

SUPPORTING STATEMENT - PART A

Personal Information Questionnaire (PIQ) - OMB 0703-0012

1. Need for the Information Collection

The information collected through NAVMC Form 10064, "Personal Information Questionnaire" is needed to verify a potential officer candidate's moral character. Information pertaining to an applicant's moral character is of the utmost importance when applying for a program. As a commissioned officer in the United States Marine Corps, these men and women will be expected to lead others by example, upholding the Marine Corps Values of honor, courage, and commitment. They will have Marines under their charge, and will be expected to be of the finest moral character.

The authorities authorizing the collection of information is Title 10, USC 12209: Officer Candidates, MCO 1130.76C: Conduct of Recruiting Operations and MCRO 1100.2: the 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. In order to accomplish these officer procurement requirements, the Office Selection Officer must prospect, screen and contract qualified individuals. The NAVMC 10064 is a vital part of the procurement process.

2. Use of the Information

The potential applicant provides references, via the Personal Information Questionnaire (PIQ), to the Marine Corps Officer Selection Officer (OSO) during the Marine Corps Officer Candidate application. Applicants are advised that PIQs from employers, educators, and other professional individuals are preferred over PIQs from peers, close friends, and neighbors and must be used in lieu of PIQs from relatives. The OSO will submit five completed PIQ forms for each potential officer applicant. Data is entered on NAVMC 10064 Personal Information Questionnaire (PIQ) for Marine Corps Officer Candidate Program by individuals to be named by the applicant, for completion and return as character references. In order to provide an OSO with an accurate and impartial depiction of an applicant's character, the OSO will contact the reference via phone or email, and will arrange for them to fill out the PIQ. The PIQ is typically sent via email to the reference for completion. Once the reference has completed the form, they will sign it and return it to the OSO via email. The OSO ensures the integrity of the PIQ process by not allowing applicants to directly handle PIQ forms.

Authorized Marine Corps Recruiting Command personnel input the data into the Marine Corps Recruiting Command's Automated Commissioning Package (ACP) database. The ACP is what is used to determine acceptance into commissioning program during the selection board. All

PIQs will be dated and are valid for one year. All completed PIQs, when returned to the OSO, will be included with the application. Under no circumstances will the contents of a PIQ, whether favorable or unfavorable, be discussed with an applicant. At a minimum, five PIQs will be forwarded with the application. The PIQ forms will be used by the OSO and the selection board to assess the personal and moral character of an applicant and as a tool to better assess the possibility of them becoming a Marine Officer.

3. Use of Information Technology

The NAVMC 10064 is completed 100% electronically by the respondent. The data from the form is scanned and uploaded into the Marine Corps Recruiting Command's Automated Commissioning Package (ACP) database by the OSO.

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 occurs 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 3767.

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 for this collection and is listed at the top of the form.

A System of Records Notice (SORN) is required. This data collection is covered under draft SORN M01533-3. A draft copy of the SORN has been included with this package submission.

A Privacy Impact Assessment (PIA) is required. The draft PIA is included in the PRA package.

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 the PIQ will be retained at the OSO's office for a period of two (2) years prior to being destroyed. The PIQ does not become a part of the applicants Official Military Personnel File (OMPF).

11. Sensitive Questions

No questions considered sensitive are being asked in this collection.

12. Respondent Burden and its Labor Costs

a. Estimation of Respondent Burden

1. NAVMC 10064

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 10064

- 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

* The Respondent hourly wage was determined by using data from the Department of Labor Wage Website for a mid-level office administrator (<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. NAVMC 10064

- 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 Responses: \$13,125.00

2. Overall Labor Burden to Federal Government

- a. Total Number of Annual Responses: 3500
- b. Total Labor Burden: \$13,125.00

* This hourly wage was taken from the OPM website, averaging for a GS 06 who processes the forms: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2016/GS.pdf>

b. Operational and Maintenance Costs

- a. Equipment: \$350.00
- b. Printing: \$210.00
- c. Postage: \$0
- d. Software Purchases: \$0
- e. Licensing Costs: \$1,449.00
- f. Other: \$0
- g. Total: \$2,009.00

- 1. Total Operational and Maintenance Costs: \$2,009.00
- 2. Total Labor Cost to the Federal Government: \$13,125.00
- 3. Total Cost to the Federal Government: \$15,134.00

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.