

SUPPORTING STATEMENT – PART A
Joint Civilian Orientation Conference Program (JCOC)
Eligibility of Nominators and Candidates – 0704-XXXX

A. JUSTIFICATION

1. Need for the Information Collection

The information collection requirement is necessary to administer the JCOC Program; to verify the eligibility of nominators and candidates; and to select those nominated individuals for participation in JCOC.

The authority for maintenance of the system is 10 U.S. Code § 113, Secretary of Defense; DoD Directive 5122.5, Assistant Secretary of Defense for Public Affairs (ASD(PA)); and DoD Directive 5410.18, Public Affairs Community Relations Policy (TAB A).

10 U.S. Code § 113 establishes that there is a Secretary of Defense, who has authority direction, and control over the Department of Defense. Under the authority vested in the Secretary of Defense, DoD Directive 5122.5 establishes the position of Assistant Secretary of Defense for Public Affairs (ASD(PA)), with responsibilities, functions, and authorities that include the conduct of public affairs community relations activities and programs, as authorized by DoD Directive 5410.18, Public Affairs Community Relations Policy, which includes administration and execution of the JCOC Program.

2. Use of the Information

The information collection is initiated by the JCOC Program Coordinator who distributes an annual call for nominations and an electronic nomination form via email to all individuals authorized to nominate candidates for participation in JCOC. Those authorized individuals who choose to nominate candidates for participation in JCOC complete the electronic nomination form and return it via email to the JCOC Program Coordinator. Subsequent to a selection panel process, the JCOC Program coordinator distributes an electronic registration form and an electronic medical form via email to all candidates who are nominated for and selected to participate in JCOC. Candidates who accept the invitation to participate in JCOC complete the electronic registration form; their physician signs the electronic medical form; and the candidate returns both the registration form and medical form to the JCOC Program Coordinator via email.

Respondents are individuals or households – specifically, JCOC alumni and DoD personnel authorized to nominate candidates for participation in JCOC, and candidates nominated for and selected to participate in JCOC.

Responding to the information collection is the only means for authorized individuals to nominate candidates for participation in JCOC and also the only means for selected candidates to accept the invitation to participate in JCOC.

Respondents receive the collection instrument as an electronic document attached to an email sent to them by the JCOC Program Coordinator. (TAB B)

Respondents return the collection instrument as an electronic document attached to a reply email to the JCOC Program Coordinator.

Appropriate disclosures are provided to the Respondent on the collection instrument.

The JCOC Program Coordinator may reply to respondent questions via email or phone.

The information collection is necessary for authorized JCOC Program personnel to administer the JCOC Program; to verify the eligibility of nominators and candidates; and to select those nominated individuals for participation in JCOC.

The “Nomination Form” is an electronic document that individuals authorized to nominate candidates for participation in JCOC complete to nominate their candidate for participation in the program. (TAB C)

To register, respondents will have to fill out the “Registration Form” and sign an informed consent that is all part of the same packet they receive for registering for JCOC. The “Registration Form” is an electronic document that candidates nominated for and selected to participate in JCOC complete to register for participation in the program. They must sign and date the informed consent for DoD use of photographs, visual, and audio recordings that may be taken in connections with JCOC.(TAB D)

The “Medical Form” is an electronic document that candidates nominated for and selected to participate in JCOC have their physician sign, stating that the candidate is healthy enough to participate in JCOC. (TAB E)

3. Use of Information Technology

100% of responses are collected electronically. It is the most efficient, cost-effective, and secure way to collect responses for administration of the JCOC program.

No steps have been taken or planned to increase the use of information technology because 100% of responses are already being collected electronically.

4. Non-duplication

There is no information already available that can be used, or modified for use, for the purpose of this collection.

5. Burden on Small Business

None of the respondents are small businesses or other small entities.

6. Less Frequent Collection

Conducting the collection less frequently would result in the JCOC program being conducted less frequently; they are directly correlated.

7. Paperwork Reduction Act Guidelines

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

8. Consultation and Public Comments

▪ Part A: PUBLIC NOTICE

The date of the collection's 60-Day Federal Register Notice is June 6, 2016.

