

**Supporting Statement
for
Medical Reserve Corps Unit Profile and Reports (Revision)
OMB No. 0990-0302**

**Office of the Secretary/Office of Assistant Secretary for Preparedness and
Response/
Office of Emergency Management/
Partner Readiness and Emergency Programs Division/ Medical Reserve Corps
Program**

Goal of study

- In order to continue supporting the MRC units in communities across the United State, and to continue planning for future emergencies that are national in scope, detailed information about the MRC units, including unit demographics, contact information (regular and emergency), volunteer numbers, unit characteristics and information about activities is needed by the MRC Program. MRC Unit Leaders are asked to update this information on the MRC website at least quarterly, and to participate in a Technical Assistance Assessment at least annually.

How data will be used:

- The MRC Program uses MRC unit data in reports and presentations, and analyzes the data to assess the maturation of the program, confirm that MRC units are carrying out activities that increase the resilience of their local community, and to best tailor the technical assistance provided to MRC units

Methods of collection

- Four on-line data collection tools are utilized

Respondent population

- MRC Unit Leader of each of the 1,000 MRC units across the nation

Analysis techniques

- Data is aggregated at the state, local and national level for use in publications or reports

A. Justification

1. Circumstances Making the Collection of Information Necessary

Medical Reserve Corps units are currently located in almost 1,000 communities across the United States, and represent a resource of more than 205,000 volunteers. This OMB revision request is for 3 years. The MRC Program was reorganized within the Department of Health and Human Services from the Office of the Assistant Secretary of Health/Office of the Surgeon General to the Office of the Assistant Secretary for Preparedness and Response/Office of Emergency Management as published in the Federal Register Vol. 79, No. 228 on November 26, 2014 page 70535. (see attachment A) In addition the data collection previously referred to as “Unit Profile data” has been broken down into four smaller collection tools eliminating duplication and increasing usability for respondents while maintaining quarterly reporting expectations for three of the collection tools and annual reporting for the remaining tool.

In order to continue supporting the MRC units in communities across the United States, and to continue planning for future emergencies that are national in scope, detailed information about the MRC units, including unit demographics, contact information (regular and emergency), volunteer numbers, unit characteristics and information about activities is needed by the MRC Program. MRC Unit Leaders are asked to update this information on the MRC website at least quarterly, and to participate in a Technical Assistance Assessment at least annually.

Senior Officials at the White House/Homeland Security Council, the Department of Homeland Security and various Department of Health and Human Services offices and agencies are keenly interested in the status of the MRC network. The information provided by MRC units as part of their unit profiles allows us to keep these Senior Officials informed.

Since the original OMB request was made, the Medical Reserve Corps has been authorized by Congress in the Public Health Service Act, Section 2813, as modified by the Pandemic and All-Hazards Preparedness Reauthorization Act of 2013 (Pub. L. 113-5). (see attachment B)

2. Purpose and Use of Information Collection

The MRC Program uses MRC unit data in reports and presentations, and analyzes the data to assess the maturation of the program, confirm that MRC units are carrying out activities that increase the resilience of their local community, and to best tailor the technical assistance provided to MRC units. In addition, the data serves as an important recruitment tool for the individual MRC units. Often, before committing to volunteer

with an MRC unit, potential volunteers go to the MRC website (www.medicalreservecorps.gov) to review the local MRC profile, which includes its name and point of contact, the most recent MRC unit activities, the community served, the date established, a narrative profile, and an up-to-date count of its volunteers. The Factors for Success collection self-assessment tool allows the MRC unit leader to identify strengths and weaknesses within their own MRC unit and facilitate technical assistance from MRC Program Regional Coordinators to address their weaknesses while sharing their strengths with the MRC network.

3. Use of Improved Information Technology and Burden Reduction

All MRC unit data is electronically entered by MRC Unit Leaders via the MRC website. Each MRC Unit Leader chooses a unique user name and password and they can access the website from any computer with an internet connection. There is no paper reporting.

4. Efforts to Identify Duplication and Use of Similar Information

Only MRC Unit Leaders can provide the requested information. The data entered by MRC Unit Leaders is unique to their MRC unit. Therefore, the MRC Program cannot use any other data source to collect this information.

5. Impact on Small Businesses or Other Small Entities

No small businesses will be involved.

