

## SUPPORTING STATEMENT - PART A

### SDDC Transportation Financial Management System Access Request

OMB Control Number - 0704-0587

#### 1. Need for the Information Collection

Information collected by the SDDC Form 417, "SDDC Transportation Financial Management System (TFMS) Access Request", is required to establish Human Resource (HR) accounts within Transportation Financial System (TFMS) for Military Surface Deployment and Distribution Command (SDDC).

The HR account is linked to the supplier module for payment of entitlements (Defense Travel System (DTS)). The information is also linked to Defense Civilian Pay System (DCPS) for payment of civilian personnel for entitlements. The information is also used to establish and control user accounts in TFMS.

The following authorities authorize the collection:

- Public Law 104-134, "Debt Collection Improvement Act of 1996" (April 26, 1996)
- E.O. 9397
- 31 U.S.C. 3325, "Vouchers"
- 31 U.S.C. 3528, "Responsibilities and relief from liability of certifying officials"
- DoD FMR 7000.14 R, Vol. 5, "Disbursing Policy"

#### 2. Use of the Information

Respondents are new employees of SDDC that will be paid through DCPS, travelers using SDDC funds that will be reimbursed using the SDDC line of accounting, or any individual requiring access to the SDDC accounting system to enter data or query exiting data. They are responding to the information collection to ensure they receive pay and benefits, or to gain access to the accounting system as part of their assigned duties. The single collection instrument is the SDDC Form 417, "SDDC Transportation Financial Management System Access Request Form." This form is in a PDF fillable format. The respondents can access the collection instrument through the CAC-enabled Transportation Financial Management System Home page. The form is also available upon request from the systems support staff.

After the respondent completes the form, they send it to their supervisor via email. The supervisor then uploads it to a PII secure drop box for processing. The drop box is managed by the G6 and has a secure PKI certificate for encryption. The secure drop box is a library on SharePoint for the SDDC Form 417. The drop box library is only accessible to system administrators responsible for creating the respondent's account with the information provided. The administrators input the information from Form 417 into the TFMS system. The information is then routed for processing first to the budget representative to validate the accounting data is correct, then to accounting support to verify required access. Once all processing is completed, an email notification is sent to the respondent and supervisor notifying them that the account has been established. The result of successful information

collection is the timely and accurate payment of benefits due to the employee or the establishment of the requested user account.

3. Use of Information Technology

100% of responses are collected electronically using a PII secure drop box. The drop box is located on the SDDC SharePoint instance and is approved for PII, following all required security and permission restriction measures.

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

Information is collected once from each person to establish both a Human Resources (HR) Record and establish user access if required. If this collection is conducted less frequently, employees will not have access to the accounting system.

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, July 29, 2025. The 60-Day FRN citation is 90 FRN 35673.

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

A 30-Day Federal Register Notice for the collection published on Wednesday, December 31, 2025. The 30-Day FRN citation is 90 FR 61384.

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 required for this collection because we are requesting individuals to furnish personal information for a system of record. The PAS is located at the top of the SDDC Form 417.

The associated SORN (FTRANSCOM 01, Defense Transportation System (DTS) Records) can be accessed at: <https://pclt.defense.gov/DIRECTORATES/Privacy-and-Civil-Liberties-Directorate/Privacy/SORNsIndex/Article/4013669/ftranscom-01-dod/>.

A copy of the associated PIA, "Transportation Financial Management System (TFMS)," can be accessed at: <https://www.ustranscom.mil/foia/docs/pia/DD%20Form%202930%20for%202022-PIA-TFMS-Web.pdf>.

Records are deleted or archives destroyed when the six-year retention period is reached or when no longer required for administrative, legal, audit, or other operational purposes.

11. Sensitive Questions

A Social Security Number (SSN) Justification Memo has been included as part of the package. SSNs are utilized by the SDDC for disbursing funds for payroll and DTS related travel. SSN is also used as a matching criterion for both DCPS and DTS.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

1) Collection Instrument(s)

SDDC Transportation Financial Management System Access Request

- a) Number of Respondents: 993
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 993
- d) Response Time: 25 Minutes
- e) Respondent Burden Hours: 413.75 hours

2) Total Submission Burden

- a) Total Number of Respondents: 993
- b) Total Number of Annual Responses: 993
- c) Total Respondent Burden Hours: 414 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument(s)

SDDC Transportation Financial Management System Access Request

- a) Number of Total Annual Responses: 993
- b) Response Time: 25 Minutes

- c) Respondent Hourly Wage: \$47.10
- d) Labor Burden per Response: \$19.63
- e) Total Labor Burden: \$19,487.63

2) Overall Labor Burden

- a) Total Number of Annual Responses: 993
- b) Total Labor Burden: \$19,488

The Respondent hourly wage was determined by using the Bureau of Labor Statistics Wage Estimate Website ([https://www.bls.gov/oes/current/oes\\_nat.htm](https://www.bls.gov/oes/current/oes_nat.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)

SDDC Transportation Financial Management System Access Request

- a) Number of Total Annual Responses: 993
- b) Processing Time per Response: .5 hours
- c) Hourly Wage of Worker(s) Processing Responses: \$58.32
- d) Cost to Process Each Response: \$29.16
- e) Total Cost to Process Responses: \$28,955.88

2) Overall, Labor Burden to the Federal Government

- a) Total Number of Annual Responses: 993
- b) Total Labor Burden: \$28,955.88

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: \$28,955.88

2) Total Operational and Maintenance Costs: \$0

3) Total Cost to the Federal Government: \$28,955.88

15. Reasons for Change in Burden

The burden has increased since the previous approval due to an increase in labor costs and a slight increase in the number of respondents.

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.