

SUPPORTING STATEMENT - PART A

Marine Corps Junior Reserve Officers' Training Corps Instructor Evaluation Summary- OMB 0703-0016

1. Need for the Information Collection

The NAVMC 10942 Individual MCJROTC Instructor Evaluation summary is needed to evaluate the effectiveness of individual Marine Instructors. The form is needed as a performance related counseling tool and as a record of service performance to document performance and growth of individual Marine Instructors. Evaluating the performance of instructors is essential in ensuring they provide quality training. [Marine Corps Order P1533.6E](#) (Marine Corps Junior Reserve Officers Training Corps (MCJROTC)) authorizes the collection of information. There are no higher authorities than Marine Corps Order P1533.6E.

2. Use of the Information

MCJROTC is a program that motivates students to become better citizens and teaches them basic military methods. They also learn about U.S. history, a bit of physical training, and other military information like the Marine Corps values. There is no military obligation if a student is enrolled in this program. MCJROTC instructors lead these programs during the school year, across the country. The use of this information is to evaluate the performance of Marine Corp instructors. The respondents are the Marine Corps Instructors because they are retired military, employed by the high schools. Other respondents include high school principals who will have to fill out part of the evaluation form as well.

Once the school year ends, the Marine Corps Instructors go to the [MCJROTC website](#) to download an electronic (PDF) NAVMC 10942 Individual MCJROTC Instructor Evaluation Summary form. The NAVMC 10942 is used to evaluate the effectiveness of individual marine Instructors and to provide a written record of the overall performance of duty of Marine Instructors who are responsible for implementing MCJROTC. Performance evaluation is taken into consideration for recertification and other circumstances that could arise pertaining to the Instructor.

Instructors will fill out some basic information and then e-mail the form to participating school principals. After the principals have completed their part of the form, they will print, sign, and then e-mail a scanned copy to the Regional Directors for their area. Regional Directors complete the form and then also print and sign the form. After signature, the Regional Director delivers the completed signed form to Headquarters for review. This can be hand delivered or mailed in. After review, the forms are filed in the Instructor Personnel folders that are kept under lock and key.

3. Use of Information Technology

The form can be filled out electronically, but they have to print it out in order to sign. The form is not enabled for electronic signature, therefore, the form is 95% electronic. There have been discussions to make the forms all electronic in the future.

4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source.

5. Burden on Small Businesses

This information collection does not impose a significant economic impact on a substantial number of small businesses or 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

This collection of information does not require 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: PUBLIC NOTICE

A 60-Day Federal Register Notice for the collection published on July 13 2017, 82 FR 32349. No comments were received during the 60-Day Comment Period.

A 30-Day Federal Register Notice for the collection published on September 18 2017, 82 FR 43529.

Part B: CONSULTATION

No consultations have been done, but there are plans to have consultations in the future.

9. Gifts or Payment

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

10. Confidentiality

Information included in the form is not released outside the Marine Corps; only those persons involved in the performance evaluations of the individual instructors and effectiveness of the curriculum review the evaluations. Forms are downloaded from the portal on the MCJROTC website (www.mcjrotc.marines.mil/) and filled out electronically, forwarded through e-mail to the Regional Directors print a hard copy and deliver to Headquarters. The form is retained solely at Headquarters, U.S. Marine Corps and is kept in the applicant's file which is labeled (SSIC 1500/1), "For Official Use Only." Instructor files are kept under lock and key and are destroyed 6 years after the instructor leaves his position.

A SORN is required. A draft copy of SORN M01533-1, Marine Corps Junior Reserve Officers' Training Corps Instructor Evaluation Records, has been provided with this package for OMB's review.

A Privacy Act Statement is required. The Privacy Act Statement and Agency Disclosure Notice are listed on the form, and informs the respondent of the purpose of the form, and who will access the information and why.

A privacy impact assessment is not required.

11. Sensitive Questions

Questions of a sensitive nature are not solicited and SSNs are not being collected.

12. Respondent Burden and its Labor Costs

a. Estimation of Respondent Burden

1. NAVMC 10942

- a. Number of Respondents: 509
- b. Number of Responses Per Respondent: 1
- c. Number of Total Annual Responses: 509
- d. Response Time: 30 mins
- e. Respondent Burden Hours : 254.5 hours

1. NAVMC 10942 (High School Principal)

- a. Number of Respondents: 509
- b. Number of Responses Per Respondent: 1
- c. Number of Total Annual Responses: 509
- d. Response Time: 30 mins
- e. Respondent Burden Hours : 254.5 hours

2. Total Submission Burden

- a. Total Number of Annual Responses: 1018
- c. Total Respondent Burden Hours: 509 hours

b. Labor Cost of Respondent Burden

1. NAVMC 10942

- a. Number of Total Annual Responses: 509
- b. Response Time: 30 mins
- c. Respondent Hourly Wage: \$35.00
- d. Labor Burden per Responses: \$17.05
- e. Total Labor Burden: \$8907.50

1. NAVMC 10942 (High school principal)

- a. Number of Total Annual Responses: 509
- b. Response Time: 30 mins
- c. Respondent Hourly Wage: \$41.00
- d. Labor Burden per Responses: \$20.50
- e. Total Labor Burden: \$10,434.50

2. Overall Labor Burden

- a. Total Number of Annual Responses: 1018
- b. Total Labor Burden: \$19,342.00

The Respondent hourly wage for instructors was determined by using the Department of Labor Wage Website, 2017: (<http://www.dol.gov/dol/topic/wages/index.htm>). A rank structure of instructors O-3 to O-6, CWO O-2 to O-5.

The Respondent hourly wage for high school principals was determined by using Payscale (2017): <http://www.payscale.com/>. The average wage rate/hour was estimated from the salaries of high school principals.

13. Respondent Costs Other Than Burden Hour Costs

There are no additional costs to respondents.

14. Cost to the Federal Government

a. Labor Cost to the Federal Government

1. NAVMC 10942

- a. Number of Total Annual Responses: 509
- b. Processing Time per Response: 30 mins
- c. Hourly Wage of Worker(s) Processing Responses : \$29.70

- d. Cost to Process Each Responses: \$14.85
- e. Total Cost to Process Responses: \$7,558.65

2. Overall Labor Burden to Federal Government

- a. Total Number of Annual Responses: 509
- b. Total Labor Burden: \$7,558.65

The Respondent hourly wage for instructors was determined by using the Department of Labor Wage Website: (<http://www.dol.gov/dol/topic/wages/index.htm>). Hourly Wage of 2015 GS Pay Table for GS-8, Step 10.

b. Operational and Maintenance Costs

- a. Equipment: \$0
- b. Printing: \$1,000.00
- c. Postage: \$0
- d. Software Purchases: \$0
- e. Licensing Costs: \$0
- f. Other: \$0
- g. Total : \$1,000.00

- 1. Total Operational and Maintenance Costs: \$1,000.00
- 2. Total Labor Cost to the Federal Government: \$7,558.65
- 3. Total Cost to the Federal Government: \$8,558.65

15. Reasons for Change in Burden

This is a reinstatement of a previously approved collection for which approval has expired, and reflects an increase in burden hours due to an increase in the number of respondents and better evaluation.

16. Publication of Results

The results of this information collection will not be published.

17. Non-Display of OMB Expiration Date

We are not seeking approval to omit the display of the expiration date of the OMB approval on the collection instrument.

18. Exceptions to “Certification for Paperwork Reduction Submissions”

We are not requesting any exemptions to the provisions stated in 5 CFR 1320.9.