

## SUPPORTING STATEMENT PART A

---

**(Collection Title: BEAST – OMB Control Number: 0704-0507)**

### 1. Need for the Information Collection

The Basic Employee and Security Tracking (BEAST) system is used to manage personnel and security records for the purpose of validation, analysis, and appraisal throughout the lifecycle. This system is used to track travel, security, sensitive items such as access/accountable badges and employment data of military personnel, DoD Government employees, and DoD contractors who support the White House Communications Agency (WHCA) and/or the White House Military Officer (WHMO). The authority for collecting the personal data resides in Executive Orders - 10450, 11652 & 9397. The authorities which enable the system to operate are DoDI 5210.55 - Department of Defense Presidential Support Program; DoDI 5210.87 - Selection of DoD Personnel and Contractor Employees for Assignment to PSAs; DoD Directive 1000.17 - Detail of DoD Personnel Assigned to Duty Outside the Department of Defense; DoD 5200.2-R - DoD Personnel Security Program; and E.O. 9397 (SSN), as amended.

### 2. Use of the Information

The member is required to fill-out a security questionnaire form, the WHCA 89 (the categories are defined in the BEAST system). Once accomplished, the collected data is inputted from the form into the BEAST system. The data is then used to check suitability of the member being considered for Presidential Support Duty (PSD). A credit check is performed with the credit agencies, a criminal background investigation is performed and an interview is conducted. If the member is deemed suitable for PSD they are brought on board and security sensitive items are added to their record, along with badges, evaluations, awards etc. The BEAST system serves as both a security and personnel database. The member can access their information by logging into the system with their credentials, but are restricted from viewing other member's information. The Security Professionals and System Administrators can access "system wide" data.

### 3. Use of Information Technology

On average we receive approximately 150 inquiries annually and each inquiry averages approximately 15 mins, so performing the inquiries takes approximately 38 hours annually. Inquiries, based on responses collected, take less than 1% of the overall system management process. This rate could increase but has been in the 130 to 160 range over the past 3 years, and no substantial changes are anticipated. All submissions are 100% electronic and submitted via our internal task/trouble system (JIRA or NEEDs).

### 4. Non-duplication

BEAST is a single repository that houses info for all WHMO/WHCA employees. There is no duplication or system already serving or available in this capacity.

### 5. Burden on Small Businesses

None of the respondents are small businesses or other small entities.

6. Less Frequent Collection

There is no way to conduct a 'less-frequent' collection unless fewer people apply for employment. The incoming collection is solely driven by applicants, which we are unable to control/determine.

7. Paperwork Reduction Act (PRA) Guidelines

There are NO special circumstances that would make our collection non-PRA compliant. This collection of information does not require the 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 for the collection published on Wednesday, April 18, 2018. The 60-Day FRN citation is 83 FR 17149.

No comments have ever been received during any of the 60-Day Comment periods, to include this past review period.

A 30-Day Federal Register Notice for the collection published on Friday, June 29, 2018. The 30-Day FRN citation is 83 FR 30703.

Part B: CONSULTATION

Because this is a renewal of an existing previously approved collection, no additional outside consultation was conducted apart from soliciting public comments through the 60-Day Federal Register Noticed 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

Does the collection instrument require a Privacy Act Statement (PAS)?

Yes. The Privacy Act Statement (PAS) is current and on the WHCA Form 89 (Security Questionnaire).

A SORN is required as records are retrieved by PII.

The SORN number is: KWHC 08 and was published on June 16, 2014 79 FR 34299.

The PAS references the SORN which can be found here:

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-Component-Article-View/Article/570748/kwhc08/>

The NARA proposed retention for the BEAST database is 75 years.

The PIA is published on our closed internal site and is attached.

A proposed Records Retention and Disposition Schedule of 75 years has been submitted to NARA via a Standard Form (SF) 115 for consideration.

11. Sensitive Questions

There are voluntary fields which ask for race, religion, and ethnicity. This information is not collected on the WHCA 89 but respondents can voluntarily provide this information on their BEAST profile. Even though the Race, Religion and Ethnicity fields are visible to the user, these data are no longer utilized, and are only still visible due to the age of the BEAST System, which precludes their removal or replacement. Screenshots of this field have been provided under the “Data Entry Section” collection instrument.

There is an updated SSN Justification memo attached to this package.

12. Respondent Burden and its Labor Costs

*a. Estimation of Respondent Burden*

1. BEAST

- a. Number of Respondents: 150
- b. Number of Responses per Respondent: 1
- c. Number of Total Annual Responses: 150
- d. Response Time: 15 mins
- e. Respondent Burden Hours: 37.5 hrs

2. Total Submission Burden (Summation or average based on collection)

- a. Total Number of Respondents 150
- b. Total Number of Annual Responses 150
- c. Total Respondent Burden Hours 37.5

*b. Labor Cost of Respondent Burden*

1. BEAST

- a. Number of Total Annual Responses: 150
- b. Response Time: 15 minutes
- c. Respondent Hourly Wage: \$38.30
- d. Labor Burden per Response: \$9.58
- e. Respondent Burden Hours: 37.5

2. Overall Labor Burden

- a. Total Number of Annual Respondents: 150
- b. Total Labor Burden: \$1,437

The annual wage for respondents was determined from median annual wage for network and computer systems administrators was **\$79,700** in May 2016 per the Bureau of Labor Statistics. <https://www.bls.gov/ooh/computer.../network-and-computer-systems-administrators.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. a. Cost to the Federal Government

1. BEAST

- a. Number of Total Annual Responses: 150
- b. Processing Time per Response: 15 minutes
- c. Hourly Wage of Worker(s) Processing Responses: \$40/hr
- d. Cost to Process Each Response: \$10
- e. Total Cost to Process Responses: \$1500

The data input is processed by an E6/E7 who make a base salary of \$6400. The hourly wage information was determined by using [https://www.militaryrates.com/military-pay-charts - 2018](https://www.militaryrates.com/military-pay-charts-2018)

b. Operational and Maintenance Costs

- a. Equipment: \$0
- b. Printing: \$0
- c. Postage: \$0
- d. Software Purchases: \$0
- e. Licensing Costs: \$0
- f. Other: \$0
- g. Total: \$0

- 1. Total Operational and Maintenance Costs: \$0
- 2. Total Labor Cost to the Federal Government: \$1500 Annually
- 3. Total Cost to the Federal Government: \$1500 Annually

15. Reasons for Change in Burden

This is a reinstatement with change to an expired collection. The System of Record Notice is being renamed, and the collection burden is being renewed. There is a \$500 increase to the cost burden of this collection due to increases in the average wages paid to respondents over the previous three years.

16. Publication of Results

No. The results of this information collection will not be published.

17. Non-Display of OMB Expiration Date

No, 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"

No. We are not requesting any exemptions to the provisions stated in 5 CFR 1320.9.