



## DEPARTMENT OF DEFENSE

### Department of the Army

[Docket ID: USA-2025-HQ-0169]

#### Proposed Collection; Comment Request

**AGENCY:** Department of the Army, Department of Defense (DoD).

**ACTION:** 60-day information collection notice.

**SUMMARY:** In compliance with the *Paperwork Reduction Act of 1995*, the Army & Air Force Exchange Service (The Exchange) announces a proposed public information collection and seeks public comment on the provisions thereof. Comments are invited on: 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; the accuracy of the agency's estimate of the burden of the proposed information collection; ways to enhance the quality, utility, and clarity of the information to be collected; and 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: Department of Defense, Privacy, Civil Liberties, and Transparency Directorate, Office of the Director of Administration & Management, 4800 Mark Center Drive, Mailbox #24, Suite 05F16, Alexandria, VA 22350-1700.

*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.

**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 Army & Air Force Exchange Service, Office of the General Counsel, Compliance Division, ATTN: Teresa Schreurs, 3911 South Walton Walker Blvd., Dallas, TX 75236-1598, through email to [PrivacyManager@aafes.com](mailto:PrivacyManager@aafes.com), or call the Exchange Compliance Division at 800-967-6067, Option 5.

**SUPPLEMENTARY INFORMATION:**

**TITLE; ASSOCIATED FORM; AND OMB NUMBER:** Exchange Employee Travel Files; OMB Control Number 0702-0131.

**NEEDS AND USES:** The information collection requirement is necessary to process official Permanent Change of Station travel requests for Exchange civilian employees; to determine eligibility of the employee's dependents to travel; to obtain the necessary clearance where foreign travel is involved, including assisting individuals in applying for passports, visas, and counseling where proposed travel involves visiting or transitioning to communist countries and danger zones. Respondents are Exchange employees, family members, and dependents that are authorized to engage in 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 clearance, and other travel documents as required.

**AFFECTED PUBLIC:** Individuals or households.

**ANNUAL BURDEN HOURS:** 125.

**NUMBER OF RESPONDENTS:** 250.

**RESPONSES PER RESPONDENT:** 1.

**ANNUAL RESPONSES:** 250.

**AVERAGE BURDEN PER RESPONSE:** 30 minutes.

**FREQUENCY:** On occasion.

Dated: December 5, 2025.

Stephanie J. Bost,

Alternate OSD Federal Register Liaison Officer,

Department of Defense.

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