

SUPPORTING STATEMENT - PART A

Application/Permit for Use of Space on the Pentagon Reservation

0704-AUSP

1. Need for the Information Collection

The Department uses DD Form 2798 to collect the minimum information needed to review, approve, disapprove, and administer requests for use of space on the Pentagon Reservation. The form identifies the applicant or requesting party, the sponsoring Department official, the proposed activity, the requested location, the requested dates and hours, and the approximate number of persons who will participate. The form also captures signatures from the applicant and the Department sponsor and provides an approval block for Facilities Operations and Services Division officials. Without this collection, the Department would lack a standardized administrative record needed to evaluate proposed uses of Pentagon Reservation space, document sponsor concurrence, coordinate site use, and issue or deny permits in a controlled and auditable manner.

The form states that it is prescribed by 32 CFR part 234. That regulation governs conduct on the Pentagon Reservation and defines a permit as written authorization to engage in uses or activities that are otherwise prohibited, restricted, or regulated. The information collection supports implementation of that regulatory framework by gathering the facts necessary to determine whether a proposed activity may be authorized and, if authorized, under what location, schedule, and operational conditions. The instructions on the face of the form also require the applicant to attach a cover letter and supporting materials describing the event, participation, timeline, diagrams, and proposed materials for display or distribution, which shows that the collection is used as the front-end administrative instrument for permit review and event oversight.

2. Use of the Information

Respondents are applicants, requesting parties, permittees, and associated Department sponsors seeking approval to use space on the Pentagon Reservation for a temporary exhibit, permanent exhibit, performance, special event, construction activity, or other approved use. A respondent completes DD Form 2798 because a permit is required before the requested use of Pentagon Reservation space may occur. The collection instrument is a two-page administrative form. Page 1 contains the respondent entry fields and the approval section; page 2 contains the permit conditions that govern approved activities.

The respondent will access the form electronically supplied by the responsible office at https://www.esd.whs.mil/Directives/forms/dd2500_2999/DD2798/. The respondent types or prints the requested information, attaches the required cover letter and supporting materials, signs the form, and obtains the signature of the Department sponsor or authorized designee. The completed package is then returned in email to WHS.SpecialEvents@mail.mil for review by

Facilities Operations and Services Division, Special Events Office. 100% of responses are submitted electronically.

3. Use of Information Technology

Estimated percentage of responses collected electronically: 95%. Respondents may complete the form electronically, sign consistent with approved agency practice, and transmit the package by email or other approved electronic means if the responsible office permits electronic submission.

4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source. Each request concerns a specific proposed use of Pentagon Reservation space, a particular applicant and sponsor, and requested dates, locations, and event details that are not available in a preexisting governmentwide collection.

5. Burden on Small Businesses

This information collection does not impose a significant economic impact on a substantial number of small businesses or entities. Although organizations may apply for permits, the form requests only the information needed to identify the requesting party, sponsoring official, proposed activity, dates, location, and participation level necessary for permit review, and event logistics required.

6. Less Frequent Collection

The collection is conducted on occasion, meaning only when a person or organization seeks authorization to use space on the Pentagon Reservation. This is the least frequent collection interval possible because a permit review cannot occur without a request that identifies the specific activity, location, timing, sponsor, and participants. Collecting the information less frequently would prevent the Department from reviewing individual requests and would compromise its ability to document approvals, coordinate site use, and apply permit conditions.

7. Paperwork Reduction Act and Other 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) or other policy.

8. Consultation and Public Comments

Part A: PUBLIC NOTICE

A 60-Day Federal Register Notice (FRN) for the collection published on Tuesday, March 31, 2026. The 60-Day FRN citation is 91 FRN 15979.

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

A 30-Day Federal Register Notice for the collection published on Wednesday, June 10, 2026. The 30-Day FRN citation is 91 FRN 35188.

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

The information collected on this form includes personally identifiable information (PII). It will be used solely for administrative reporting, event planning, and oversight related to your request for the use of space on the Pentagon Reservation. Unauthorized use or disclosure of PII is prohibited and may result in administrative or criminal penalties. All information will be handled and safeguarded in accordance with applicable DoW privacy policies and official need to know requirements.

The DD Form 2798 series is temporary. Records are cut off at permit expiration or final administrative action and are retained for 3 years after cutoff to allow for administrative follow-up, audits, and potential legal actions. Records retained beyond 2 years will be transferred to a Federal Records Center for storage and disposition management; records of enduring historical value will be appraised for transfer to the National Archives. This disposition is consistent with DoD component records schedules and NARA disposition procedures.

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

DD Form 2798: Application/Permit for Use of Space on the Pentagon Reservation

- a) Number of Respondents: 30
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 30
- d) Response Time: 25 Mins
- e) Respondent Burden Hours: 12.5 hours

2) Total Submission Burden

- a) Total Number of Respondents: 30
- b) Total Number of Annual Responses: 30

- c) Total Respondent Burden Hours: 12.5 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instrument
DD Form 2798: Application/Permit for Use of Space on the Pentagon Reservation
 - a) Number of Total Annual Responses: 30
 - b) Response Time: 25 Mins
 - c) Respondent Hourly Wage: 32.66
 - d) Labor Burden per Response: \$13.61
 - e) Total Labor Burden: \$408.30

- 2) Overall Labor Burden
 - a) Total Number of Annual Responses: 30
 - b) Total Labor Burden: \$408.30

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). The working assumption uses the national mean hourly wage for all occupations.

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
DD Form 2798: Application/Permit for Use of Space on the Pentagon Reservation
 - a) Number of Total Annual Responses: 30
 - b) Processing Time per Response: 25 Mins
 - c) Hourly Wage of Worker(s) Processing Responses: \$49.24
 - d) Cost to Process Each Response: \$20.52
 - e) Total Cost to Process Responses: \$615.50

- 2) Overall Labor Burden to the Federal Government
 - a) Total Number of Annual Responses: 30
 - b) Total Labor Burden: \$615.50

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: \$615.50
- 2) Total Operational and Maintenance Costs: \$0
- 3) Total Cost to the Federal Government: \$615.50

15. Reasons for Change in Burden
This is a new collection with a new associated burden.

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.