

SUPPORTING SUMMARY STATEMENT - PART A

Army Career Tracker

A. JUSTIFICATION

1. Need for Information Collection

DA Form 5434. Authority to collection information is Title 5 (Government Organization and Employees), USC Section 301(Departmental Regulations). Per Army Regulation 600-8-8 (The Total Army Sponsorship Program), Department of the Army (DA) Civilian employees collect sponsorship specific information on DA Form 5434 to transmit sponsorship requirements to gaining commands. Departing Soldier completes the form during initial reassignment interview and DA Civilian employee completes the form following selection notification and acceptance of a position. The automation of the collection action into the Army Career Tracker (ACT) will help commanders with their basic responsibility to assist Soldiers, DA Civilian employees, and families successfully relocate into and out of their commands.

2. Use of the Information

Army transitioning personnel will utilize the ACT system to make known their sponsorship needs via the DA Form 5434 and conduct a digital handshake with their gaining Sponsor as part of the reassignment management process. The DA Form 5434 is used to transmit sponsorship requirements (to include spouse and child information) to gaining commands. The DA Form 5434 is initiated in the Army Career Tracker system by the departing Soldier during initial reassignment interview or by the DA Civilian employee following selection notification and acceptance of a position. The initiated form will be forwarded from -

- a. The losing activity to the gaining MACOM or activity.
- b. The gaining MACOM or activity to the unit of assignment (military) or supervisor (civilian).
- c. The unit of assignment or supervisor to the Sponsor.

Once the Sponsor is assigned, the Sponsor will finalize the DA Form 5434 in the Army Career Tracker, completing the digital hand-shake.

3. Use of Information Technology

The ACT system will automate the existing manual processes to ensure a deliberate handshake between the transitioning Soldier/DA Civilian and the sponsor prior to departure from losing unit. The system will utilize the existing infrastructure, collaborative processes, and data interfaces to facilitate the linkage between Soldier/DA Civilian and sponsor. The automated and collaborative functionalities of the system will be used to identify sponsors, send notifications, monitor status, provide reporting mechanism, and conduct satisfaction surveys. The functional requirement is for ACT to support a 100% electronic process.

4. Non-Duplication

The ACT system will serve as the enterprise application that will automate the Sponsorship process for the Army. No other system will collect Sponsorship-specific information.

5. Burden on Small Business

Collection of this information does not have an impact on small businesses.

6. Less Frequent Collection

This information is collected only on occasion. If collections were stopped, the Army would be unable to execute the Army Sponsorship Program. Some cases of suicide have been attributed to the lack of viable sponsorship in the Army.

7. Paperwork Reduction Act Guidelines: Special Circumstances

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

8. Consultation and Public Comments

Part A: PUBLIC NOTICE. The 60 day notice was published in the Federal Register on July 10, 2015 (80 FR 39760) to solicit comments from the public. No comments were received.

The 30 day notice was published in the Federal Register on June 27, 2016 (81 FR 41528).

Part B: CONSULTATION. No outside consultation was required or conducted on this form.

9. Gifts or Payment

No payment or gift will be provided to the respondents as they are not necessary.

10. Confidentiality

This information becomes a part of the individual's ACT record and is maintained and protected under the Privacy Act of 1974. Nondisclosure may prevent participation in the sponsorship program. The Privacy Act System of Record Notice (Army Career Tracker, A0350-1b TRADOC) is located at <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/570016/a0350-1b-tradoc.aspx>. The DD Form 2930, Privacy Impact Assessment (Army Career Tracker, TRADOC) included in the ICR package is located at <http://ciog6.army.mil/Portals/1/PIA/2015/ACT.pdf>. The Army Career Tracker (ACT) Master File retention schedule was approved by NARA (DAA-AU-2015-0013) and the record number is 350-1aaa. Records on local training and individual goals are maintained until no longer needed for

conducting business, but not longer than 6 years, then destroyed. Destroy electronic media by deletion; destroy paper printout by shredding or burning.

