

SUPPORTING STATEMENT - PART A

Fleet Readiness Center Southeast Contractor Access Badge Intake

OMB Control Number 0703-0089

1. Need for the Information Collection

Fleet Readiness Center Southeast (FRCSE) uses the Sensormatic Electronic CCURE 9000 access-control system to administer access credentials for FRCSE facilities. This information collection applies to contractor personnel who require an FRCSE command access badge to perform official contract duties at FRCSE facilities.

FRCSE collects the minimum information necessary to verify a contractor's identity and affiliation, confirm the contractor's requirement for access, process and issue an access badge, manage authorized access permissions, maintain badgeholder accountability, and support emergency notification and physical-security operations. Without this collection, FRCSE would be unable to consistently process contractor access requests, issue and manage contractor access badges, or maintain current accountability information for contractor personnel who routinely require access to FRCSE facilities.

The collection is conducted through standardized in-person verbal questions administered by authorized FRCSE Security Department personnel. The security administrator enters the information into the CCURE 9000 system. Contractor personnel do not directly access or enter information into CCURE 9000.

This collection is authorized by 10 U.S.C. §§ 113, 8013, and 8041; OPNAVINST 5530.14E, Navy Physical Security and Law Enforcement Program, and Marine Corps Order 5530.14A, Marine Corps Physical Security Program Manual. These authorities establish Department of War and Department of the Navy responsibilities for protecting installations and resources and implementing physical-access-control procedures.

CCURE 9000 is also used in FRCSE's broader access-control process for military personnel and Federal civilian employees. Those personnel are not respondents for purposes of this ICR; their procedures are described only to provide operational context.

2. Use of the Information

Authorized FRCSE Security Department personnel collect information from contractor personnel who request an FRCSE command access badge. The information is used to verify the contractor's identity and affiliation; confirm the contractor's sponsor, employer, and operational need for access; process, issue, activate, modify, replace, suspend, or deactivate an access badge; assign authorized access permissions; and maintain contractor badgeholder accountability and emergency-contact information.

Contractor personnel provide the required information during a standardized in-person verbal intake conducted by an authorized FRCSE security administrator. The contractor does not

access or complete information directly in the CCURE 9000 system. The security administrator enters the information into CCURE 9000 to process the contractor's access credential.

After an access badge is issued, FRCSE uses the information to manage the contractor's authorized access to FRCSE facilities and to support routine accountability, emergency notification, physical-security incident response, and other authorized security or law-enforcement activities.

The contractor intake information is standardized and screenshots of the data entry screens are included in this ICR. Before the verbal intake begins, FRCSE provides the contractor with the applicable PRA disclosure and Privacy Act Statement. Because contractor respondents do not directly interact with the CCURE 9000 application, the notice will be delivered via a paper handout.

Information collected from military personnel and Federal civilian employees through separate FRCSE check-in procedures is outside the scope of this ICR and is not included in the burden estimate.

3. Use of Information Technology

All responses are collected 100% orally, and all information is stored in the electronic SE CCURE application due to current command onboarding standard operating procedures for contractors.

4. Efforts to Identify 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. Consequences of Less Frequent Collection

This information is collected only once, at the time of issuance of the access badge to the contractor employee. Thus, it cannot be collected less often. The collection is based on each individual contractor's requirement to access FRCSE facilities and the need for FRCSE to maintain accountability for those employees working within our facility. FRCSE must be able to communicate with an employee's emergency contact in the event of an emergency.

7. Paperwork Reduction Act Certification

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. Solicitation of Comments

A 60-Day Federal Register Notice (FRN) for the collection published on Monday, August 24, 2026. The 60-Day FRN citation is 91 FR 54703.

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

A 30-Day Federal Register Notice for the collection published on Wednesday, October 28, 2026. The 30-Day FRN citation is 91 FR 67827.

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 and provided to the respondent by the processing FRCSE security administrator prior to information collection.

The associated System of Record Notice (SORN) (NM05512-2, Badge and Access Control System Records) can be accessed at the following link:

<https://www.federalregister.gov/documents/2014/04/09/2014-07843/privacy-act-of-1974-system-of-records>.

The CCURE PIA is currently pending final disposition with Tier 1 DON Privacy Chief of Information Office. A draft copy has been provided with this package for OMB's review.

General Records Schedule (GRS): DAA-GRS-2015-0005-0011-0078

Retention Instructions: Large Aggregation SSIC: 5000-52; and Disposition: TEMPORARY. Cut off at end of calendar year. Destroy 3 years after cutoff.

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

Verbal Questions for FRCSE SE CCURE 9000

- a) Number of Respondents: 1,600
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 1,600
- d) Response Time: 7 minutes
- e) Respondent Burden Hours: 187 hours

2) Total Submission Burden

- a) Total Number of Respondents: 1,600
- b) Total Number of Annual Responses: 1,600

- c) Total Respondent Burden Hours: 187 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instrument
Verbal Questions for FRCSE SE CCURE 9000
 - a) Number of Total Annual Responses: 1,600
 - b) Response Time: 7 minutes
 - c) Respondent Hourly Wage: \$24.79
 - d) Labor Burden per Response: \$2.89
 - e) Total Labor Burden: \$4,627.47
- 2) Overall Labor Burden
 - a) Total Number of Annual Responses: 1,600
 - b) Total Labor Burden: \$4,627.47

The source of the respondent's hourly wage was determined by using Bureau of Labor Statistics wage estimates for Office and Administrative Support Occupations (https://www.bls.gov/oes/current/oes_nat.htm#43-0000).

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
Verbal Questions for FRCSE SE CCURE 9000
 - a) Number of Total Annual Responses: 1,600
 - b) Processing Time per Response: 7 minutes
 - c) Hourly Wage of Worker(s) Processing Responses: \$19.67
 - d) Cost to Process Each Response: \$2.29
 - e) Total Cost to Process Responses: \$3,672
- 2) Overall Labor Burden to the Federal Government
 - a) Total Number of Annual Responses: 1,600
 - b) Total Labor Burden: \$3,672

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: \$5,500.00 (Software House (CCURE) application manufacturer licensing is an annual requirement to maintain operations of the application. FRCSE purchases this license and utilizes it to provide new and updated software throughout the year.)
- f) Other: \$0

2) Total Operational and Maintenance Cost: \$5,500

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$3,672
- 2) Total Operational and Maintenance Costs: \$5,500
- 3) Total Cost to the Federal Government: \$9,172

15. Reasons for Change in Burden

There is a small increase in burden due entirely to a small increase in estimated respondent wages. The estimated response time and number of responses is not expected to change.

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 from the provisions stated in 5 CFR 1320.9.