

SUPPORTING STATEMENT - PART A

Defense Medical Human Resource System Internet (DMHRSi) – 0720-0041

Summary of Changes from previously Approved Collection:

- Updated screenshots of system provided.
- A Change Request (CR) has been submitted by the component to update the Privacy Act Statement displayed on the instrument. A copy of the CR has been uploaded into ROCIS as a supplementary document.
- A CR will be submitted to include the Agency Disclosure Notice on the instrument once the ICR is approved by OMB.
- The burden has increased since the previous approval due to and increased estimate in the number of respondents, as well as an adjustment of the estimated respondent labor wages.

1. Need for the Information Collection

In accordance with Department of Defense (DoD) Planning Guidance FY 1997-2001; ASD(HA) Memorandum, 31 Mar 1995, Medical Program Guidance; ASD(HA) DoD Corporate Information Management Strategic Plan and Enterprise Integration Implementing Strategy; the ASD(HA) Medical Readiness Strategic Plan 2001, 20 Mar 1995; 10 U.S.C; 5 U.S.C. 301, Departmental regulations; E.O. 12656, Assignment of Emergency Preparedness Responsibilities; DoD-I 1322.24, Military Medical Readiness Skills Training; DoD 6010.13-M, Medical Expense Performance Reporting System (MEPRS) for Fixed, Medical/Dental Treatment Facilities; DoD 5136.1-P, Medical Readiness Strategic Plan (MRSP); DoD 6000.12, Health Services Operations and Readiness; E.O. 9397 (SSN); HEHS-00-10 Defense Health Care: Tri-Service Strategy Needed to Justify Medical Resources, the DoD is required to provide and account for personnel, medical training and readiness and to establish a Joint strategy to justify Medical Resources for Readiness and Peacetime Care. In response, the Assistant Secretary of Defense, HA/TMA and the Service Surgeon Generals of the Army, Navy and Air Force approved development of a single Joint electronic database to provide visibility of and to support the preparedness of all Military Healthcare System (MHS) medical personnel (to meet national security emergencies).

2. Use of the Information

The Defense Medical Human Resources System - internet - DMHRSi is a DoD application that provides the MHS with a joint comprehensive enterprise human resource system with capabilities to manage human capital across the entire spectrum of medical facilities and person types – military, civilian, contractor, Reserve component and volunteer. DMHRSi not only provides visibility of all personnel working within MHS activities, it assists in the standardization/centralization of Joint medical HR information; accurate Joint data collection and

reporting and standardized management and analysis. DMHRSi is deployed to all DHP funded activities and includes 170,000 MHS users. The system utilizes best practices in a commercial off the shelf application across five functional areas – Manpower management, Personnel management, Labor Cost Assignment, Education and Training management, and Medical Readiness. Additionally, DMHRSi facilitates medical manpower requirements and authorization tracking and reporting at a Joint level in peacetime and wartime. The MHS has a more precise method of recording of labor hours and more accurate reporting of costs accrued and resource utilization. DMHRSi supports individual personnel and unit readiness in documenting, monitoring, evaluating and reporting of ongoing person-specific and team/unit personnel training and certification to provide immediate readiness status for deployment to theater operations.

The DMHRSi application uses reoccurring electronic data feeds from other DoD and Service source systems as well as one time local data feeds from MTFs to populate information fields to the extent possible. Source systems feeds are primarily for military and government civilian personnel. DMHRSi serves as the authoritative, centralized source system exists for contractors, volunteers and foreign nationals working within MHS facilities; consequently, the majority of information will be captured from the local collection methods currently employed by the MTFs. If such methods are not in place, MTFs are required to do a one-time collection for import or manually input the information directly into DMHRSi. All users have a self-service capability which allows them to update personal information on an as needed basis. DMHRSi is used as the authoritative source within the MHS to provide consistent human resource data and demographics to other MHS IT systems; thus, eliminating the necessity for redundant collection activities and information re-solicitation. As a web-based joint system with horizontal and vertical visibility, it reduces the need for “data calls” for analytics.

