

0703-0020 "Enlistee Financial Statement"
SUPPORTING STATEMENT - PART A

A. JUSTIFICATION

1. Need for the Information Collection

An assessment of the ability of an individual who has someone either fully or partially dependent on them for financial support is necessary to ensure that the individual will be able to meet their financial obligations on Navy salary. It would not benefit either the Navy or the enlistee if the financial obligations could not be met. In order to make this assessment, it is necessary to have information on the individual respondent's current financial situation.

There is no interim level authority defining this form. Title 5, USC, Section 301 establishes Departmental regulations. Title 10, USC, Section 503 provides information on enlistment, Section 504 provides information on persons not qualified for enlistment in the armed forces, Section 508 establishes reenlistment qualifications and Section 12103 establishes Reserve components qualifications.

2. Use of the Information

The prospective enlistee, with dependents provides information during an interview with a Navy recruiter. The information gathered is used by Navy recruiters and by recruiting management personnel in assessing the Navy applicant's ability to meet their financial obligations on Navy pay. This prevents the enlistment of, and subsequent management difficulties with, people who cannot reasonably be expected to meet their financial obligations on Navy salary.

3. Use of Information Technology

(a) The information collected on this form is done only on a lap top or desk top computer using an Adobe PDF form. The respondents cannot access or complete this data online. The data cannot be submitted electronically. The data is entered on the form in the recruiter's presence, printed by the recruiter and provided to the respondent to check and then physically sign the paper copy. Recruiters never enter the data from this form into a data base.

(b) This data is checked and verified by the Recruiting District and a local determination is rendered on the respondent's ability to meet their financial obligations on military salary. The paper copy is filed locally in a residual file, maintained by the Navy Liaison at the servicing Military Entrance Processing Station (MEPS) and destroyed two years from the enlistment date. If the individual is rejected and not enlisted in the Navy, the information is retained in the residual file for a period of five years per SECNAV M-5210.1.

4. Non-duplication

No similar financial information on the applicant's current financial picture is available in any other forms or documents used in the recruitment process.

5. Burden on Small Business

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

6. Less Frequent Collection

The only time that this collection is conducted is once when an individual with dependents is applying for entry into the U.S. Navy or Navy Reserve. The Navy Recruiting Command's financial statement has been designed and developed by persons knowledgeable with the Navy's requirements. Navy recruiters hold periodic discussions with applicants and have minimized difficulties with responses and maximized the useful information obtained.

7. Paperwork Reduction Act Guidelines

There are no special circumstances that require collection to be conducted in a manner inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments

A notice was published in the Federal Register (Vol. 78, No. 131, P. 41044, dated July 9, 2013). No public comments were received. A notice for submission was published in the Federal Register (79 FR 23334) on April 28, 2014. Comments will be accepted through May 27, 2014.

9. Gifts or Payments

No payment or gift will be provided to respondents.

10. Confidentiality

a. Covered by SORN N01133-2

b. Information is collected on a continual basis and is not reported or published. Applicants are informed in writing that the requested information is covered under the Privacy Act, and that the Personal Identifiable Information will be used only for assessing the applicant's, with dependents, ability to meet their financial obligation on Navy pay. If the individual is enlisted in the Navy, the information is retained in the enlistee's residual file for a period of two years and is then destroyed.

A Privacy Impact Assessment is not needed since PII is not being collected electronically.

11. Sensitive Questions

No information of a sensitive nature is required in the referenced application.

12. Respondent Burden, and its Labor Costs

a. Estimation of Respondent Burden

The burden involved in this information collection consists of the time required for completion of an approximately three page financial statement.

Average response time for applicants was 33 minutes.

5,000 applicants complete this form annually which equals a total 2,750 annual burden hours.

This method is considered to be the most efficient.

b. Labor Cost of Respondent Burden

The estimated annual cost to each respondent is \$13.20, allowing for 33 minutes (average wage rate/hr \$24.00 for First Class Petty Officers). Annual Labor Cost of Respondent Burden is \$66,000.00.

13. Respondent Costs Other Than Burden Hour Costs

a. There are no specific computer or software requirements for this collection.

b. There is no specific testing equipment or record storage facilities needed.

c. There are no start-up costs connected to the collection of this information.

14. Cost to the Federal Government

Estimates of annualized costs to the Federal Government follow:

(1) Respondents:	5,000
(2) Total annual responses	5,000
Percentage collected electronically	0%
(3) Operating costs	
Equipment	None
Overhead	None
Total annual hours requested	2,750 hours
Personnel Costs:	\$66,000
Paper/printing/faxing:	\$5,400
Total:	\$71,400

There will be no additional cost burden associated to the respondents.

Personnel time (33 minutes each at \$24.00 per hour) = Government personnel costs. There are no overhead costs. Printing costs are actual costs.

Other than costs listed in item 13 above, there are no additional costs to the federal government.

15. Reasons for Change in Burden

The change in burden hours requested is due to the increased enlistment quotas, directed by OPNAV, experienced by the Navy Recruiting Command.

16. Publication of Results

Information is collected on a continual basis and is not reported or published.

17. Non-Display of OMB Expiration Date

Approval is not sought for avoiding display of the expiration date for OMB approval.

18. Exceptions to "Certification for Paperwork Reduction Submissions"

There will be no exceptions to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions", of OMB Form 83-1.