest are permanent. The records will be retired to the Washington National Records Center – National Archives when five (5) years old.

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(s)

DD Form 2740

- a) Number of Respondents: 100
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 100
- d) Response Time: 1 hour
- e) Respondent Burden Hours: 100 hours

2) Total Submission Burden

- a) Total Number of Respondents: 100
- b) Total Number of Annual Responses: 100
- c) Total Respondent Burden Hours: 100 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument(s)

DD Form 2740

- a) Number of Total Annual Responses: 100
- b) Response Time: 1 hour
- c) Respondent Hourly Wage: \$37.52
- d) Labor Burden per Response: \$37.52
- e) Total Labor Burden: \$3,752.00

2) Overall Labor Burden

- a) Total Number of Annual Responses: 100
- b) Total Labor Burden: \$3,752.00

Respondent hourly wage was determined by using the Bureau of Labor Statistics website ([https://www.bls.gov/oes/current/oes\\_nat.htm](https://www.bls.gov/oes/current/oes_nat.htm)). The Respondent hourly wage of \$37.52/hour was developed based on the average hourly cost for an Executive Director and administrative support. Executive Director (.25 hours x \$48.69/hour) + Administrative Support (.75 hours x \$33.80/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(s)  
DD Form 2740
  - a) Number of Total Annual Responses: 100
  - b) Processing Time per Response: 1 hour
  - c) Hourly Wage of Worker(s) Processing Responses: \$56.69
  - d) Cost to Process Each Response: \$56.69
  - e) Total Cost to Process Responses: \$5,669.00
- 2) Overall Labor Burden to the Federal Government
  - a) Total Number of Annual Responses: 100
  - b) Total Labor Burden: \$5,669.00

## 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: \$0.00

## Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$5,669.00
- 2) Total Operational and Maintenance Costs: \$0.00
- 3) Total Overall Cost to the Federal Government: \$5,669.00

### 15. Reasons for Change in Burden

The total respondent labor cost burden has increased slightly due to increases in the estimated respondent hourly wages as a result of general wage inflation since the last approval. The estimated response time and number of responses has not changed.

### 16. Publication of Results

The results of this information collection will be published on OLDCC's website no later than 60 days after all the results have been received. Results will not be tabulated, and statistical methods will not be employed.

### 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.