6. Consequences of Collecting the Information Less Frequent Collection

MRC Unit Leaders are asked to review and update their unit profile data, Factors for Success and Unit Activity Reporting on the MRC website at least quarterly, and to participate in a Technical Assistance Assessment at least annually. If the profiles are not updated at least quarterly, then it risks becoming outdated and not useful to potential MRC volunteers or the MRC Program. Since the MRC Program uses this data for reports and presentations, outdated information would cause inaccurate information to be portrayed. In addition, the annual Technical Assistance Assessment is useful to MRC units to address specific areas of strength or weakness after completing a self-assessment using the Factors for Success to evaluate their own progress. Without inputting or updating their data, the assessment cannot be conducted.

7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

There are no special circumstances.

8. Comments in Response to the Federal Register Notice/Outside Consultation

A 60-day Federal Register Notice was published August 24, vol 80, No.163, page 15280-

15281. (see attachment C) No comments were received.

9. Explanation of any Payment/Gift to Respondents

No payment or gifts are provided to MRC Unit Leaders for providing data.

10. Assurance of Confidentiality Provided to Respondents

Unit data will be kept private to the extent allowed by law. Some MRC unit profile data is publicly displayed on the MRC website. This includes the unit name, location, point of contact, the geographic community served, the most recent MRC unit activities, date established, a narrative profile, and an up-to-date count of its volunteers. This data serves as a recruitment tool for individuals who may be interested in joining a specific MRC unit.

MRC State Coordinators have access to data reports which provide the information publicly available on the MRC website, as well as select MRC unit data germane to the State. This includes the jurisdiction type (i.e., suburban, rural, mixed), the mission of the MRC unit, the MRC Unit Focus (i.e., Public Health activities, Preparedness/Emergency Response or both), and the Unit Leader Type (i.e., volunteer or employee). Additionally, MRC State Coordinators can view whether the MRC unit indicates that its volunteers are included in the state volunteer registry and whether the MRC unit is compliant with National Incidence Management System (NIMS) requirements or working towards NIMS compliance.

11. Justification for Sensitive Questions

No sensitive data is collected.

12. Estimates of Annualized Burden Hours (Total Hours & Wages)

Estimated Annualized Burden Table

| Forms (If necessary) | Type of Respondent | Number of Respondents | Number of Responses per Respondent | Average Burden hours per Response | Total Burden Hours |
|----------------------|--------------------|-----------------------|------------------------------------|-----------------------------------|--------------------|
| Unit Profile | MRC Unit Leader | 1,000 | 4 | 30/60 | 2,000 |

| | | | | | |
|-------------------------|-----------------|-------|----|-------|-------|
| TA Assessment | MRC Unit Leader | 1,000 | 1 | 1 | 1,000 |
| Factors for Success | MRC Unit Leader | 1,000 | 4 | 30/60 | 2,000 |
| Unit Activity Reporting | MRC Unit Leader | 1,000 | 4 | 15/60 | 1,000 |
| Total | | | 13 | | 6,000 |

Estimated Annualized Cost to Respondents

| Type of Respondent | Total Burden Hours | Hourly Wage Rate | Total Respondent Costs |
|--------------------|--------------------|------------------|------------------------|
| MRC Unit Leader | 6,000 | \$32.75 | \$196,500 |
| Total | | | \$196,500 |

13. Estimates of other Total Annual Cost Burden to Respondents or Recordkeepers/Capital Costs

There is no cost burden on MRC Unit Leaders to update their MRC unit profile.

14. Annualized Cost to Federal Government

The total average annual cost to the Federal Government for this information collection is \$98,000. This is the annualized cost that is devoted to the website data manager who is funded through an MRC Program Office support contract. The MRC website is comprised of a back-end which is the data collection tool for the MRC program and the front-end which is the public facing MRC program information. The total average annual cost to the Federal Government is based on the cost data provided by the contractor for the back-end data collection tool component of the MRC website.

15. Explanation for Program Changes or Adjustments

The overall burden has increased due to the increased number of approved MRC units from 803 in 2012 to 1,000 in 2015. In addition, there has been a program change that the

data collection has been broken down into four specific collection tools. Each unit is now being asked to input a smaller amount of data on a quarterly basis that eliminates duplication and increases usability for the respondents.

16. Plans for Tabulation and Publication and Project Time Schedule

The MRC Program strongly encourages MRC units, academic institutions and other stakeholder organizations to publish articles and reports as a way to increase the visibility of the MRC and promote volunteerism. The MRC Program will also seek opportunities to publish articles and reports about the MRC. When MRC unit data is used, it will be in an aggregated format at a state, regional or national level.

17. Reason(s) Display of OMB Expiration Date is Inappropriate

Not applicable.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

There are no exceptions to the certification.