

SUPPORTING STATEMENT - PART A

Spouse Education and Career Opportunities (SECO) Program

OMB Control Number 0704-0556

Summary of Changes from Previously Approved Collection

- Burden was decreased due to a more accurate recalculation of the wages paid to respondents.

1. Need for the Information Collection

The Department of Defense (DoD) Spouse Education and Career Opportunities (SECO) Program is the primary source of education, career and employment counseling for all military spouses who are seeking post-secondary education, training, licenses and credentials needed for portable career employment. The SECO system delivers the resources and tools necessary to assist spouses of service members with career exploration/discovery, career education and training, employment readiness, and career connections at any point within the spouse career lifecycle. It is imperative that the DoD collect data to ensure that the SECO program is meeting its overarching goal of increasing employment opportunities for military spouses. The DoD requires the information in the proposed collection for program planning and management purposes. Collected information will ensure that the SECO program will be able to collect relevant metrics and make determinations of program viability and improvement. Additionally, the data collected is utilized to build a spouse profile that allows information to be saved over time and to prepopulate information into tools such as resume builders and career and education planning resources.

This program was developed in compliance with 10 U.S.C. §1144, "Employment Assistance, Job Training Assistance, and Other Transitional Services", 10 U.S.C. §1784a, "Education and Training Opportunities for Military Spouses to Expand Employment and Portable Career Opportunities", 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, from other military spouses and via general online searches. Once aware of the collection users access by simply going online to the following URL: <https://myseco.militaryonesource.mil>. Users are able to review resources at that time or select to log in to create an account.

All information is collected from military spouses online via the SECO system and utilized to provide military spouses with education and employment resources tailored to their specific needs. Appropriate disclosures are provided to military spouses during the log in

process as well as the information being made available via hyperlinks in the website footer.

Once logged in, military spouses have the option of opting in to receive email notifications about their account reminding them of actions they still need to take (e.g. completing their profile) as well as to receive email updates about upcoming events and news. Spouses who opt to receive email updates about upcoming events and news receive emails once to twice a month.

3. Use of Information Technology

100% of all responses are collected electronically through the SECO system. All military spouses use this system to assist with their education and employment.

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 collected as required and is primarily dependent on the users. Military spouses register one-time and provide additional information to utilize specific SECO resources at their convenience.

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 Wednesday, June 19, 2019. The 60-Day FRN citation is 84 FRN 28513.

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 45474.

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

A Privacy Act Statement is available to all respondents in the footer of every page in the SECO system (via the Legal & Security section). It is also directly accessible at the following link: <https://myseco.militaryonesource.mil/portal/account/privacyactstatement>.

A draft copy of the SORN DPR 46 DoD, "Spouse Education and Career Opportunities (SECO) Program, has been provided with this package for OMB's review.

A draft copy of the PIA, Spouse Education and Career Opportunities (SECO), has been provided with this package for OMB's review.

These records are retained and disposed of consistent with the National Archives and Records Administration approved records disposition schedule (General Records Schedule 3.2, Item 30). User accounts are deleted after 3 consecutive years of inactivity.

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) [SECO]

- a) Number of Respondents: 26,000
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 26,000
- d) Response Time: 45 minutes
- e) Respondent Burden Hours: 19,500 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) [SECO]

- a) Number of Total Annual Responses: 26,000
- b) Response Time: 45 minutes

- c) Respondent Hourly Wage: \$7.25
- d) Labor Burden per Response: \$5.44
- e) Total Labor Burden: \$141,440

Military spouses work at all levels and in all sectors of employment. The labor cost was determined by using the Federal minimum wage of \$7.25/hr.

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) [SECO]
 - a) Number of Total Annual Responses: 26,000
 - b) Processing Time per Response: 3 minutes
 - c) Hourly Wage of Worker(s) Processing Responses : \$30.90
 - d) Cost to Process Each Response: \$1.545
 - e) Total Cost to Process Responses: \$40,170

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: \$746,000
- 2) Total Operational and Maintenance Cost: \$746,000

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$40,170
- 2) Total Operational and Maintenance Costs: \$746,000
- 3) Total Cost to the Federal Government: \$786,170

15. Reasons for Change in Burden

The burden has decreased since the previous approval due to a more accurate recalculation of the wages paid respondents.

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.