

SUPPORTING STATEMENT - PART A

Pentagon Facilities Parking Program - 0704-0395

Summary of Changes from Previously Approved Collection

- *Replaced SSN for DoD ID number*
- *Implemented the Parking Management System (PMS) that is the e-form version of DD1199.*

1. Need for the Information Collection

The Washington Headquarters Services (WHS) requires the collection of information from members of the public assigned to the Pentagon, Mark Center, and Suffolk buildings to obtain an authorized parking permit to park in a controlled parking facility without being enrolled in the Mass Transit Benefit Program. The authority is promulgated in 10 U.S.C. 2674 Operation and Control of Pentagon Reservation and Defense Facilities in National Capital Region; Administrative Instruction Number 88, Pentagon Reservation Vehicle Parking Program, and E.O. 9397 (SSN), as amended.

2. Use of the Information

The information will be used by the Pentagon Parking Office to identify respondents and to ensure respondents are not participants of the Mass Transit Benefit Program. This information will be used to determine respondent's qualification for a Pentagon Facilities parking permit hang tag. To obtain a parking permit, the individual must contact their respective parking representative for availability. Upon availability, the parking representative will have the individual complete the DD Form 1199 "Pentagon Reservation Parking Permit Application". Once completed, the parking representative will enter the data into the parking database to be submitted to their respective Component Parking Representative (CPR) for approval. The CPR verifies that the applicant is not receiving Mass Transit Benefits and will then submit the approved application electronically to the Parking Office for the permit to be processed.

3. Use of Information Technology

The collection is completed electronically 90% of the time and on paper 10% of the time for individuals who cannot access the electronic DD Form 1199.

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

Conducting this collection less frequently would impede WHS from properly identifying personnel who are eligible for parking at the Pentagon Facilities.

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 Monday, January 6, 2025. The 60-Day FRN citation is 90 FR 627.

No comments collected during the 60-Day Comment Period.

A 30-Day Federal Register Notice for the collection published on Thursday, May 22, 2025. The 30-Day FRN citation is 90 FR 21908.

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 included on the form for respondents to view.

The System of Records Notice (SORN) for the Parking Application, DWHS D04 can be accessed here: <https://www.federalregister.gov/documents/2024/12/23/2024-30615/privacy-act-of-1974-system-of-records>

The Mass Transit Benefit Program DoD-Wide SORN can be accessed here: <https://www.federalregister.gov/documents/2022/01/07/2022-00118/privacy-act-of-1974-system-of-records>

The Privacy Impact Assessment (PIA) is included as part of this package.

Records are maintained in controlled areas accessible only to authorized DoD personnel, including system users, system administrators, and authorized contractors who have a need-to-know in the performance of official duties and who are properly screened and cleared. Physical entry is restricted by the use of locks, guards, identification badges, key cards and closed circuit TV. Paper records are stored in locked cabinets in secured offices. Access to personal information is further restricted by the use of Common Access Card and user ID/passwords, intrusion detection system, and firewalls. Administrative procedures include periodic security audits, regular monitoring of users' security practices, methods to ensure only authorized personnel access to Personally Identifiable Information (PII) and EITSD back-up and recovery Standard Operating Procedures. The retention and disposal for these records are "Destroy credentials three months after return to issuing office."

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

Pentagon Reservation Parking Permit Application

- a) Number of Respondents: 4,849
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 4,849
- d) Response Time: 5 minutes
- e) Respondent Burden Hours: 404.1 hours

2) Total Submission Burden (Summation or average based on collection)

- a) Total Number of Respondents: 4,849
- b) Total Number of Annual Responses: 4,849
- c) Total Respondent Burden Hours: 404.1 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument(s)

Pentagon Facilities Parking Program

- a) Number of Total Annual Responses: 4,849
- b) Response Time: 5 minutes
- c) Respondent Hourly Wage: \$39.62
- d) Labor Burden per Response: \$3.30
- e) Total Labor Burden: \$16,009.78

2) Overall Labor Burden

- a) Total Number of Annual Responses: 4,849

b) Total Labor Burden: \$16,009.78

The Respondent hourly wage was determined by using the Department of Labor Wage Website (<http://www.dol.gov/dol/topic/wages/index.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 Instrument(s)

Pentagon Reservation Parking Permit Application

- a) Number of Total Annual Responses: 4,849
- b) Processing Time per Response: 5 minutes
- c) Hourly Wage of Worker(s) Processing Responses: \$27.30
- d) Cost to Process Each Response: \$2.28
- e) Total Cost to Process Responses: \$11,031.48

2) Overall Labor Burden to the Federal Government

- a) Total Number of Annual Responses: 4,849
- b) Total Labor Burden: \$11,031.48

Part B: OPERATIONAL AND MAINTENANCE COSTS

1) Cost Categories

- a) Equipment: \$0
- b) Printing: \$2,116.25
- c) Postage: \$0
- d) Software Purchases: \$0
- e) Licensing Costs: \$0
- f) Other: \$24,684 (permits)

2) Total Operational and Maintenance Cost: \$26,800.25

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

1) Total Labor Cost to the Federal Government: \$11,031.48

2) Total Operational and Maintenance Costs: \$26,800.25

3) Total Cost to the Federal Government: \$37,831.73

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.