

## SUPPORTING STATEMENT – PART A

### Application for Commission in the US Navy/Naval Reserve – 0703-0029

#### A. JUSTIFICATION

##### 1. Need for the Information Collection

All persons interested in entering the U.S. Navy or Navy reserve in a commissioned status must provide various personal data in order for a Selection Board to determine their qualifications for naval service and for specific fields of endeavor which the applicant intends to pursue. Title 10, USC 591 “Reserve Components: Qualifications” establishes the qualifications to become an officer of a reserve component. Title 10, USC 12209 “Officer Candidates”; enlisted reserve provides information on enlisted reserves to be selected for training as officer candidates. Title 10, USC 2107 “Financial Assistance Program for Specially Selected Members”, establishes the qualifications for financial assistance for specially selected members. Title 10, USC 6019 “Citizenship of Officers of Vessels” establishes that officers of vessels must be U.S. citizens.

The above Title 10 USC was Title 10, USC 600 but as noted above was changed to Title 10, USC 12209.

##### 2. Use of the Information

The intent of collecting this information is for any persons that are interested in joining the U.S Navy or Navy reserve. The information collected includes personal information, past military service, educational status, physical fitness and swimming ability, illegal activities, professional licenses, flying experience, foreign language skills, and a motivational statement on why they are considering an officer commission. The respondents can be anyone that has obtained a bachelor’s degree. If respondents are interested, they may go to <http://www.navy.com/> to locate a recruiter or they may walk into a Navy Recruiting center which can be found on the site. Other ways are through Navy advertising on TV or sometimes recruiters will visit college campuses. If an applicant would like to apply, a recruiter will ask questions contained on the NAVCRUIT 1131/238 form because the applicant does not have access to the form. The form must be completed by either a military recruiter or civilian processor due to the fact that this dynamic form can only be accessed by an authorized user by login and Common Access Card (CAC). The recruiter will let the applicant read the Privacy Act Statement and Agency Disclosure notice which is listed at the top of the form. The recruiter will enter the information on the NAVCRUIT 1131/238 Application Processing and Summary Record. The applicant never has access to the form except through the recruiter who completes the form with the information provided by applicant; the applicant and the recruiter sign the form, then it’s uploaded and attached to the rest of the pre-commissioning package. It is then forwarded to the Navy Recruiting Command (NAVCRUITCOM) application processor via Command Integrated Recruiting Information Management System (CIRIMS) (has its own PIO, DON number 20838 and is in accredited status with an Authorization To Operate (ATO) for

final check of documents by the NAVCRUITCOM processor to ensure that all documents are completed and signed. It is then uploaded to the program manager to determine if the package is complete. The Program Manager moves the documents via CIRIMS to the Community Manager to be presented to the selection board responsible for the program that the individual is applying for. The information is assessed by a Selection Board to determine the applicant's qualifications for a commission in the U.S. Navy or Naval Reserve. If it is determined by the selection board that the candidate fits the needs of the Navy, then the package is returned to NAVCRUITCOM for commissioning. If the board determines that the individual is not eligible, then the package is filed, not waiver eligible, and retained on file for two years.

### 3. Use of Information Technology

The information on this form is collected 100 percent electronically and uploaded into the CIRIMS. At each step of the process it is totally electronic by using CIRIMS to upload the initial information, route through the entire approval process and return the final approval/disapproval of the document.

The burden involved in this collection of information consists of the time required for the prospective applicant to provide the information to the recruiter to complete a four page application. The time for the prospective applicant to respond should be no more than 60 minutes. Information can be provided by the applicant only. Using the new Pride Mod system simplifies the process and cuts down on the time invested by the applicant.

### 4. Non-duplication

There is not information already available which can be used, or modified for use for the purposes of this collection. NAVCRUIT 1131/238 is the first form that respondents fill out when interested in the U.S. Navy or Navy Reserve.

### 5. Burden on Small Business

The collection of information does not impact small business or other small entities.

### 6. Less Frequent Collection

The collection of information is based on an individual's desire to apply for a commission and the need to adequately staff the U.S. Navy and U.S. Navy Reserve. Without this information there would be no basis by which to evaluate the applicant for commission. Information is collected on an "on occasion" basis; therefore, it is not possible to reduce the frequency of collection.