DMHRSi is accessible via a web link (<https://dmhrsi.csd.disa.mil/>). The website is DoD Common Access Card (CAC) enabled. First time users are able to link their CAC to their DMHRSi account. All responses are collected electronically and submitted within the web module. No invitations or communications associated with the collection are sent to respondents. Once the responses are captured in DMHRSi, the data becomes a part of the system. Leaders at MTFs and other sites are then able run reports from the system generated data. A successful collection of information results in centralized data used to effectively manage DoD human capital and provides more timely and detailed data for executive information and decision making.

3. Use of Information Technology

100% of responses are captured electronically. All responses are submitted within the DHMRSi web application.

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

Information collection occurs as required. This collection frequency allows users and interface partners to provide and access the most accurate, current data. There is no way to lessen the frequency, doing so would not meet user needs and hinder the department's readiness.

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 (FRN) for the collection published on Wednesday, October 24, 2018. The 60-Day FRN citation is 83 FRN 53620-53621.

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

A 30-Day Federal Register Notice for the collection published on Thursday, December 27, 2018. The 30-Day FRN citation is 83 FRN 66684.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the Federal Register 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

A Privacy Act Statement (PAS) is required for this collection; the PAS is displayed as a pop-up window at the beginning of the collection.

This information collection does require a System of Record Notice (SORN). EDHA 11, Defense Medical Human Resources System internet (DHMRSi) is published and available

on the Defense Privacy, Civil Liberties, and Transparency Division site here:
<https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570676/edha-11/>.

A draft copy of the Privacy Impact Assessment, Defense Medical Human Resources System - Internet (DMHRSi), has been provided with this package for OMB's review.

The Records Retention and Disposition is as follows:

Cutoff Instruction: Cut off upon notification separation or termination from MHS assignment and/or employment.

Retention Period: Destroy contractor, volunteer and duplicate data on Active Duty, Guard, Reserve, and Federal Government employees from other military service electronic information systems 4 year(s) after cutoff. (DAA-0330-2016-0014).

11. Sensitive Questions

DMHRSi collects user's Social Security Numbers (SSN). An SSN Justification Memo has been submitted as a part of this submission. SSN is captured to verify users' identity.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

- 1) DMHRSi
 - a) Number of Respondents: 89,250
 - b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 89,250
 - d) Response Time: 7.5 minutes
 - e) Respondent Burden Hours: 11,156.25 hours

- 2) Total Submission Burden
 - a) Total Number of Respondents: 89,250
 - b) Total Number of Annual Responses: 89,250
 - c) Total Respondent Burden Hours: 11,156.25 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) DMHRSi
 - a) Number of Total Annual Responses: 89,250
 - b) Response Time: 7.5 minutes
 - c) Respondent Hourly Wage: \$29.01
 - d) Labor Burden per Response: \$3.62
 - e) Total Labor Burden: \$323,642.81

2) Overall Labor Burden

- a) Total Number of Annual Responses: 89,250
- b) Total Labor Burden: \$323,642.81

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

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

1) DMHRSi

- a) Number of Total Annual Responses: 89,250
- b) Processing Time per Response: 7.5 minutes
- c) Hourly Wage of Worker(s) Processing Responses : \$29.01
- d) Cost to Process Each Response: \$3.62
- e) Total Cost to Process Responses: \$323,642.81

2) Overall Labor Burden to the Federal Government

- a) Total Number of Annual Responses: 89,250
- b) Total Labor Burden: \$323,642.81

Part B: OPERATIONAL AND MAINTENANCE COSTS

1) Cost Categories

- a) Equipment: \$0.00
- b) Printing: \$0.00
- c) Postage: \$0.00
- d) Software Purchases: \$0.00
- e) Licensing Costs: \$0.00
- f) Other: \$15,313,000.00

2) Total Operational and Maintenance Cost: \$15,313,000.00

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$323,642.81
- 2) Total Operational and Maintenance Costs: \$15,314,00.00
- 3) Total Cost to the Federal Government: \$15,636,642.81

15. Reasons for Change in Burden

The burden has increased since the previous approval due to an increased estimate in the number of respondents, as well as an adjustment of the estimated respondent labor wages.

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.