

SUPPORTING STATEMENT - PART A

United States Naval Academy Sponsor Program – 0703-0054

1. Need for the Information Collection

This information requirement collection is needed by officials to determine the eligibility and overall compatibility between sponsor applicants and Fourth Class Midshipmen at the United States Naval Academy. In their first year, midshipmen are assigned a sponsor so they can have a support system. The information that is collected from the sponsor is to determine the best match for everyone involved. An analysis of the information collected is made by the Sponsor Program Director during the process in order to best match sponsor with midshipman. The collection of the information is authorized by Title 5 U.S.C. §301 Departmental regulations; 10 U.S.C. 5013, Secretary of the Navy; DoDI 1322.22, Service Academies, and Commandant of Midshipmen Instruction 1531.5S.

[Title 5 U.S.C. §301](#), Departmental regulations, The head of an Executive department or military department may prescribe regulations for the government of his department, the conduct of its employees, the distribution and performance of its business, and the custody, use, and preservation of its records, papers, and property. This section does not authorize withholding information from the public or limiting the availability of records to the public.

[10 U.S.C. 5013](#), Secretary of the Navy, prescribes the Secretary of the Navy has responsibility to recruit and train personnel for the Navy to which he has the authority to delegate authority.

[DoDI 1322.22](#), Service Academies, Instruction issues policies for governance and operations of the service academies and there programs.

[COMDTMIDNINST 1531.5series](#), Instruction issues procedures for the United States Naval Academy Sponsor Program.

2. Use of the Information

This information is used to assist the Naval Academy in managing the USNA Sponsor Program and to assign midshipmen to sponsors, to maintain a record of the names and addresses of families assigned as sponsors or who are interested in the Sponsor Program, and to contact sponsors either by phone or written correspondence. The sponsors can be anyone that resides in Annapolis, Maryland, or the surrounding area. There are no announcements or advertisements that inform interested sponsors about this program. Individuals interested in becoming sponsors go to the Naval Academy website (<https://www.usna.edu/Sponsor/>) where they can find information on becoming a

sponsor. Sponsors are assigned to their respective midshipman until the midshipman's graduation from the Naval Academy. The sponsors are an outlet, support system, and second family for the midshipmen. Midshipmen liberty depends on what class the midshipman is in and generally increases every year.

The application, USNA 1531/12, asks questions such as personal information, household and general midshipman preferences, hobbies, and activities. The information collected helps the Naval Academy appropriately assign a midshipman to a sponsor. This type of information is needed to ensure that a good match is made between the midshipman and the sponsor. Applications are reviewed by the sponsor program office. Sponsors receive a system generated email informing them USNA received their application, and from then on, the Sponsor Director corresponds with the sponsors via letter or email.

3. Use of Information Technology

In order to minimize the burden to the respondent, the Naval Academy has designed the forms in a manner that enables the sponsor candidate to complete the application on-line by going to the USNA Sponsor website. Once the respondent completes the information, it is submitted on a secure server/database and password protected in the MIDS system. The data can only be accessed by the Sponsor Program Director. Data is never printed. 100% of submissions are 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 collection, of information does not impact small businesses or other small entities.

6. Less Frequent Collection

The information is collected once a year because the data requires annual updates.

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 Tuesday, June 25, 2019. The 60-Day FRN citation is 84 FRN 29853.

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

A 30-Day Federal Register Notice for the collection published on Thursday, August 29, 2019. The 30-Day FRN citation is 84 FRN 45481.

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

This collection requires a Privacy Act Statement. The Privacy Act Statement is displayed at the beginning of the collection tool, USNA 1531/12, Sponsor Program Application.

This collection is covered under SORN N01531-1, USNA Applicants, Candidates, and Midshipmen Records. The SORN can be found on the Defense Privacy, Civil Liberties, and Transparency Division's website at: <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570324/n01531-1/>.

A Privacy Impact Assessment is required. A copy of the approved PIA is included in this package.

The information that is collected is handled, stored, and disposed of in accordance with existing Department of Defense procedures for safeguarding information held for official use only. It is not reported or published. It is kept in accordance with schedule SSIC 1000-7, SSIC 1000-37, and SSIC 1000-49. For all sponsors approved to participate in the program, their records are permanent and maintained in accordance with SSIC 1000-7, such that records will be cut off at the CY that a sponsor is no longer active/retires and transferred to the United States Naval Academy Archives 25 years after that. All applicants who do not get accepted into the sponsor program are considered transitory and intermediary records and maintained in accordance with SSIC 1000-37 and SSIC 1000-49, such that when the records are no longer needed for business use, they will be cut off at the CY and destroyed 1 year after that. In addition, compliance is made with the Privacy Act of

1974 and OMB Circular A-108. The data is stored on a secure server/database and password protected in the MIDS system. The data can only be accessed by the sponsor program director.

11. Sensitive Questions

No questions considered sensitive are being asked in the collection.

12. Respondent Burden and its Labor Costs

a. Estimation of Respondent Burden

1. Sponsor Application

- a. Number of Respondents: 800
- b. Number of Responses Per Respondent: 1
- c. Number of Total Annual Responses: 800
- d. Response Time: 1 hour
- e. Respondent Burden Hours: 800 hours

2. Total Submission Burden

- a. Total Number of Respondents: 800
- b. Total Number of Annual Responses: 800
- c. Total Respondent Burden Hours: 800 hours

b. Labor Cost of Respondent Burden

1. Sponsor Application

- a. Number of Total Annual Responses: 800
- b. Response Time: 1 hour
- c. Respondent Hourly Wage: \$15.50
- d. Labor Burden per Response: \$15.50
- e. Total Labor Burden: \$12,400.00

2. Overall Labor Burden

- a. Total Number of Annual Responses: 800
- b. Total Labor Burden: \$12,400.00

Used General Manager at Payscale.com to estimate respondent wage:
<https://www.payscale.com/research/US/Job=General Manager/Salary>).

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. Sponsor Application

- a. Number of Total Annual Responses: 800
- b. Processing Time per Response: 1 hour
- c. Hourly Wage of Worker(s) Processing Responses: \$27.70
- d. Cost to Process Each Response: \$27.70
- e. Total Cost to Process Responses: \$22,160.00

(Top of GS-9 pay, <https://www.federalpay.org/gs/2019/GS-9>)

2. Overall Labor Burden to Federal Government

- a. Total Number of Annual Responses: 800
- b. Total Labor Burden: \$22,160.00

b. Operational and Maintenance Costs

- a. Equipment: \$0
- b. Printing: \$0
- c. Postage: \$
- d. Software Purchases: \$0
- e. Licensing Costs: \$0
- f. Other: \$13,600 (background check)
- g. Total: \$13,600

- 1. Total Operational and Maintenance Costs: \$13,600
- 2. Total Labor Cost to the Federal Government: \$22,160.00
- 3. Total Cost to the Federal Government: \$35,760.00

15. Reasons for Change in Burden

There is no change in requested time burden from the last time this collection received OMB approval. The slight change in monetary burden is from the re-estimate of the annual salary using 2019 pay scales.

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.