

Supporting Statement Outline

NOTE: Complete Part A for all ICR Requests

SUPPORTING STATEMENT – PART A

A. JUSTIFICATION

1. Need for the Information Collection

DAU’s mission is to provide a global learning environment to support a mission-ready Defense Acquisition Workforce (DAW) that develops, delivers, and sustains effective and affordable warfighting capabilities. The Defense Acquisition Workforce Improvement Act of 1991 (DAWIA) requires personnel designated in a DAW position to obtain certification levels appropriate for the position. Additionally, the directive contains strict reporting requirements to Department of Defense (DoD), DoD IG, OSD, GAO, and Congress. DAU’s responsibility lies in three key areas: providing effective and timely training to the DAW, providing accurate records of completion/graduate data, and ensuring system accountability.

GAO Report to Congressional Committees, October 2010: “In order to improve DoD’s ability to identify specific acquisition training needs for planning and front-end analysis, establish a time frame for completion and ensure resources are available for implementing an enterprise wide, integrated student information system.”

To satisfy its responsibility and to better meet the need of an expanding acquisition workforce and enable more active acquisition career management, DAU has identified a need for a Student Information System (SIS). This system will transform how the DAW career training is managed through best-in-class commercial-off-the-shelf (COTS) capability. The system will integrate people, processes, technology, and strategies in order to provide a holistic, self-service, collaborative system.

The data is used by DoD and college officials to: Provide for the administration of and a record of academic performance of current, former, and nominated students; verify grades; select instructors; make decisions to admit students to programs and classes, and to release students from programs; serve as a basis for studies to determine improved criteria for selecting students into classes; forecast demand for future course offerings, and to develop statistics relating to duty assignments and qualifications based on DoD mandated training needs.

2. Use of the Information

DAU is responsible for ensuring effective and efficient training for the 151,000 AT&L workforce. In fiscal year 2013 alone, DAU had over 886,000 course completions. These sessions included distance learning, classroom courses, and continuous learning modules. The directive contains strict reporting requirements to DoD IG, OSD, GAO, and Congress. DAU’s responsibility lies in three key areas: providing effective and timely training to the DAW, providing accurate records of completion/graduate data, and ensuring system accountability.

The system will enable registration, reporting, DAWIA career management, tracking progress of certification achievement across the DAW, creation of rosters, transcripts, certification, and prerequisite checks. The DoD Policy on Continuous Learning states: “Members shall acquire a minimum of 40 continuous learning points (CLPs) every fiscal year as a goal and 80 CLPs being mandatory within 2 years.” (DoDI 5000.66)

The DoD Acquisition Workforce is comprised of four (4) major Components: Army, Navy, Air Force, and the 4th Estate. The 4th Estate consists of approximately 27 other Defense wide agencies. Each Service or Component has a Director, Acquisition Career Manager (DACM). The DACMs for each service are ultimately responsible for their acquisition workforce and implementing and enforcing DAWIA related policy within their Service.

In addition to the DAW, DAU is open to all federal agency employees as well as contractors doing business with the federal government on a space available basis. Information will be collected via data feeds from other DoD systems as well as direct input by students via web interface.

3. Use of Information Technology

Information will be collected via data feeds from other systems and direct input by students via a web interface. The system will also replace paper forms currently completed in class.

The implementation of the SIS requires a state-of-the-art integrated capability. Where information can be gathered from other systems, it will be used to reduce the burden of input on the student.

4. Non-duplication

The SIS will interface with existing IT systems and will be fed information from these systems and also have the ability to collect new information. The SIS will have the ability to convert all electronic legacy student profile and training record data from the current system DAU is using for registration into the new system with the ability to manually add academic history that is currently only on paper. This will reduce the burden on the student.

5. Burden on Small Business

Not applicable.

6. Less Frequent Collection

Not collecting this information would prevent DAU from reporting to congress and DoD on the status of acquisition training for the Defense Acquisition Workforce.

7. Paperwork Reduction Act Guidelines

Collection will be conducted consistent with the guidelines.

