

SUPPORTING STATEMENT - PART A

Academic Certification for Marine Corps Officer Candidate Program- 0703-0011

1. Need for the Information Collection

The information collected through NAVMC Form 10469, "Academic Certification for Marine Corps Officer Candidate Program," is needed to verify a potential officer candidate's academic qualifications and mental qualifying scores. The authorities authorizing the collection of information is Title 10, USC 5042: Headquarters Marine Corps: General Duties, MCO 1130.76C, "Conduct of Recruiting Operations," and MCRCO 1100.2, Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM) which establishes the requirement to verify officer applicant's qualifications. Marine Corps Recruiting Command is responsible to the Commandant of the Marine Corps for the procurement of qualified individuals, to meet the established personnel strength levels, officer and enlisted, of the Marine Corps and Marine Corps Reserve. Under Title 10, USC 5042, Headquarters Marine Corps shall prepare for such employment of the Marine Corps, to include recruiting and maintaining of the Marine Corps. Under MCO 1130.76C, The Commanding General of MCRC is responsible for the implementation of total force recruiting policies and directives as established by the Department of Defense, Department of the Navy or Headquarters Marine Corps. MCRCO 1100.2 establishes the criteria for officer procurement and accessions as directed by the Commandant of the Marine Corps. In order to accomplish these officer procurement requirements, the Office Selection Officer must prospect, screen and contract qualified individuals. The NAVMC 10469 form is a vital part of the process.

2. Use of the Information

The information collected is used to verify a potential officer candidate's academic qualifications and mental qualifying scores. When an applicant is interested in joining the Marine Corps as an Officer, they must contact a Marine Corps Officer Selection Officer (OSO). They can identify their closest OSO online (<https://rmi.marines.com/request-information-submit>). They will contact the OSO via phone or email to set up an appointment. Once an applicant sets up an appointment, they will meet with the OSO in person, usually at the Officer Selection Office. An OSO will then conduct an initial interview with the applicant and will be asked to disclose where he or she attended college. An applicant may also go to <https://www.marines.com/request-information> to request an OSO contact them. The OSO will go to the colleges or universities that the applicant listed during the initial interview. The OSO prints NAVMC Form 10469, "Academic Certification for Marine Corps Officer Candidate Program," from the Naval Forms website (<https://forms.documentservices.dla.mil/order/>) or the Marine Corps Recruiting website (<https://www.mcrc.marines.mil/Portals/95/Officer%20Programs/NAVMC%20Forms/NAVMC%2010469.pdf?ver=2017-07-05-134050-847>). They take the form to the college or university of the applicant where the respondent, a school official, will fill out the form with information on the student's degree plan, major, credit hours, and grades. The respondents

are not provided any letters, emails, or other communications when filling this information out. The school official will then sign the form, verifying the information to be true, and return it to the OSO in person. The applicant does not complete or review this form in order to maintain the integrity of the information that is provided. The data from the NAVMC 10469 is scanned and uploaded into the Marine Corps Recruiting Command's Automated Commissioning Package (ACP) database. The form is included into a potential officer's application. Once this form is scanned into the ACP, the hard copy of the form is destroyed. The ACP is then uploaded into the Marine Corps Recruiting Command Administrative Portal, where the forms are stored permanently.

3. Use of Information Technology

Due to the nature of the request, NAVMC 10469 cannot be completed electronically and therefore, the percentage of responses collected electronically is zero. Authorized Marine Corps Recruiting Command personnel input the data from the form into the Marine Corps Recruiting Command's Automated Commissioning Package (ACP) database by scanning the documents and uploading them. Electronic submission is not possible at this time because of how the system is configured, but efforts are in progress to make this electronic.

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 collected on occasion. 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 Wednesday, February 13, 2019. The 60-Day FRN citation is 84 FRN 3766.

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

A 30-Day Federal Register Notice for the collection published on Thursday, May 9, 2019. The 60-Day FRN citation is 84 FRN 20346.

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 (PAS) is required and is provided at the top of the form.

A System of Records Notice (SORN) is required. SORN MO1133-3, Marine Corps Recruiting Information Support System (MCRISS) is available at:

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570628/m01133-3/>.

A Privacy Impact Assessment (PIA) is required. A draft copy of the PIA has been provided with this package for OMB's review.

Records Retention and Disposition Schedule:

Per SECNAV M-5210.1, The Department of the Navy Records Management Manual, Officer Recruiting Records (SSIC 1131) hard copies of NAVMC 10469 will be retained at the OSO's, destroy when applicant is commissioned or 5 years after applicant is rejected, whichever is earlier.

11. Sensitive Questions

Applicant Social Security Numbers are collected on this form in order to ensure that the correct transcript is provided to the OSO from the university. A Social Security Justification Memo has been submitted along with this package.

12. Respondent Burden and its Labor Costs

a. Estimation of Respondent Burden

1. NAVMC 10469
 - a. Number of Respondents: 3500
 - b. Number of Responses Per Respondent: 1
 - c. Number of Total Annual Responses: 3500
 - d. Response Time: 15 minutes
 - e. Respondent Burden Hours: 875 hours

2. Total Submission Burden

- a. Total Number of Respondents: 3500
- b. Total Number of Annual Responses: 3500
- c. Total Respondent Burden Hours: 875 hours

b. Labor Cost of Respondent Burden

1. NAVMC 10469
 - a. Number of Total Annual Responses: 3500
 - b. Response Time: 15 minutes
 - c. Respondent Hourly Wage: \$16.25
 - d. Labor Burden per Response: \$4.06
 - e. Total Labor Burden: \$14,218.75

2. Overall Labor Burden

- a. Total Number of Annual Responses: 3500
- b. Total Labor Burden: \$14,218.75

* Respondent hourly wage was determined by using the Department of Labor Wage Website. An office administrator (mid-level) for the average respondent at a wage of \$16.25 an hour. <http://www.bls.gov/opub/reports/womens-earnings/archive/highlights-of-womens-earnings-in-2014.pdf> (page 17).

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. NAVMC 10469

a. Number of Total Annual Responses: 3500

b. Processing Time per Response: 15 minutes

c. Hourly Wage of Worker(s) Processing Responses: \$15.00

d. Cost to Process Each Response: \$3.75

e. Total Cost to Process Response: \$13,125.00

2. Overall Labor Burden to Federal Government

a. Total Number of Annual Responses: 3500

b. Total Labor Burden: \$13,125.00

b. Operational and Maintenance Costs

a. Equipment: \$350

b. Printing: \$175

c. Postage: \$0

d. Software Purchases: \$0

e. Licensing Costs: \$1,449.00

f. Other: \$0

g. Total: \$1,974.00

1. Total Operational and Maintenance Costs: \$1,974.00

2. Total Labor Cost to the Federal Government: \$13,125.00

3. Total Cost to the Federal Government: \$15,099.00

15. Reasons for Change in Burden

There has been no change in burden since the last approval.

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.