Marine Corps Marathon Race Applications (0703-0053)

SUPPORTING STATEMENT – PART A

A. JUSTIFICATION

    1. Need for the Information Collection

The collection is needed to gather runner's data in order to conduct the race. Marine Corps Marathon Bulletin, Marine Corps Installation National Capital Regional Command (MCINCR) 1710 lists the Marine Corps Marathon task organization and Memorandum of Understanding Support and spells out the responsibilities of the Commander, Marine Corps Base Quantico and the Director, Marine Corps Marathon. Operations Plan 1-13 is an operations manual explaining race operations, week-end events, and targeting specific organizations with duties. The Letters of Instructions (LOI) 1700 B52 provide instruction on the planning and execution of the Marine Corps Historic Half and its events, the Marine Corps 1775 in Prince William County and all event series races on the Marine Corps Base in Quantico, VA. The Marine Corps Marathon mission statement is as follows: Mission of the Marine Corps Marathon is to provide physical fitness, generate community goodwill, and showcase the organizations' skill of the United States Marine Corps.

    2. Use of the Information

The information is used to conduct the race. The data collection is necessary to identify runners for timing purposes and in case of emergency, award calculations, sponsorship enhancement, and marketing relationships. Also we communicate and educate the runners on an ongoing basis utilizing broadcast e-mails or other mail-outs. The Marine Corps Marathon Office collects runners' data via online registration for all its races. The runners are made aware of the collection and sign a waiver that explains the usage of data for publication. The data is protected on secured servers accessible only by the Marine Corps Marathon staff. Only very select sponsors receive the data as specified within their contract. These sponsors promote race related items or provide a service to the runners, such as runners' photographs and runners' clothing.

    3. Use of Information Technology

The Marine Corps Marathon collects the data via online registration accessible through their website www.marinemarathon.com and downloads/uploads records via a secure server. The annual electronic participation is 100% of the runners' field. The automated process enhances the ability to collect data accurately and in a timely manner.

    4. Non-duplication

The Marine Corps Marathon Office ensures that no one else is collecting the same data. The office is aware that similar military race institutions, the Army Ten Miler and Air Force Marathon, exist; however we do not share data with them. There is a completely separate

application process in existence and there is no connectivity to any military affiliated races. We do not receive data from any military races as well.

5. Burden on Small Business

The Marine Corps Marathon's data collection has no significant impact on small entities.

6. Less Frequent Collection

The consequence, if we would not collect any data, would mean we would not be able to conduct Marine Corps Marathon races.

7. Paperwork Reduction Act Guidelines

There are no special circumstances.

8. Consultation and Public Comment.

a. An agency 60-day Federal Register Notice was published in the Federal Register on July 19, 2013 (78 FR 43185). No Comments were received. A 30-day Federal Register Notice was published on July 24, 2014 (79 FR 43029). Comments will be accepted on this second notice until August 24, 2014.

b. No consultations with persons outside the sponsoring agency regarding availability of requested information, frequency of collection, clarity of instructions, etc., were performed. Future consultation with respondents, or their representatives, are planned to be performed at least every 3 years, regardless if the information collection does not change.

9. Gifts or Payment

We provide no payment for responses.

10. Confidentiality

Throughout the information life cycle, data is protected from unauthorized personnel to prevent compromise of individuals' privacy.

Collection: Data is encrypted while being transferred over the Internet.

Use: Only authorized personnel are allowed access to data in the system. Access to the database is controlled by a secure login in the form of a user name and password.

Data is stored on a secure database protected by firewalls, on CDs locked in a safe and secure servers that are protected by firewalls as well as records that are secured in cabinets and

stored in a locked warehouse. Records are maintained in an area accessible only to authorized personnel. The terminals are in rooms with secured windows and the rooms are locked when not being used by authorized personnel. User identification codes and passwords know only by data input operators and their supervisors are required for access to the terminals.

Processing: Only authorized personnel have access to data. During processing, all data is manipulated and processed within the server.

Disclosure: Data is not disclosed to unauthorized personnel. Sharing of personnel information is only permitted to authorized Marine Corps and Navy public affair officers.).

The Marine Corps Marathon does not share this information at random for any request. All data is protected and only select sponsors receive data for marketing purposes or to educate runners. These select sponsors have specific uses, as dictated by the Marine Corps Marathon purpose, which is outlined in their sponsor agreements. An example of an appropriate use would be for receiving race photos after the runner completes the race. Sponsorship where we share data is selected based on if a service or incentive is provided to the runner, such as a photo from their run, clothing or hotel reservations so runners know where to stay during the race. These contracts are processed through Counsel, Marine Corps Base Quantico and signed by the contractor and the Base Sponsorship representative. There are only three sponsor partners where we share data: MarathonFoto, Brooks Merchandise, and our hotel partner onPeak. They only get names and email addresses. All contracts are being sent to the Counsel, MCCDC, for final approval and righteousness of content.

Runners sign a liability waiver allowing us to share this data with select sponsors. This is required during the registration process, and without this piece, registration cannot be complete.

11. Sensitive Questions

The Marine Corps Marathon collects data such as weight, date of birth and age to determine awards categories. The race contains a Clydesdale category where certain runners in a specified weight category, receive a Clydesdale award. Additionally, there are age category awards, Masters, Seniors, Male and Female awards. All runners are made aware of the need to collect this data by posting the awards categories on our website and by asking for their signature for the Publicity and Liability release printed in our applications.