The volume and page number of the 60-Day Federal Register Notice is 81 FRN 36279. (TAB F)

No comments were received.

The date of the collection's 30-Day Federal Register Notice is December 22, 2016 (81 FR 93908).

▪ Part B: CONSULTATION

The JCOC Program Coordinator consults with respondents during each collection cycle. Respondent feedback continues to confirm the viability of the collection elements and procedures; therefore, no changes to the information collection have been made.

9. Gifts or Payment

Respondents do not receive payments or gifts for responding to the information collection.

10. Confidentiality

The collection instrument requires a Privacy Act Statement (PAS).

The Privacy Act Statement is located on the collection instrument provided to the Respondent.

The information collection requires a System of Records Notice (SORN).

A draft copy of the SORN, DPA DCR.A 01, Joint Civilian Orientation Conference (JCOC) Program (February 22, 1993, 58 FR 10227), has been provided with this package for OMB's review. (TAB G)

The information collection requires a Privacy Impact Assessment (PIA).

A draft copy of the PIA, Joint Civilian Orientation Conference (JCOC) Program, has been provided with this package for OMB's review. (TAB H)

Records Retention and Disposition Schedule: Destroy nomination and participant records 10 years after conclusion of associated JCOC program. (TAB I)

11. Sensitive Questions

Questions of a sensitive nature are not being asked.

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 #1: Nomination Form (TAB C)	100	1	100	15 minutes (0.25 hour)	25 hours
Collection Instrument #2: Registration Form (TAB D)	40	1	40	6 minutes (0.10 hour)	4 hours
Collection Instrument #3: Medical Form (TAB E)	40	1	40	6 minutes (0.10 hour)	4 hours

Total	180	1	180	11 minutes (0.1833 hour)	33 hours
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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: Nomination Form (TAB C)	100	15 minutes (0.25 hour)	\$60/hour	\$15/response	\$1500
Collection Instrument #2: Registration Form (TAB D)	40	6 minutes (0.10 hour)	\$60/hour	\$6/response	\$240
Collection Instrument #3: Medical Form (TAB E)	40	6 minutes (0.10 hour)	\$60/hour	\$6/response	\$240
Total	180	11 minutes (0.1833 hour)	\$60/hour	\$11/response	\$1980

JCOC nominees range from community leaders to executives of major corporations. The Respondent Hourly Wage is an average of the wide span of nominees' salaries.
<http://www.dol.gov/dol/topic/wages/index.htm>

13. Respondent Costs Other Than Burden Hour Costs

There are no capital and start-up costs to be annualized over the expected life of the item(s) used to respond to the collection.

There are no operation and maintenance costs associated with generating, maintaining, and disclosing or providing the information.

14. Cost to the Federal Government

Labor Cost to the Federal Government				
	Collection Instrument #1	Collection Instrument #2	Collection Instrument #3	Total
Number of Responses	100	40	40	180
Processing Time Per Response (in hours)	0.25 hour	0.10 hour	0.10 hour	0.1833 hour
Hourly Wage of Worker(s) Processing Responses	\$60	\$60	\$60	\$60
Cost to Process Each Response (Processing Time Per Response multiplied by Hourly Wage of Worker(s) Processing Responses)	\$15	\$6	\$6	\$11
Total Cost to Process Responses (Cost to Process Each Response multiplied by Number of Responses)	\$1500	\$240	\$240	\$1980

Operational and Maintenance Costs						
Equipment	Printing	Postage	Software Purchases	Licensing Costs	Other	Total
\$0	\$0	\$0	\$0	\$0	\$0	\$0

Total Cost to the Federal Government		
Operational and Maintenance Costs	Labor Cost to the Federal Government	Total Cost (O&M Costs + Labor Cost)
\$0	\$1980	\$1980

15. Reasons for Change in Burden

This is a new collection with a new associated burden.

16. Publication of Results

The results of the information collection will not be published as a DoD publication or for a publication external to DoD.

17. Non-Display of OMB Expiration Date

The JCOC Program is not requesting approval to omit the display of the expiration date of OMB approval on the collection instrument.

18. Exceptions to "Certification for Paperwork Reduction Submissions"

The JCOC Program is not asking for any exemptions to the provisions certified.