

SUPPORTING STATEMENT - PART A

(DoD New Hire Forms– OMB Control Number 0704-AATT)

1. Need for the Information Collection

This information collection is necessary to ensure that all new hires across the Department of Defense meet the basic requirements of civil service. The New Hire Forms, DD X735, “Release/Consent Statement,” DD X739, “Civilian Employee’s Military Reserve, Guard, or Retiree Data,” and DD X741, “Term Employment Statement of Understanding,” supplant and standardize the paperwork used throughout the Department of Defense to verify the eligibility of onboarding employees. These forms are broadly authorized through Title 5 USC “Government Organization and Employees,” Title 10 USC “Armed Forces,” Title 14 USC “Coast Guard,” and Title 32 USC “National Guard.” Additionally, the New Hire Forms are specifically subject to regulations laid out in 42 USC 13041 “Requirement for Background Checks” and EO 9397 on the use of Social Security Numbers, EO 11190 regarding the Ready Reserve of the Armed Forces, DoDI 1402.05, DoDI 6060.02, and DoDI 6060.4.

For the DD X735, the respondent provides information to comply with requirements of Public Law 101-647, Section 231 (Crime Control Act of 1990), DoDI 1402.05 (11 Sep 2015), DoDI 6060.02 (5 Aug 2014), and DoD 6060.4 (23 Aug 2004). The form is used to initiate background check requirements of Crime Control Act of 1990 to determine suitability for positions involving children under the age of 18. For the DD X739, the respondent is providing information about prior military service (or no prior military service) which enables DoD to enter any military service obligations in personnel records, and to plan for projected losses to the civilian workforce in the event the nation’s resources are mobilized in preparation for war or in response to an attack. The respondent signs DD X741, to indicate that they have read and understand the term employment conditions and eligibilities that pertain to their employment with DoD. For all forms, the purpose is to transmit new hire and onboarding data between the DoD civilian personnel system of record, the Defense Civilian Personnel Data System, and the OPM hiring systems, namely USA Staffing Upgrade, and eOPF.

2. Use of the Information

Respondents are individuals who are selected for positions within the Department of Defense, such as individuals new to the federal government, those currently employed across the federal government, and those currently employed within DoD. These vacancies are advertised through job opportunity announcement postings on Office of Personnel Management’s USAJOBS “job board”. For this particular information collection, respondents are (a) those who are selected for child care positions caring for children under the age of 18 (for which the DD X735, Release/Consent Statement applies); (b) those who are being hired into civilian positions, with or without prior military experience (for which the DD

X739 Civilian Employees' Military Reserve, Guard, or Retiree Data applies); and (c) those who are hired into term (with a not-to-exceed end date) positions (for which the DD X741 Term Employment Statement of Understanding applies).

This information is collected predominantly electronically as part of the onboarding process for individuals who are selected and hired. Once an individual has passed through the qualification, referral, and selection processes, the Human Resources professional within the designated Component who is seeking to fill the vacancy then identifies the necessary onboarding forms essential to the job being filled from within OPM's USA Staffing system, and notifies the individual via the email address identified in their recruitment profile to provide the information that will be used to complete the forms. Respondents are asked to complete the new hire forms electronically and submit the forms through the USA Staffing onboarding process. To do this, the respondent clicks on the link in the email and provides the information that is asked for in order to complete the forms. Once the respondent completes his or her action, the designated DoD HR Office for the Component whose job was advertised receives the information and continues the onboarding process, which includes finalizing the conditions of employment.

There are cases when the respondent does not have access to an electronic device (desktop computer, laptop, tablet, or mobile device) to complete the forms electronically. In those cases, the respondent completes a printed copy of the PDF form by coming onsite to the DoD HR Office. The respondent then returns the completed forms to the relevant HR Office to complete the onboarding process.

The respondent must complete this step in order to receive final consideration and a formal job offer. If the respondent does not complete this step, or if the results for conditions of employment are not successful, the process may be halted for this respondent. In the event of successful results for the conditions of employment, the respondent (individual selected for the position) is formally offered the position, and if he or she accepts this formal job offer, the respondent is given a reporting date and enters on duty.

3. Use of Information Technology

It is anticipated that at least 80% of the responses will be collected electronically. Respondents who have been selected for the relevant positions will access the onboarding module (provided by the DoD HR Office processing the application) through any electronic device (desktop computer, laptop, tablet, or mobile device). Submission instructions are provided by the DoD HR Office.

4. Non-duplication

In completing the New Hire forms as part of the onboarding process, OPM's USA Staffing system pre-populates the forms with information readily available from the respondent's USAJOBS profile account. Additional 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

This information is collected at the time of selection for an applicant to a DoD civilian position; the frequency chosen is the most infrequent collection interval possible without compromising the integrity of the collection results and purpose.

