

## SUPPORTING STATEMENT - PART A

PFPA Request for U.S. Flag(s) to be flown over the Pentagon– 0704-0637

### 1. Need for the Information Collection

This information collection is needed to process requests for U.S. Flags to be flown over the Pentagon for a special occasion such as retirement, anniversaries, and birthdays. DoDD 5105.68 “Pentagon Force Protection Agency (PFPA)” authorizes PFPA activities and programs to improve standards of performance, economy, and efficiency, and demonstrate PFPA’s attention to the requirements of its organizational customers, both internal and external to the Department of Defense (DoD).

### 2. Use of the Information

The respondents of PFPA Form 55 “PFPA Request for U.S. Flags to be flown over the Pentagon” may include federal employees, military members, and the general public such as contractors, official visitors, etc. Individuals may receive a hardcopy of the form at PFPA Headquarters, online at <https://www.pfpa.mil/Topics/Flags-Over-Pentagon/>, or they may request the form via email at [pfpa.flagsoverpentagon@mail.mil](mailto:pfpa.flagsoverpentagon@mail.mil).

Once completed, the form along with the flag must be hand carried or mailed to the flag office. If the flag is mailed, the return postage from the post office or another requestor prepaid shipping method must be provided in order for the flag and certificate to be returned. The requestor will be notified immediately to arrange for shipping if return postage or another paid shipping method is not received with the flag.

Once the flag has been flown a Flag Coordinator will notify the requestor via email with guidance on pick-up. For those that do not have Pentagon access, the flag will be mailed using the requestor’s shipping method. Each returned flag will be accompanied by a certificate verifying the date upon which the flag was flown and the name of the person for whom the flag was flown for.

### 3. Use of Information Technology

50% of responses to this collection requested are collected electronically. These electronic responses are collected via email. The remainder 50% of responses are turned into the PFPA Flag office, who then are notified through email to retrieve their flags once flown.

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

The collection frequency for this instrument is on occasion. The Pentagon Force Protection Agency routinely receives requests for U.S. flags to be flown over the Pentagon, and this collection mechanism is instrumental in ensuring that the entire Pentagon flag program is properly recording, tracking and verifying U.S. flags that are flown. The number of responses to this collection is based on a respondent's interest in having a flag flown for various reasons (retirement, anniversary, birthday, etc.). Barring outright refusal of flag requests, there is no way for PFPA to use this collection instrument less frequently.

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 Wednesday, July 16, 2025. The 60-Day FRN citation is 90 FR 31989.

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

A 30-Day Federal Register Notice for the collection published on Tuesday, September 23, 2025. The 30-Day FRN citation is 90 FR 45755.

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 Advisory has been added for the contact information requested from the individual.

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.

Records Retention and Disposition Schedule:

FILE NUMBER: 217-18

FILE TITLE: Flag Records

FILE DESCRIPTION: Documents on regulations, proclamations and notices to fly the flag at half staff.

Included are requests on the notification list, proclamations, and related records.

DISPOSITION: Temporary. Cut off annually. Destroy 1 year after cutoff.

AUTHORITY: N1-330-88-002, item 18

PRIVACY ACT: Not Applicable

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

[Request for U.S. Flag(s) to be flown over the Pentagon]

- a) Number of Respondents: 1,862
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 1,862
- d) Response Time: 3 minutes
- e) Respondent Burden Hours: 93 hours

2) Total Submission Burden

- a) Total Number of Respondents: 1,862

- b) Total Number of Annual Responses: 1,862
- c) Total Respondent Burden Hours: 93 hours

#### Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instrument  
[Request for U.S. Flag(s) to be Flown over the Pentagon]
  - a) Number of Total Annual Responses: 1,862
  - b) Response Time: 3 minutes
  - c) Respondent Hourly Wage: \$36
  - d) Labor Burden per Response: \$1.80
  - e) Total Labor Burden: \$3,351.60
- 2) Overall Labor Burden
  - a) Total Number of Annual Responses: 1,862
  - b) Total Labor Burden: \$3,351.60

The Respondent hourly wage was determined by using the Department of Labor Wage Website(<https://www.dol.gov/general/topic/wages#:~:text=The%20federal%20minimum%20wage%20is,minimum%20wage%20in%20your%20state>).

#### 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  
[Request for U.S. Flag(s) to be Flown over the Pentagon]
  - a) Number of Total Annual Responses: 1,862
  - b) Processing Time per Response: 3 minutes
  - c) Hourly Wage of Worker(s) Processing Responses: \$36
  - d) Cost to Process Each Response: \$1.80
  - e) Total Cost to Process Responses: \$3,351.60
- 2) Overall Labor Burden to the Federal Government
  - a) Total Number of Annual Responses: 1,862
  - b) Total Labor Burden: \$3,351.60

#### 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: \$3,351.60
- 2) Total Operational and Maintenance Costs: \$0
- 3) Total Cost to the Federal Government: \$3,351.60

15. Reasons for Change in Burden

This is an existing collection currently in use without an OMB Control Number.

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.