8. Consultation and Public Comments

a. A 60-day Federal Register Notice was published in Volume 78, page 64483, of the Federal Register on 10/29/2013. One public request for copies of the associated collection instruments was received. As the method of submission is via a web interface, not a paper form, the list of required data elements on the web form was sent in the response.

A 30-day Notice was published on 10/21/2014; Volume 79, page 62945.

b. DAU has maintained that effective communication among the SIS and the Components (or Services) (Army, Navy, Air Force, 4th Estate) and DAU faculty is essential to ensure required and accurate data are collected, maintained, and provided for DAWIA reporting. Stakeholders were brought in early in the process to ensure proper planning of staff skills, allocation of resources, and training across all functional areas. Stakeholders from the Army, Navy, Air Force, and 4th Estate are actively involved in monthly Integrated Project Team (IPT) meetings and weekly working sessions. Ad-hoc working meetings are also conducted.

9. Gifts or Payment

Not applicable.

10. Confidentiality

Records are stored in computerized databases. Building is locked during non-business hours. Building is located on a federal installation with around-the-clock gate guards. Only individuals designated as needing access to files by the system manager are authorized access to information in the files. Need-to-know security privileges are maintained down to the field and row level. Computer records are protected through encryption, by access control utilizing PKI and individual ID/passwords and the system will be a DIACAP-accredited web-based system upon go-live. The SIS is a software application that is STIG-compliant, which resides on hardware platforms that are also STIG-compliant and maintained in a secure government facility.

The "Privacy and Security Notice" appears before PII is entered. It is followed by a button "OK" for the individual to select. The Privacy Act Statement is provided to individuals when asked to provide PII data.

Privacy Act SORN ID number and title: DAU 08. A copy of the SORN is included in this package. A Privacy Impact Assessment (PIA) has been accomplished and is included in this package.

11. Sensitive Questions

Not applicable; this information is not collected.

12. Respondent Burden, and its Labor Costs

a. Estimation of Respondent Burden

Part 1) Data feeds from other systems (0 burden)

Part 2) The labor burden for a student to update their current information is approximately 5 minutes. There are approximately 7,600 students per year who are not DoD or federal government employees. These students represent industry, federal contractors and foreign nationals.

$$((7,600 \text{ respondents} \times 5 \text{ mins}) / 60 \text{ mins/hr}) = 633 \text{ hours annually}$$

b. Labor Cost of Respondent Burden

There are approximately 7,600 students per year who are not DoD or federal government employees. These students represent industry, federal contractors and foreign nationals.

$$((7,600 \times 5 \text{ mins}) / 60 \text{ mins/hr}) * (\$60,000 \text{ (loaded salary w/fringe)}/2080 \text{ (hours/year)}) =$$

$$=\$18,269 \text{ Annually}$$

13. Respondent Costs Other Than Burden Hour Costs

a. None.

b. None.

14. Cost to the Federal Government

One server is used to collect the information and approximately .25 FTE (10 hours per week) of contract support, see calculations below, is allocated to the collection of the data on that server. The costs cover the environment to collect and process the collection of data for this system. Historical data was used as a basis for this estimate.

Initial cost with anticipated tech refresh every 4 years:

Server Purchase: \$5,000.00

Annual recurring costs:

Contracted Support*: \$25,000.00

Software Maintenance**: \$2,500.00

TOTAL: \$32,500.00

*Calculations for FTE

(10 hours per week) * 52 weeks * (\$100,000 (annual average IT support contractor)/2080 (hours/year)) =\$25,000 Annually

**Software Maintenance

This cost is estimated as 5% percentage of license costs for current IT assets to include operating system and database software. DAU currently holds enterprise licenses for this software and the full license costs are not associated directly to this collection.

15. Reasons for Change in Burden

The system is implementing a new state-of-the-art integrated capability to manage training requirements. It will interface with existing IT systems and will be fed information from these systems and also have the ability to collect new information.

16. Publication of Results

Not applicable.

17. Non-Display of OMB Expiration Date

Not applicable.

18. Exceptions to "Certification for Paperwork Reduction Submissions"

Not applicable.