

## SUPPORTING STATEMENT - PART A

My Career Advancement Account (MyCAA) Scholarship Program – 0704-XXXX

### 1. Need for the Information Collection

The Department of Defense (DoD) My Career Advancement Account (MyCAA) scholarship program is a career development and employment assistance program intended to assist military spouses pursue licenses, certificates, certifications or associate's degrees (excluding associate's degrees in general studies, liberal arts, and interdisciplinary studies that do not have a concentration) necessary for gainful employment in high demand, high growth portable career fields and occupations. To support this program, the MyCAA web portal collects information from military spouses to provide a record of educational endeavors and progress of military spouses participating in education services and to manage the tuition assistance scholarship, track enrollments and funding, and to facilitate communication with participants.

This program was developed in compliance with 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 1144, Employment Assistance, Job Training Assistance, and Other Transitional Services; Department Of Labor; 10 U.S.C. 1784, Employment Opportunities for Military Spouses; 10 U.S.C. 1784a, Education and Training Opportunities for Military Spouses to Expand Employment and Portable Career Opportunities; E.O. 13607, Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members; and DoDI 1342.22, Military Family Readiness.

### 2. Use of the Information

Users may learn about this collection in various ways including through the Military OneSource program, installation service providers, other military spouses, educational institutions, and via general online searches. Once aware of the collection, users access by simply going online to the following URL: <https://mycaa.militaryonesource.mil/mycaa/>. Information is only collected from military spouses on the MyCAA Portal.

**Military Spouse Registration.** Eligible military spouses register on the MyCAA Portal to utilize funding resources intended to help them gain a license, certificate, certification or associate's degree. After arriving at the MyCAA Portal, military spouses are able to review resources, select to register, or log in if an account has already been created. Prior to providing any information military spouses must first view the Privacy Act Statement and Agency Disclosure Notice. This information displays on the webpage when a military spouse attempts to register. The military spouse must review the information and click "Ok" before they can proceed with completing the form.

All information is collected online via the MyCAA Portal and utilized to manage the tuition assistance scholarship; provide a record of educational endeavors and progress of military

spouses participating in education services; track enrollments and funding; and to facilitate communication with participants via email.

3. Use of Information Technology

100% of all responses are completed electronically. The MyCAA process is completely web-based; all military spouses complete web-based registration and schools complete a web-based application. Schools may upload course catalogs at their own discretion using an XML document which reduces the errors made when a spouse files an education and training plan from the school.

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 frequency of this collection is dependent on the users, who may use the program as they see fit. Military spouses register and submit an education and training plan on the portal at their convenience. Similarly schools submit the school application as they are interested in joining and register as a user on the site if they are accepted as a MyCAA school.

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, November 28, 2018. The 60-Day FRN citation is 83 FRN 61150.

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

A 30-Day Federal Register Notice for the collection published on Wednesday, June 26, 2019. The 30-Day FRN citation is 84 FRN 30100.

## 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

The Privacy Act Statement and Agency Disclosure notice are available to users prior to providing any information and may always be found at <https://mycaa.militaryonesource.mil/mycaa/resources/privacy-policy>. The user must review and acknowledge the information before they can proceed with providing information.

A copy of the SORN, DPR 46 DoD, entitled “Spouse Education and Career Opportunities (SECO) Program”, may be found online at <https://dpcl.d.defense.gov/Portals/49/Documents/Privacy/SORNs/OSDJS/DPR-46-DoD.pdf>.

A draft copy of the PIA, My Career Advancement Account (MyCAA) Scholarship, has been provided with this package for OMB’s review.

Records Retention and Disposition Schedule. Temporary; Cut off upon notification of Separation, Retirement or Discharge of sponsor/service member. Destroy 10 years after cut off. (GRS 1.2 Item 020)

### 11. Sensitive Questions

No questions considered sensitive are being asked in this collection.

### 12. Respondent Burden and its Labor Costs

#### Part A: ESTIMATION OF RESPONDENT BURDEN

- 1) [Military Spouse Registration]
  - a) Number of Respondents: 10,148
  - b) Number of Responses Per Respondent: 1
  - c) Number of Total Annual Responses: 10,148
  - d) Response Time: 15 minutes.
  - e) Respondent Burden Hours: 2,537 hours

[Military Spouse Education and Training Plan]

- a) Number of Respondents: 10,148
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 10,148
- d) Response Time: 10 minutes.
- e) Respondent Burden Hours: 1691.33 hours

[Military Spouse Financial Assistance Request]

- a) Number of Respondents: 10,148
- b) Number of Responses Per Respondent: 1.4
- c) Number of Total Annual Responses: 14,207
- d) Response Time: 5 minutes.
- e) Respondent Burden Hours: 1183.92 hours

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

- a) Total Number of Respondents: 10,148
- b) Total Number of Annual Responses: 34,503
- c) Total Respondent Burden Hours: 5,412.25 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument(s)

[Military Spouse Registration]

- a) Number of Total Annual Responses: 10,148
- b) Response Time: 15 minutes.
- c) Respondent Hourly Wage: \$7.25
- d) Labor Burden per Response: \$1.81
- e) Total Labor Burden: \$18,367.88

[Military Spouse Education and Training Plan]

- a) Number of Total Annual Responses: 10,148
- b) Response Time: 10 minutes.
- c) Respondent Hourly Wage: \$7.25
- d) Labor Burden per Response: \$1.21
- e) Total Labor Burden: \$12,279.08

[Military Spouse Financial Assistance Request]

- a) Number of Total Annual Responses: 14,207
- b) Response Time: 5 minutes.
- c) Respondent Hourly Wage: \$7.25
- d) Labor Burden per Response: \$0.60
- e) Total Labor Burden: \$8,524.20

2) Overall Labor Burden

- a) Total Number of Annual Responses: 34,503
- b) Total Labor Burden: \$39,171.16

Military spouses work at all levels and sectors of employment. Therefore, the Respondent hourly wage was determined by using the Federal Minimum Wage of \$7.25/hr. (<https://www.dol.gov/whd/minimumwage.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) Collection Instrument(s)  
[MyCAA Data Collection]
  - a) Number of Total Annual Responses: 34,503
  - b) Processing Time per Response: 0.083 hours
  - c) Hourly Wage of Worker(s) Processing Responses : \$30.05
  - d) Cost to Process Each Response: \$2.49
  - e) Total Cost to Process Response: \$85,912.47

Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
  - a) Equipment: \$0
  - b) Printing: \$0
  - c) Postage: \$0
  - d) Software Purchases: \$0
  - e) Licensing Costs: \$0
  - f) Other: \$605,000
- 2) Total Operational and Maintenance Cost: \$605,000

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$85,912.47
- 2) Total Operational and Maintenance Costs: \$605,000
- 3) Total Cost to the Federal Government: \$690,912.47

15. Reasons for Change in Burden

This is a new collection with a new associated burden.

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.