

ANNUAL REPORTING BURDEN							
Section	Requirement	Respondents	Responses per Respondent	Total Responses	Burden per Response	Total Burden Hours	Cost @ \$275/hr
25.11	Exemption Request	0	0	0	8	0	\$0
25.21(b) and SEAD3	Notification of information that bears on continued eligibility for access authorization, access to classified information, or a sensitive position	54	1	54	0.25	13.5	\$3,713
25.23	Notification that access authorization has been granted	78	2.6	202.8	0.5	101.4	\$27,885
25.25	Immediate notification by telephone of cancellation of access authorization	4	2.5	10	0.15	1.5	\$413
25.27(a)&(b)	Reopening cancelled requests	0	0	0	0.15	0	\$0
25.29(a)&(b)	Request to reinstate access authorization	2	5.5	11	0.15	1.65	\$454
25.31(c)	Request to extend or transfer access authorization	4	1	4	0.15	0.6	\$165
25.35(a)	Notification of classified visits	8	3	24	0.15	3.6	\$990
25.35(d)	Notification of changes to classified visits	0	0	0	0.15	0	\$0
TOTAL		132		305.8		122.25	\$33,619

ANNUAL RECORDKEEPING BURDEN					
Section	Requirement and retention	Recordkeepers	Hours per recordkeeper	Total Burden Hours	Cost @ \$275/hr
25.13 and 25.23	Access Authorization records (3 yrs)	78	0.6	46.8	\$12,870
25.35(e)	Maintain procedures to ensure positive identification of visitors before the disclosure of classified information	78	0.25	19.5	\$5,363
TOTAL		78		66.3	\$18,233

	Part 25	
	Burden	Responses
Reporting	122.3	305.8
Recordkeeping	66.3	78.0
TOTAL	188.6	383.8

Total burden cost \$ 51,851

	2016-2019		2019-2022		Change	
	Burden	Responses	Burden	Responses	Burden	Responses
Reporting	111.0	252.0	122.3	305.8	11.3	53.8
Recordkeeping	46.8	78.0	66.3	78.0	19.5	0.0
TOTAL	157.8	330.0	188.6	383.8	30.8	53.8

Recordkeeping costs	\$ 7
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