### 7. Paperwork Reduction Act Guidelines

There are no special circumstances that require the 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 60-day notice for the proposed collection was posted in the Federal Register from 10/09/2015 to 12/08/2015, 80 FRN 61193. No comments were received for this notice. A 30-day notice was posted in the Federal Register on July 26, 2016, 81 FRN 48765.

The Recruiters, Processors and Program Managers that were responsible for the input and use of the information were interviewed as to the current validity of the information collected. A few minor changes were made to ensure that only pertinent information is collected.

## 9. Gifts or Payment

No payment or gift will be provided to respondents.

## 10. Confidentiality

Information is collected on a continual basis and is not reported or published. Applicants are asked to read the Privacy Act Statement which is located on the top of the form. The information is covered under the Privacy Act, and that the information will be used only in evaluating their suitability for a commission in the U.S. Navy or U.S. Navy Reserve. If the applicant is commissioned, the information is retained in the applicant's military service record. If the individual is rejected and not commissioned in the Navy, the information is retained electronically for a period of two years and then destroyed. The collection requires a Privacy Act Statement and it is listed on the NAVCRUIT 1131/238 form for respondents to read.

The Department of the Navy is proposing to establish a new system of records to manage and contribute to the recruitment of qualified men and women for officer programs and enlistment into the regular and reserve components of the Navy. A copy of the narrative statement on a new system of records, draft SORN 1130-1 has been provided with this package for OMB's review. It has not yet been approved, but is in the final stages of the process.

A Privacy Impact Assessment is required, and a copy has been provided with this package for OMB's review.

## 11. Sensitive Questions

The NAVCRUIT 1131/238 form contains all of the information needed to implement the new Officer Service Record once the individual is commissioned. It is paramount to acquire the applicants SSN. If the applicants SSN is not included, the individuals pay and IRS account cannot be established. An SSN Reduction Review Form has been provided with this package for OMB's review. Sex, Race and Ethnicity are collected to ensure that a diverse cadre of personnel are included in the U.S. Navy's total force structure. Under Section 9, on the NAVCRUIT 1131/238 Illegal Activities; this section attempts to ascertain whether the applicants activities are conducive to good order and discipline. Drug use and alcohol abuse will interfere with the individual's ability to perform their job assignment.

12. Respondent Burden, and its Labor Costs

a. Estimation of Respondent Burden

Estimation of Respondent Burden Hours					
	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)
NAVCRUIT 1131/238	14,000	1	14,000	1hr	14,000hrs
Total	14,000	1	14,000	1hr	14,000hrs

b. Labor Cost of Respondent Burden

Labor Cost of Respondent Burden					
	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)

NAVCRUIT 1131/238	14,000	1hr	\$7.25  (Source based of Department of Labor minimum wage)	\$7.25	101,500
Total	14,000	1hr	\$7.25	\$7.25	101,500

13. Respondent Costs Other Than Burden Hour Costs

There are no other costs to the respondent other than burden hour costs.

14. Cost to the Federal Government

	NAVCRUIT 1131/238
Number of Responses	14,000
Processing Time Per Response (in hours)	1hr
Hourly Wage of Worker(s) Processing Responses	\$20.64 (pay rate based of E-6 from dfas.mil)
Cost to Process Each Response (Processing Time Per Response multiplied by Hourly Wage of Worker(s) Processing Responses)	\$20.64
Total Cost to Process Responses (Cost to Process Each Response multiplied	\$288, 960.00

by Number of Responses	
------------------------	--

Operational and Maintenance Costs						
Equipment	Printing	Postage	Software Purchases	Licensing Costs	Other	Total
					\$2,850(system maintenance)	\$2,850

Total Cost to the Federal Government		
Operational and Maintenance Costs	Labor Cost to the Federal Government	Total Cost (O&M Costs + Labor Cost)
\$2,850	\$288,960.00	\$291,810

15. Reasons for Change in Burden

This is a previously approved collection which approval has expired. In the 60 day notice, it was an estimate of 12,000 burden hours but after reevaluating, the burden is now 14,000. The burden hours have increased since the last submission to OMB due to a more accurate estimate of response time. It was determined that it would take respondents an hour instead of 30 minutes to complete the form.

16. Publication of Results

Data collected will not be 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 are no exceptions being requested for Paperwork Reduction Act Submissions.