

SUPPORTING STATEMENT

A. JUSTIFICATION

1. Need for the Information Collection

This is a request for an extension of a currently approved collection of the information ~~collection requirement~~ under OMB Control Number 0704-0264, Registration for Scientific and Technical Information Services (DD Form 1540). The approval for 0704-0264 expires December 31, 2007.

The Department of Defense (DoD) Directive 3200.12, DoD Scientific and Technical Information Program, and DoD Instruction 3200.14, Principles and Operational Parameters of the DoD Scientific and Technical Information Program, require the interchange of scientific and technical information within and among Federal Government agencies and their contractors. The Defense Technical Information Center (DTIC) established a uniform DoD registration system to control access to, and dissemination of scientific and technical information. The system complies with existing DoD directives for information security, and distribution limitations. Potential DTIC users are required to register for service by completing and submitting the DoD Form 1540, "Registration for Scientific and Technical Information Services."

2. Use of the Information

The DD Form 1540 serves as the registration instrument for Federal Government agencies and their contractors to access DTIC services. Contractors, Subcontractors, and Potential Contractors are required to obtain certification from designated U.S. Government Approving Officials. The contractor community completes a DD Form 1540 for each contract or grant, and registration is valid until the contract expires. DoD Agencies/Employees need certification from Approving Officials and Security Officers, only when requesting access to classified information. Federal Agencies/Employees need Approving and Security Officers certification when they request either classified, and/or unclassified limited distribution information. DTIC's Registration Team verifies the collected information. Need-to-know requirements, security classification and any necessary certification and approval will be recorded as indicated on each form. The information is stored in an automated system, as the ongoing authority to release information against the user's certification. In addition, a scanned image of each DD Form 1540 is kept on file by the Registration Team. All new users are sent a confirmation of their registration, which includes an assigned DTIC User Code. The user code grants the users access to DTIC services, with security classification and need-to-know requirements in effect. Without pre-registration, this process could not be performed in a timely manner because each request for information needs to be processed manually, on a case-by-case basis.

3. Use of Information Technology

Electronic information technology is used to the maximum extent practicable. Automated processing, Electronic Registration, Automated databases, Access Granting, and/or Eligibility Transfers are used wherever practicable in information preparation and dissemination processes.

4. Non-Duplication

The registration process is unique and is not a duplication of any similar information collection. No other registration process can be substituted because basis information must be exact, and in most cases, authenticated by approving signature. The DTIC Registration Team verifies that all collected information is accurate.

5. Burden on Small Business

The burden applied to small business is the minimum consistent with applicable laws, executive orders, regulations and prudent business practices.

6. Less Frequent Collections

Less frequent collection of this information has been considered and accommodated to the maximum extent practicable. The information is collected only as necessary to provide the requested services. Submitting the information is elective; but, required to obtain products and service.

7. Paperwork Reduction Act Guidelines

This information collection is consistent with the guidelines in 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments

Public comments were solicited in the Federal Register on ~~xxxxx~~ [June 8, 2007](#), 72 FR ~~xxxxxx~~ [31814](#) (copy attached). The sixty-day public comment period ending ~~xxxxxx~~ [August 7, 2007](#). No public comments were received.

9. Gifts or Payment

No payment or gift will be provided to respondents.

10. Confidentiality

The information collected will be disclosed only to the extent consistent with prudent business practices and current regulations and statutory requirements.

11. Sensitive Questions

No sensitive questions were asked.

12. Estimates of Respondent Burden and Annual Costs

a. Respondent Burden

We estimate that an average of 10 minutes will be required for each respondent to review, prepare, and submit the required information (DD Form 1540). The estimated cost is based on the current salary for the GS-09, step 5 equivalent (\$24.99), plus 39% fringe benefit rates.

Response per respondent:	1
Number of respondents:	10,000
Hours per response:	10 minutes
Annual burden:	1,667

b. Annual Cost of Respondent

Total annual burden:	1,667
Average hourly cost	\$34.74
Total annual cost to respondents:	46,204

13. Estimated Respondent Costs Other Than Burden Hour Costs

None. There are no start-up, capital, operational and maintenance costs imposed on the respondents by this information collection.

14. Estimated Annual Costs to the Federal Government

We estimate the Government will spend a total of 1 hour in receiving, reviewing and analyzing the information submitted by the respondents. The average cost is based on the current salary of a GS-07, step 5 (20.43/hour), plus 39% fringe benefit rates.

Total annual responses:	10,000
Total government hours:	1 hour
Cost per hour	\$28.40
Total annual cost to the Government:	\$226,603

15. Reasons for Change in Burden

This is a [reinstatement-extension](#) without change of a previously approved collection ~~that has expired~~. There is an increase in the burden hours due to an increase in the number of respondents. This was discovered after a re-evaluation of the data in the database.

16. Publication of Results

Results of this collection will not be published.

17. Non-Display of OMB Expiration Date

Display of the expiration date for OMB approval of the information collection is appropriate.

18. Exceptions to “Certification for Paperwork Reduction Submissions”

There are no exceptions to the certification statement identified in Item 19 of OMB Form 83-I.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

Results will not be tabulated. Statistical methods will not be employed.