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 Wednesday, March 21, 2018. The 60-Day FRN citation is 83 FRN 12350.

No relevant 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 25446.

Part B: CONSULTATION

In creating this standard DD form, consultation occurred across all DoD Components. However, once the standard DD forms were created, 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 Privacy Act statement appears directly on the form the respondent is asked to complete.

For DD X735 Release/Consent Statement, the applicable system of records notice is DMDC 24 DoD, Defense Information System for Security (DISS), located at:

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/799795/dmdc-24-dod/>

In the case of DD X739 Civilian Employees' Military Reserve, Guard or Retiree Data, and DD X741, Term Employment Statement of Understanding, the applicable systems of records notice is DPR 34 DoD, Defense Civilian Personnel Data System, located at:

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-Component-Article-View/Article/570697/dpr-34-dod/>

The electronic records are secured to protect Personally Identifiable Information (PII) in accordance with the Privacy Act of 1974 and DoD 5400.11-R, "Department of Defense Privacy Program."

A Privacy Impact Assessment (PIA) is not required for this collection because PII is only captured on this form, and is not collected or captured electronically in the information systems that are part of DoD's hiring process (DoD's Defense Civilian Personnel Data System (DCPDS) or OPM' USA Staffing).

For records captured in Defense Information System for Security, records are destroyed no later than 16 years after termination of affiliation with the DoD, from the date of closing or the date of the most recent investigative activity, whichever is later except for investigations involving potentially actionable issue(s) which will be maintained for 25 years from the date of closing or the date of the most recent investigative activity.

For records captured in Defense Civilian Personnel Data System, records are retained for 25 years after an individual separates from the government and then the records are purged.

11. Sensitive Questions

No questions considered sensitive are being asked in this collection. Social Security Number is collected as part of the background check process. A Social Security Number Justification Memo was provided as part of this package.

12. Respondent Burden and its Labor Costs

a. Estimation of Respondent Burden

1. DD X735

- a. Number of Respondents: 1,000
- b. Number of Responses per Respondent: 1
- c. Number of Total Annual Responses: 1,000
- d. Response Time: 5 minutes.
- e. Respondent Burden Hours: 83.34 hours.

2. DD X739

- a. Number of Respondents: 80,000
- b. Number of Responses Per Respondent: 1
- c. Number of Total Annual Responses: 80,000
- d. Response Time: 5 minutes
- e. Respondent Burden Hours: 6,666.67 hours

3. DD X741

- a. Number of Respondents: 1,000
- b. Number of Responses per Respondent: 1
- c. Number of Total Annual Responses: 1,000
- d. Response Time: 5 minutes
- e. Respondent Burden Hours: 83.34 hours.

2. Total Submission Burden (Summation or average based on collection)

- a. Total Number of Respondents: 82,000
- b. Total Number of Annual Responses: 82,000
- c. Total Respondent Burden Hours: 6,833.35 hours.

b. Labor Cost of Respondent Burden

1. DoD New Hire Forms

- a. Number of Total Annual Responses: 82,000
- b. Response Time: 5 minutes
- c. Respondent Hourly Wage: \$7.25
- d. Labor Burden per Response: \$0.60
- e. Total Labor Burden: \$49,200

2. Overall Labor Burden

- a. Total Number of Annual Responses: 82,000
- b. Total Labor Burden: \$49,200

The Respondent hourly wage was determined by using the Federal Minimum Wage from 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. DoD New Hire Forms

- a. Number of Total Annual Responses: 82,000
- b. Processing Time per Response: 30 minutes.
- c. Hourly Wage of Worker(s) Processing Responses: \$21
- d. Cost to Process Each Response: \$10.50
- e. Total Cost to Process Responses: \$861,000

2. Overall Labor Burden to Federal Government

- a. Total Number of Annual Responses: 82,000
- b. Total Labor Burden: \$861,000

The hourly wage of workers processing responses was determined to be that of a GS9 per the OPM salary tables for 2018

(https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2018/GS_h.pdf)

b. Operational and Maintenance Costs

- a. Equipment: \$0
- b. Printing: \$0
- c. Postage: \$0
- d. Software Purchases: \$0 (included)
- e. Licensing Costs: \$0 (included)
- f. Other: \$0
- g. Total: \$0

- 1. Total Operational and Maintenance Costs: \$0
- 2. Total Labor Cost to the Federal Government: \$861,000
- 3. Total Cost to the Federal Government: \$861,000

15. Reasons for Change in Burden

This is an existing collection currently in use without an OMB Control Number.

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.