

## SUPPORTING STATEMENT – PART A

### Personal Information Questionnaire (PIQ) - OMB 0703-0012

#### A. JUSTIFICATION

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

Information collection is needed to verify a potential officer candidate's moral character. The authorities authorizing the collection of information are Title 10, USC 12209: Officer Candidates, MCO 1130.76C: Conduct of Recruiting Operations and MCRO 1100.2: the Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM) which establishes the requirement to verify officer applicant's qualifications. Marine Corps Recruiting Command is responsible to the Commandant of the Marine Corps for the procurement of qualified individuals, to meet the established personnel strength levels, officer and enlisted, of the Marine Corps and Marine Corps Reserve. In order to accomplish these officer procurement requirements the Office Selection Officer must prospect, screen and contract qualified individuals. This form is vital part of at process.

##### 2. Use of the Information

The potential applicant provides references to The Marine Corps Officer Selection Officer (OSO) during the Marine Corps Officer Candidate application. The OSO will submit five completed original NAVMC Forms for each potential officer applicant. Data is entered on NAVMC 10064 Personal Information Questionnaire (PIQ) for Marine Corps Officer Candidate Program by individuals to be named by the applicant, for completion and return as character references. Information pertaining to an applicant's moral character is of the utmost importance when applying for a program. As a commissioned officer in the United States Marine Corps, these men and women will be expected to lead others by example, upholding the Marine Corps Values of honor, courage, and commitment. They will have Marines under their charge, and will be expected to be of the finest moral character. In order to provide an OSO with an accurate and impartial depiction of an applicant's character, the OSO will contact the reference via phone or email, and will arrange for them to fill out the PIQ. The PIQ is typically sent via email to the reference for completion. Once the reference has completed the form, they will sign it and send it back to the OSO via email. Authorized Marine Corps Recruiting Command personnel input the data into the Marine Corps Recruiting Command's Automated Commissioning Package (ACP) database. The ACP is what is used to determine acceptance into commissioning program during the selection board. The OSO must ensure the integrity of the PIQ process by not allowing applicants to directly handle PIQ forms. All PIQs will be dated and are valid for one year. Applicants should be advised that PIQs from employers, educators, and other professional individuals are preferred over PIQs from peers, close friends, and neighbors and must be used in lieu of PIQs from relatives. All completed PIQs, when returned to the OSO, will be included with the application. Under no circumstances will the contents of a PIQ, whether favorable or unfavorable, be discussed with an applicant. Because of the confidentiality of PIQs, copies will

not be made or retained by the processing OSO or the district. At a minimum, five PIQs will be forwarded with the application. These are:

- (a) Dean
- (b) One professor
- (c) Employer
- (d) Two others (non-relative)

The agency disclosure notice and privacy act statement are listed on the form for respondents to read. There are no further communications sent to the respondent other than this form.

### 3. Use of Information Technology

NAVMC 10064 is completed 100% electronically by the respondent. The data from the form is scanned and uploaded into the Marine Corps Recruiting Command's Automated Commissioning Package (ACP) database. The form is included into a potential officer's application.

### 4. Non-duplication

There is not information already available which can be used, or modified for use for the purposes of this collection. NAVMC 10064 is the only form used to verify a potential officer candidate's moral character.

### 5. Burden on Small Business

This information does not impact small businesses or small entities.

### 6. Less Frequent Collection

The collection of this data is mandated by the Marine Corps Recruiting Command Officer Commissioning Manual. Less frequent collections will not allow potential applicants to be considered for commissioning.

### 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

Part A: A 60-day notice for the proposed collection was posted in the Federal Register on October 9, 2015. The citation is 80 FR 61190. No comments were received for this notice. A 30-day notice for the proposed collection was posted in the Federal Register on December 9, 2016. The citation is 81 FR 89089.

Part B: MCRC works with the Navy Command Training Center and other branch's service academies on a daily basis to ensure the most effective means of assessing Officers into the Marine Corps. It has been determined that the use of NAVMC 10064 is the most effective and accurate way to collect information about an applicant's moral character, as it provides honest, unbiased feedback because under no circumstances are the results shared with the applicant.

## 9. Gifts or Payment

No gifts or payments are associated with the collection.

## 10. Confidentiality

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 and is restricted to individuals having a need to know to perform their official duties. The user must have a Common Access Card (CAC) in order to log into the work stations that are used to view the ACP. Data is stored on a secure database protected by firewalls 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 known only by data input operators and their supervisors are required for access to the terminals. The privacy act statement and agency disclosure notice are listed on the form. Per SECNAV M-5210.1, The Department of the Navy Records Management Manual, Officer Recruiting Records (SSIC 1131) hard copies of the PIQ will be retained at the OSO's office for a period of two (2) years prior to being destroyed. The PIQ does not become a part of the applicants Official Military Personnel File (OMPF).

This data collection is covered under SORN N01533-1; <http://dpcl.dod.mil/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570325/n01533-1/>. A privacy impact assessment (PIA) is required. The draft PIA is included in the PRA package.

## 11. Sensitive Questions

There are no sensitive questions collected on this form. SSNs are not being collected.

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)
Collection Instrument #1NAVMC 10064	3500	1	3500	15 minutes	875 hours
Total	3500	1	3500	15 minutes	875 hours

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)
Collection Instrument #1 NAVMC 10064	3500	15 minutes	\$16.25	\$4.06	\$14,218.75
Total	3500	15 minutes	\$16.25	\$4.06	\$14,218.75

\* This information comes from the Dept of Labor Website. We chose an office administrator (mid-level) for the average respondent at a wage of 16.25 an hour (<http://www.bls.gov/opub/reports/womens-earnings/archive/highlights-of-womens-earnings-in-2014.pdf>).

13. Respondent Costs Other Than Burden Hour Costs

There are no other costs to the respondent associated with this form.

14. Cost to the Federal Government

Labor Cost to the Federal Government		
	NAVMC 10064	Total
Number of Responses	3500	3500
Processing Time Per Response (in hours)	15 minutes	15 minutes
Hourly Wage of Worker(s) Processing Responses	\$15.00	\$15.00
Cost to Process Each Response (Processing Time Per Response multiplied by Hourly Wage of Worker(s) Processing Responses)	\$3.75	\$3.75

Total Cost to Process Responses (Cost to Process Each Response multiplied by Number of Responses)	\$13,125.00	\$13,125.00
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\*This wage was taken from the OPM website, averaging for a GS 06 who processes the forms (<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2016/GS.pdf>).

Operational and Maintenance Costs						
Equipment	Printing	Postage	Software Purchases	Licensing Costs	Other	Total
\$350.00	\$210.00	\$0.00	\$0.00	\$1,449.00	\$0.00	\$2,009.00

Total Cost to the Federal Government		
Operational and Maintenance Costs	Labor Cost to the Federal Government	Total Cost (O&M Costs + Labor Cost)
\$2,009.00	\$13,125.00	\$15,134.00

#### 15. Reasons for Change in Burden

This is a reinstatement, with change, of a previously approved collection for which approval has expired. There has been a change in burden hours requested since the last OMB approval. After reevaluating the program, it was determined that a lower number of burden hours is required, due to the mission drawdown.

#### 16. Publication of Results

The results of the information collected on this form will not be published.

#### 17. Non-Display of OMB Expiration Date

Exemption for Non-Display of OMB Expiration date is not being requested.

18. Exceptions to "Certification for Paperwork Reduction Submissions"

There are no exceptions being requested for the Paperwork Reduction Act submission.