



**Billing Code: 5001-06**

**DEPARTMENT OF DEFENSE**

Department of the Army

[Docket ID: USA-2015-0011]

Proposed Collection; Comment Request

**AGENCY:** Army & Air Force Exchange Service (Exchange), DoD.

**ACTION:** Notice.

**SUMMARY:** In compliance with the *Paperwork Reduction Act of 1995*, the Army & Air Force Exchange Service announces a proposed public information collection and seeks public comment on the provisions thereof. Comments are invited on: (a) whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed information collection; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the information collection on respondents, including through the use of automated collection techniques or other forms of information technology.

**DATES:** Consideration will be given to all comments received by **[INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER]**.

**ADDRESSES:** You may submit comments, identified by docket number and title, by any of the following methods:

- Federal eRulemaking Portal: <http://www.regulations.gov>. Follow the instructions for submitting comments.
- Mail: Federal Docket Management System Office, 4800 Mark Center Drive, East Tower, Suite 02G09, Alexandria, VA 22350-3100.

*Instructions:* All submissions received must include the agency name, docket number and title for this Federal Register document. The general policy for comments and other submissions from members of the public is to make these submissions available for public viewing on the Internet at <http://www.regulations.gov> as they are received without change, including any personal identifiers or contact information.

Any associated form(s) for this collection may be located within this same electronic docket and downloaded for review/testing. Follow the instructions at <http://www.regulations.gov> for submitting comments. Please submit comments on any given form identified by docket number, form number, and title.

**FOR FURTHER INFORMATION CONTACT:** To request more information on this proposed information collection or to obtain a copy of the proposal and associated collection instruments, please write to the Army and Air Force Exchange Service, Office of the General Counsel, Compliance Division, Attn: Teresa Schreurs, 3911 South Walton Walker Blvd., Dallas, TX 75236-1598 or call the Exchange Compliance Division at 800-967-6067.

**SUPPLEMENTARY INFORMATION:**

**TITLE; ASSOCIATED FORM; AND OMB NUMBER:** Employee Travel Files; Exchange Form 1500-013 “Request and Authorization for TDY Travel”, Exchange Form 1500-042 “Official Travel Request”; OMB Control Number 0702-XXXX.

**NEEDS AND USES:** The information collection requirement is necessary to process official travel requests for military and civilian employees of the Army and Air Force Exchange Service; to determine eligibility of the individual's dependents to travel; to obtain the necessary clearance where foreign travel is involved, including assisting individuals in applying for passports and visas and counseling where proposed travel involves visiting/transiting communist countries and danger zones.

**AFFECTED PUBLIC:** Individuals and households.

**ANNUAL BURDEN HOURS:** 2,700

**NUMBER OF RESPONDENTS:** 1,200

**RESPONSES PER RESPONDENT:** 3

**TOTAL ANNUAL RESPONSES:** 3,600

**AVERAGE BURDEN PER RESPONSE:** 45 minutes

**FREQUENCY:** On occasion

Respondents are Exchange employees and their dependents that are authorized to make official Exchange government travel. The completed forms are necessary to obtain this authorization and to provide the employee and their dependents with assistance to obtain visas, passports, security clearances and other travel documents as required.

Dated: March 16, 2015.

Aaron Siegel,

Alternate OSD Federal Register

Liaison Officer, Department of Defense.

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