

SUPPORTING STATEMENT - PART A

Nonappropriated Fund Human Resource Management System (NAF HRMS)

OMB Control Number 0703-XXXX

1. Need for the Information Collection

The need for the information collection is for Marine Corps Community Service (MCCS) to successfully manage and administer an effective and efficient recruiting and hiring process. MCCS's use of innovative technologies in the Non-Appropriated Fund Human Resource Management System (NAF HRMS) enables MCCS to streamline the employment application process, reduce processing and recruiter response times, and decrease the need for applicant calls and inquiries; therefore, improving the applicant's experience.

Authorities to collect the information:

5 U.S.C. Chapter 71, Labor Management Relations. Provides general provisions for labor management relations; rights and duties of agencies and labor organizations; grievances, appeals, and review; and administrative and other provisions.

DoDD 1400.25, DoD Civilian Personnel Management System. Requires the office of the Under Secretary of Defense for Personnel and Readiness to promulgate DoD Publications to implement DoD policy and civilian personnel management and for the Heads of DoD Components to implement the DoD civilian personnel policies, procedures, programs, and requirements.

SECNAVINST 12250.6A, Civilian Human Resources Management in the Department of the Navy. Establishes general policies for civilian HR and EEO programs supporting the DON civilian workforce. Establishes the responsibility to develop and maintain required reports and metrics.

MCO P12000.11A, as amended, Marine Corps NAF Personnel Policy Manual. Provides policy for maintenance of employee records and files in compliance with 29 U.S.C. 211; policy for maintenance of official personnel long term and short term files: application for employment, personnel and payroll actions, certificate of completion of investigation or clearance, position description, health and group life insurance selection and participation records, retirement plan and 401(k) plan coverages selection and participation records, performance appraisals, record of training and other certificates, formal disciplinary actions, personnel action requests, employee's withholding allowance certificate, certified copies of completed military orders, check-out/exit interview sheets, official records, and retirement records. In addition, provides that activities must maintain records of each volunteer's scope of duties, volunteer hours, and training provided.

2. Use of the Information

The respondents are applicants seeking employment with MCCS. The applicant goes to the MCCS Civilian Careers website accessible at www.usmc-mccs.org/careers and clicks on "Prospective Employees." The website provides detailed instructions on the application process and provides up to date job postings with MCCS career opportunities that the applicant can review. The applicant can then select and apply to the job posting of their choice.

The applicant registers to create a user ID, password, and profile and then completes the application process. The application includes a systematic process to assist the applicant in completing the application and submitting it through the NAF HRMS via the MCCS Civilian Careers website. The applicant may choose to attach additional documentation; however, it is not required.

Once the application is submitted and the position closes, the recruiter and personnel with an official need-to-know will then manage the recruitment process in coordination with the respective managers for rating/ranking, interviews, selection, and hiring, as applicable. Once selections are made, the posting is completed and closed. All application packages will be maintained in the NAF HRMS in accordance with the approved disposition. The end result is successful management and administration of MCCS's recruitment and hiring process.

3. Use of Information Technology

Submissions are 100% electronic, and captured in the NAF HRMS.

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

On occasion based on applicants discretion. If applicants were not permitted to provide their personal information on occasion for employment applications the negative impacts could include a decreased amount of qualified applicants for MCCS employment opportunities.

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, 24 October, 2018. The 60-Day FRN citation is 83 FRN 53622

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

A 30-Day Federal Register Notice for the collection published on Tuesday, March 12, 2019. The 30-Day FRN citation is 84 FRN 8844.

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

A Privacy Act Statement is readily displayed on the application on the initial page prior to input of personal information and the applicant must agree to proceed with the application process.

A draft copy of SORN M12293-2, "Marine Corps Community Services Human Resource Management System (MCCS HRMS)," has been provided with this package for OMB's review.

A copy of the PIA, NAF Human Resource Management System (HRMS), has been provided with this package for OMB's review.

Job vacancy case files are destroyed 2 years after selection certificate is closed or final settlement of any associated litigation; whichever is later (GRS 2.1).

11. Sensitive Questions

Voluntary disclosure for race and/or ethnicity is used for purposes of reporting to the Equal Employment Opportunity Commission on diversity in hiring practices for statistical purposes only. This information is not used in the determination of selection and hiring.

The Social Security Number Justification Memorandum is current and a copy is submitted with this package.

The SSN is the primary unique identifier for each and every individual assigned. The SSN is required for verification of security clearances, integrations with other DoD systems that require SSN (including but not limited to DMDC for CAC processing), confirmation of employment eligibility, administration of workers compensation and validation, benefits processing including the Affordable Care Act, and Federal and State Income Tax Programs rely on the use of SSN for W2 and Tax Reporting purposes for payroll. SSNs are also required for interactions with financial institutions and benefits institutions that administer the Marine Corps NAF employee benefits program including health benefits, Flexible Spending Accounts (FSA), life insurance, Savings, and Retirement plans.

12. Respondent Burden and its Labor Costs

a. Estimation of Respondent Burden

1. NAF HRMS

- a. Number of Respondents: 77,866
- b. Number of Responses Per Respondent: 1
- c. Number of Total Annual Responses: 77,866
- d. Response Time: 30 minutes
- e. Respondent Burden Hours: 38,933 hours

2. **Total Submission Burden**

- a. Total Number of Respondents: 77,866
- b. Total Number of Annual Responses: 77,866
- c. Total Respondent Burden Hours: 38,933 hours

b. Labor Cost of Respondent Burden

1. NAF HRMS

- a. Number of Total Annual Responses: 77,866
- b. Response Time: 30 minutes
- c. Respondent Hourly Wage: \$17.95
- d. Labor Burden per Response: \$8.975
- e. Total Labor Burden: \$698,847.35

2. Overall Labor Burden

- a. Total Number of Annual Responses: 77,866
- b. Total Labor Burden: \$698,847.35

The Respondent hourly wage was determined by using the Department of Labor Wage Website <https://www.bls.gov/cps/cpsaat39.htm> for “sales and office occupations,” retrieved 04/05/2018.

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. NAF HRMS

- a. Number of Total Annual Responses: 77,866 applications
- b. Processing Time per Response: 7.5 minutes
- c. Hourly Wage of Worker(s) Processing Responses: \$22.91
- d. Cost to Process Each Response: \$2.86375
- e. Total Cost to Process Responses: \$222,988.76

2. Overall Labor Burden to Federal Government

- a. Total Number of Annual Responses: 77,866 applications
- b. Total Labor Burden: \$222,988.76

Labor costs for NF Level 3 employees median wage is \$22.91 per hour. Wage schedules can be accessed at:

<https://www.cpms.osd.mil/Content/NAF%20Schedules/survey-sch/054/054-036-62-NF.html>

b. Operational and Maintenance Costs

- a. Equipment: \$1,800
- b. Printing: \$1,440
- c. Postage: \$0
- d. Software Purchases: \$0
- e. Licensing Costs: \$20,000
- f. Other: \$0
- g. Total: \$23,240

- 1. Total Operational and Maintenance Costs: \$23,240
- 2. Total Labor Cost to the Federal Government: \$222,988.76
- 3. Total Cost to the Federal Government: \$246,228.76

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.