

SUPPORTING STATEMENT - PART A

Survivor Advisory Working Group (SAWG)

(0702-XXXX)

1. Need for the Information Collection

The information collected from the Survivor Advisory Working Group will be used to accept new members into the Army's working group. The SAWG membership term will be for two years.

The authorities that authorize this collection are in United States Code, Title 5, section 552a "The Privacy Act", Department of Defense (DOD) Directive 5400.11 "DOD Privacy Program", and Army Regulation 25-22 "The Army Privacy Program".

2. Use of the Information

The Department of the Army is collecting information from Army casualty survivors to participate in the Army's Survivor Advisory Working Group, chaired by the Chief of Staff, Army (CSA). Respondents are individuals applying to be survivor board members, who will meet bi-annually with senior Army leadership to address worldwide Army survivor related issues.

Eligible applicants are fallen service members' spouses, parents, siblings, and children over 18 years of age. Applicants will be nominated by the Army's Survivor Outreach Services office or survivor-related Non-Federal Entities. Individuals will receive a fillable PDF application and cover letter outlining the SAWG's purpose and length of service. They will need access to a computer to complete. Upon completion, applicants will email their application and personal statement to a group email address (Army.Survivors@mail.mil) in the Pentagon.

Applicants will define via their application: their relationship to the deceased service member's; component service member was affiliated with (Active Duty, National Guard, and Army Reserve); activism in the military survivor community; involvement with civic, federal, and non-governmental organizations; and social media information. Additionally, applicants will submit a personal statement on how they will positively impact survivor programs. This information will be used to help vet to ensure individuals' validity and obtain the best qualified applicants.

Upon receipt, the applications will be reviewed for eligibility; the top 25 applicants will be interviewed via telephone for a position on the SAWG board. Individuals conducting the telephone interviews will use a script to ensure uniformity of questions being asked. Applications will be processed within six weeks of receipt. A panel will convene to determine top applications and participate in the telephone interviews. Upon completion of interviews, the panel will rank the applicants 1-25 and provide to the CSA for final

approval. Individuals not selected will be notified by email that they were not selected. Those selected will be notified by telephone by program manager.

At the completion of this process, the CSA will select six new members every year the SAWG exists.

3. Use of Information Technology

100% of the applications will be received electronically via email (Army.Survivors@mail.mil). Upon completion of the application by the applicant, they will email their application to a group email inbox within the Pentagon.

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 information collected will be done annually to replace half (6 of 12) of the SAWG panel to ensure panel members represent an array of Army casualty demographics and experiences and to not overburden members with SAWG requirements.

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 Tuesday, February 27, 2018. The 60-Day FRN citation is 83 FRN 8459.

No comments were received during the 60-Day Comment Period.

A 30-Day Federal Register Notice for the collection published on Friday, June 1, 2018. The 30-Day FRN citation is 83 FRN 25441.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the 60-Day Federal Register Noticed was conducted for this submission.

9. Gifts or Payment

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

10. Confidentiality

The application requires individuals to furnish sensitive information. Their personal privacy act release will be part of the application for submission.

A System of Record Notice (SORN) is not required for this collection because records are not retrievable by PII.

A Privacy Impact Assessment (PIA) is not required for this collection because PII is not being collected electronically.

The Army will utilize records management outlined in ARIMS, Series 600. For individuals who are not selected to serve on the SAWG, their records will be stored under Sub-Series 600B, duration for 0-6 years. Individuals selected on the SAWG, their records will be stored under Sub-Series 600B, duration permanent.

11. Sensitive Questions

The Department of the Army's SAWG application will cover sensitive information for potential applicants, such as: gender; deceased service member's information, to include Army component affiliation (Active, Guard, Reserve), and details/cause of their death; past involvement in survivor outreach groups (locally, nationally, non-governmental); published works; and their social media profile information.

Information provided will be used to validate individuals' eligibility and ensure SAWG panel diversity (e.g. male representation, various components represented). Additionally, information will be used to conduct an informal background check via social media (Facebook, Twitter, and LinkedIn) to ensure there are no significant character outliers that could cause embarrassment to the Department of the Army or the Federal Government.

