

## SUPPORTING STATEMENT

### A. JUSTIFICATION

1. The Leaders to Sea Database is required to gather necessary information about individuals who will be embarking Navy ships and submarines to participate in the Navy's long standing "Leaders to Sea" public affairs program. Creating such a system will automate an antiquated process that previously has been carried out via the mail, fax machines and hard-copy forms. Individuals submitting the information will also have the option to indicate whether they would like to receive future updates on Navy operations and events. Authority for the collection of this information and the maintenance of this database is derived from 10 U.S.C. 5013, Secretary of the Navy and Executive Order 9397 (SSN).
2. This information collection and database will allow the Navy to more effectively and efficiently, 1) Sign-up individuals to participate in this program, 2) Determine whether they are medically qualified and 3) Stay in contact with those participants interested in receiving future updates about Navy missions and operations. If this database is not created, the Navy will not be able to execute the program in an effective or efficient manner.
3. Information can only be provided by those signing-up to participate in the program. The information is required for them to participate in the program. Eliminating this requirement would eliminate the program. There are no actions that can be taken to reduce this burden.
4. A review of the program found that multiple commands were using different forms to execute this program. Creating this centralized database will create a common system and process significantly reducing the inefficiency of the existing program. No other centralized system or database currently exists. This will not be a duplication of any kind.
5. This information collection does not impact small businesses or other small entities.
6. Collection of this information is essential to the execution of the Leaders to Sea program. Information is collected only when the person will be participating in the program. It is not possible to reduce the frequency of the collection.
7. No Paperwork Reduction Act imposed guidelines must be exceeded. Collection is consistent with the guidelines in 5 CFR 1320.5 (d).
8. A copy of the notice published in the Federal Register is attached. No public comments were received.
9. No payment or gift will be provided to respondents.

10. Information included in the database will not be released by the Navy. Access to the database will be controlled through a secure web login interface. Designated personnel will only have access to particular areas of the site that have been deemed necessary for the individual to perform his or her duties.

11. Questions of a sensitive nature are not solicited.

12. Estimate of Information Collection Burden:

Number of respondents: 3000

Number of responses per respondent: 1

Annual Burden: 3000

Frequency: On occasion

13. There will be no cost burden to respondents

14. Total annual cost to the Federal Government is \$45,000

15. The results of this collection will not be published.

16. OMB approval is requested.

17. There will be no exceptions to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.

#### **B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS**

The collection of this information does not employ statistical methods.