11. Sensitive Questions

Sensitive questions (usually considered private) asked are about marital status (married/single), number of family members, and exceptional family member (EFM) status, in order to provide a compatible sponsor to the respondent. The purpose of the collection is to help commanders exercise their basic responsibility to assist Soldiers, civilian employees, and families successfully relocate into and out of their commands. Sponsorship is a commander’s program in which commanders and individual sponsors are key to success. Married respondents would be matched with married sponsors, and sponsors with EFMs would be offered information about the EFM Program by the sponsor. The social security number is not collected for sponsorship.

12. Respondent Burden, and its Labor Costs (Transitioning Soldier or DA Civilian)

a. Estimation of Respondent Burden:

Estimation of Respondent Burden Hours (Transitioning Army Soldier or DA Civilian)					
	Number of Respondents	Number of Responses per Respondent	Number of Total Annual Responses	Response Time (Amount of time needed to complete the collection instrument)	Respondent Burden Hours (Total Annual Responses multiplied by Response Time) Please compute these into hours)
Collection Instrument #1(DA Form 5434)	173,338	1	173,338	10 minutes	28,889
Total	173,338	1	173,338	10 minutes	28,889

b. Labor Cost of Respondent Burden (Transitioning Army Soldier or DA Civilian):

Labor Cost of Respondent Burden (Transitioning Army Soldier or DA Civilian)					
	Number of Responses	Response Time per Response	Respondent Hourly Wage	Labor Burden per Response (Response Time multiplied by Respondent Hourly Wage)	Total Labor Burden (Number of Respondents multiplied by Response Time multiplied by Respondent Hourly Wage)

Collection Instrument #1(DA Form 5434)	173,338	10 minutes	\$20	\$3.33	\$577,793
Total	173,338	10 minutes	\$20	\$3.33	\$577,793

*Note – for the hourly rate, used the DoD costing guideline amount for enlisted personnel (\$20 per hour) provided in DD Form 2086 (Record of Freedom of Information Processing Cost).

13. Respondent Costs Other Than Burden Hour Costs

a. Total capital and start-up cost component: There are no capital or startup costs associated with this information collection.

b. Total operation and maintenance cost: There are no annual operation and maintenance costs associated with this information collection.

14. Cost to the Federal Government

Labor Cost to the Federal Government (Army Sponsor)			
	Collection Instrument #1 (DA Form 5434)	Collection Instrument #2	Total
Number of Responses	173,338	N/A	173,338
Processing Time Per Response (in hours)	10 minutes	N/A	10 minutes
Hourly Wage of Worker(s) Processing Responses	\$20	N/A	\$20
Cost to Process Each Response (Processing Time Per Response multiplied by Hourly Wage of Worker(s) Processing Responses)	\$3.33	N/A	\$3.33
Total Cost to Process Responses (Cost to Process Each Response multiplied by Number of Responses)	\$577,793	N/A	\$577,793

*Note – for the hourly rate, used the DoD costing guideline amount for enlisted personnel (\$20 per hour) provided in DD Form 2086 (Record of Freedom of Information Processing Cost).

Capital and Start-Up Costs						
Equipment	Printing	Postage	Software Purchases	Licensing Costs	Other (Contracted Development)	Total
			\$78,000		\$180,000	\$258,000

Total Cost to the Federal Government		
Capital and Start-Up Costs	Labor Cost to the Federal Government	Total Cost (Capital & Startup Costs + Labor Cost)
\$258,000	\$577,793	\$835,793

*Note - There is no dedicated annual funding in the out-years going toward Sponsorship for operations and maintenance. There are no annual operation and maintenance costs associated with this information collection. Sustainment will be integrated into the overall ACT operation and maintenance.

15. Reasons for Change in Burden

This section does not apply. This is a new information collection.

16. Publication of Results

This section does not apply. The results for collection of this information will not be published.

17. Non-Display of OMB Expiration Date

The OMB approval expiration date will be displayed on the collection instrument.

18. Exceptions to “Certification for Paperwork Reduction Submissions”

The agency is not seeking an exception to the provisions certified to in Item 19.a. of the OMB Form 83-I to the certification statement.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

This collection will not employ statistical methods.