12. Respondent Burden and its Labor Costs

Applicants

a. Estimation of Respondent Burden

1. Army Survivor Advisory Working Group- Application
 - a. Number of Respondents: 150
 - b. Number of Responses Per Respondent: 1
 - c. Number of Total Annual Responses: 150
 - d. Response Time: 2 hours
 - e. Respondent Burden Hours: 300 hours

2. Total Submission Burden

- a. Total Number of Respondents: 150
- b. Total Number of Annual Responses: 150
- c. Total Respondent Burden Hours: 300 hours

b. Labor Cost of Respondent Burden

- 1. Army Survivor Advisory Working Group
 - a. Number of Total Annual Responses: 150
 - b. Response Time: 2
 - c. Respondent Hourly Wage: \$7.25
 - d. Labor Burden per Response: \$14.50
 - e. Total Labor Burden: \$2,175

2. Overall Labor Burden

- a. Total Number of Annual Responses: 150
- b. Total Labor Burden: \$2,175

Nominees

a. Estimation of Respondent Burden

- 2. Army Survivor Advisory Working Group –Phone interview
 - a. Number of Respondents: 25
 - b. Number of Responses Per Respondent: 1
 - c. Number of Total Annual Responses: 25
 - d. Response Time: 15 minutes
 - e. Respondent Burden Hours: 6.25 hours

2. Total Submission Burden

- a. Total Number of Respondents: 25
- b. Total Number of Annual Responses: 25
- c. Total Respondent Burden Hours: 6.25 hours

b. Labor Cost of Respondent Burden

- 2. Army Survivor Advisory Working Group
 - a. Number of Total Annual Responses: 25
 - b. Response Time: 15 minutes
 - c. Respondent Hourly Wage: \$7.25
 - d. Labor Burden per Response: \$1.81
 - e. Total Labor Burden: \$45.00

2. Overall Labor Burden

- a. Total Number of Annual Responses: 25
- b. Total Labor Burden: \$45.00

The Respondent hourly wage was determined by using the Department of Labor Wage Website (<http://www.dol.gov/dol/topic/wages/index.htm>)

13. Respondent Costs Other Than Burden Hour Costs

There are no annualized costs to respondents other than the labor burden costs addressed in Section 12 of this document to complete this collection.

14. Cost to the Federal Government

a. Labor Cost to the Federal Government

1. Army Survivor Advisory Working Group - Application

- a. Number of Total Annual Responses: 150
- b. Processing Time per Response: .5 hours
- c. Hourly Wage of Worker(s) Processing Responses : \$53
- d. Cost to Process Each Response: \$26.50
- e. Total Cost to Process Responses: \$3,975

1. Army Survivor Advisory Working Group – Phone interview

- a. Number of Total Annual Responses: 25
- b. Processing Time per Response: 5 mins
- c. Hourly Wage of Worker(s) Processing Responses : \$53
- d. Cost to Process Each Response: \$4.42
- e. Total Cost to Process Responses: \$110.50

2. Overall Labor Burden to Federal Government

- a. Total Number of Annual Responses: 175
- b. Total Labor Burden: \$4,085.50

b. Operational and Maintenance Costs

(P): To determine Operational and Maintenance Costs, think of the incidental or miscellaneous costs to owning this collection. How much does equipment, printing, or postage for this collection cost? Are there any overhead costs for purchasing or licensing software? If a database or system is involved, how much money does it take to maintain the system? If you do have incur any Operational and Maintenance costs through this collection, please put "\$0" next to each category.

- a. Equipment: \$0
- b. Printing: \$50
- c. Postage: \$0
- d. Software Purchases: \$0

- e. Licensing Costs: \$0
- f. Other: \$0
- g. Total (P: add A through F in this section): \$50

- 1. Total Operational and Maintenance Costs: \$50
- 2. Total Labor Cost to the Federal Government: \$3,975
- 3. Total Cost to the Federal Government: \$4,025

15. Reasons for Change in Burden

This is a new collection.

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.