12. Respondent Burden, and its Labor Costs

The hour burden of the collection of information is estimated to be about 20 minutes per application once a year.

a. Marine Marathon

ANNUAL BURDEN HOURS: 10000 Hours

NUMBER OF RESPONDENTS: 30000.
RESPONSES PER RESPONDENT: 1
AVERAGE BURDEN PER RESPONSE: 20 min (0.083 Hrs)
FREQUENCY: Annually
ANNUAL LABOR COST: $72,500.00 (based on $7.25)

b. MCM Kids Fun Run –

ANNUAL BURDEN HOURS: 1200 Hours
NUMBER OF RESPONDENTS: 3600.
RESPONSES PER RESPONDENT: 1
AVERAGE BURDEN PER RESPONSE: 20 min (0.083 Hrs)
FREQUENCY: Annually
ANNUAL LABOR COST: $8,700.00 (based on $7.25)

c. Marine Corps Marathon 10K –

ANNUAL BURDEN HOURS: 3333 Hours
NUMBER OF RESPONDENTS: 10000.
RESPONSES PER RESPONDENT: 1
AVERAGE BURDEN PER RESPONSE: 20 min (0.083 Hrs)
FREQUENCY: Annually
ANNUAL LABOR COST: $24,164.25 (based on $7.25)

d. Marine Corps Historic Half –

ANNUAL BURDEN HOURS: 2667 Hours
NUMBER OF RESPONDENTS: 8000.
RESPONSES PER RESPONDENT: 1
AVERAGE BURDEN PER RESPONSE: 20 min (0.083 Hrs)
FREQUENCY: Annually
ANNUAL LABOR COST: $18,125.00 (based on $7.25)

e Semper Fred 5k –

ANNUAL BURDEN HOURS: 500 Hours
NUMBER OF RESPONDENTS: 1500
RESPONSES PER RESPONDENT: 1
AVERAGE BURDEN PER RESPONSE: 20 min (0.083 Hrs)
FREQUENCY: Annually
ANNUAL LABOR COST: $2,718.25 (based on $7.25)

f. Historic Half 10k –

ANNUAL BURDEN HOURS: 333 Hours
NUMBER OF RESPONDENTS: 1000

RESPONSES PER RESPONDENT: 1
AVERAGE BURDEN PER RESPONSE: 20 min (0.083 Hrs)
FREQUENCY: Annually
ANNUAL LABOR COST: $2,414.25 (based on $7.25)

g. Marine Corps Marathon Race Series to include MCM 1775, Run Amuck, Mini Run Amuck, Turkey Trot and Turkey Trot Mile –

ANNUAL BURDEN HOURS: 2392 Hours
NUMBER OF RESPONDENTS: 7175
RESPONSES PER RESPONDENT: 1
AVERAGE BURDEN PER RESPONSE: 20 min (0.083 Hrs)
FREQUENCY: Annually
ANNUAL LABOR COST: $17,342.00 (based on $7.25)

h. Marine Corps Marathon Triathlon –

ANNUAL BURDEN HOURS: 150 Hours
NUMBER OF RESPONDENTS: 450
RESPONSES PER RESPONDENT: 1
AVERAGE BURDEN PER RESPONSE: 20 min (0.083 Hrs)
FREQUENCY: Annually
ANNUAL LABOR COST: $1,147.91 (based on $7.25)

i.. Marine Corps Marathon Races Volunteers

ANNUAL BURDEN HOURS: 1000 Hours
NUMBER OF RESPONDENTS: 3000
RESPONSES PER RESPONDENT: 1
AVERAGE BURDEN PER RESPONSE: 20 min (0.083 Hrs)
FREQUENCY: Annually
ANNUAL LABOR COST: $7,250.00 (based on $7.25)

j. Total Burden and Labor Cost for all Marathons

ANNUAL BURDEN HOURS: 21571 Hours
NUMBER OF RESPONDENTS: 64725
RESPONSES PER RESPONDENT: 1
AVERAGE BURDEN PER RESPONSE: 20 min (0.083 Hrs)
FREQUENCY: Annually
ANNUAL LABOR COST: $156,418.75 (based on $7.25)

13. Respondent Costs Other Than Burden Hour Costs

No Additional cost associated with the data collection. Respondents that enter the Marathons pay the following registration fees:

Marine Marathon - $110.00

Healthy Kids Fun Run – $7.00

Marine Corps Marathon 10K – $ 50.00

Marine Corps Historic Half - $75.00

Marine Corps Marathon Race Series to include MCM 1775, Run Amuck, and Turkey Trot - $35.00; Mini RunAmuck - $25.00 and Turkey Trot Mile - $7.00

Marine Corps Marathon Triathlon - $95.00

14. Cost to the Federal Government

The annual estimate cost to collect data are:

Website –	$15,000
Design and layout -	$ 1,000
Runner Survey hosted online -	$ 1,250
Total:	$17250

15. Reasons for Change in Burden

This is a reinstatement with Change due to the burden increasing, as well as the Privacy Act Statement being updated. A copy has been provided. Changes in burden are due to fluctuating registrations for the races.

16. Publication of Results

Runners' data will be published on the Marine Corps Marathon website after the race is complete to post runners' results, age categories, Clydesdale categories, and wheelchair/hand cycle categories. Race results are posted immediately after the race and remain on the Marine Corps Marathon website for up to ten years. After that, they are archived.

We also provide special sponsors with data. The requested formats can include name, address and e-mail address, and racing numbers. This data is used for marketing purposes and does not exceed three requests per year per selected sponsor. The contracts are all approved by the Counsel, MCCDC.

Data is also used for statistical purposes to improve the race and to apply for internal marketing campaigns. Data is calculated by requested queries and contain requests for tabulation, example runners from Virginia, females in total races, first time marathoners.

17. Non-Display of OMB Expiration Date

We are not claiming an exemption to display the OMB Expiration Date.

18. Exceptions to "Certification for Paperwork Reduction Submissions"

There are no exceptions to the Certification for PRA submissions.