

SUPPORTING STATEMENT - PART A

Department of Defense Military Working Dog Adoption Application; DD 3076-7; OMB
Control Number 0701-XXXX

1. Need for the Information Collection

The Department of Defense proposes to establish a system of records that will be used to maintain an individual's name, address, contact information, lifestyle information and all other information necessary to ascertain suitability of respondents seeking to adopt a Department of Defense Military Working Dog. The Department of Defense has authority to collect this information through the authorities outlined in Title 10 United States Code § 2583, DoDI 5200.31E, and AFI 31-126.

2. Use of the Information

Respondents to the Department of Defense Military Working Dog Adoption Application include United States citizens, as well as local and state law enforcement agencies. The completed digital application is used during the adoption process to determine an individual's or organization's eligibility and suitability for Military Working Dog adoption. The data collected will be used to contact applicants and to interview, screen, and select them for volunteer adoption.

When a respondent seeks to adopt a Military Working Dog, Air Force employees review the application in order to determine the suitability of the respondent to serve as an adopter. In determining suitability, employees always work in the best interest of the Military Working Dog.

3. Use of Information Technology

The Department of Defense uses electronic methods for receiving and storing the information approximately 99% of the time. Information is submitted via email in a fillable online application by the respondent. A paper application is only used when technological difficulties make the online application inaccessible for respondents. In those circumstances, the information obtained on the paper application is entered digitally once received. All applications, once received, are printed and stored in a secured container in addition to being stored digitally. Forms are disposed of according to applicable disposition instructions.

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 frequency was selected based on an estimation of annual applications received, due to the number of applicants based on interest in the Military Working Dog adoption program. Less frequent collection could result in an overwhelming number of Military Working Dogs waiting for extended periods of time to be adopted, causing the Department of Defense to incur additional costs.

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 Tuesday, November 12, 2019. The 60-Day FRN citation is 84 FRN 61041.

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

A 30-Day Federal Register Notice for the collection published on Tuesday, June 30, 2020. The 30-Day FRN citation is 85 FRN 39168.

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 required for this collection and is available on the application itself. The statement is located on the first page of the application form, at the top of the page, underneath the title.

A System of Record Notice (SORN) is not required for this collection because records are not retrievable by PII.

A Privacy Impact Statement (PIA) is not required for this collection because PII is not being collected electronically.

Records are retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, and then destroyed by shredding, pulping, macerating, or burning. Computer records are destroyed by erasing, deleting, or overwriting.

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) Collection Instrument(s)
[Department of Defense Military Working Dog Adoption Application; DD 3076-7]
 - a) Number of Respondents: 200
 - b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 200
 - d) Response Time: 1 hour
 - e) Respondent Burden Hours: 200 hours
- 2) Total Submission Burden (Summation or average based on collection)
 - a) Total Number of Respondents: 200
 - b) Total Number of Annual Responses: 200
 - c) Total Respondent Burden Hours: 200 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instrument(s)
[Department of Defense Military Working Dog Adoption Application; DD 3076-7]
 - a) Number of Total Annual Responses: 200
 - b) Response Time: 1 hour
 - c) Respondent Hourly Wage: \$24.98 (average hourly wage of United States worker)
 - d) Labor Burden per Response: \$24.98
 - e) Total Labor Burden: \$4,996
- 2) Overall Labor Burden
 - a) Total Number of Annual Responses: 200
 - b) Total Labor Burden: \$4,996

The Respondent hourly wage was determined by using the US Department of Labor, Bureau of Labor Statistics, Occupational Employment Statistics May 2018, "National Occupational Employment and Wage Estimates, United States" at www.bls.gov/oes/current/oes-nat.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)

[Department of Defense Military Working Dog Adoption Application; DD 3076-7]

- a) Number of Total Annual Responses: 200
- b) Processing Time per Response: 1 hour
- c) Hourly Wage of Worker(s) Processing Responses: \$22.92
(Median hourly wage for GS-7 with locality page for area of San Antonio, TX. The worker hourly wage was determined using the OPM Pay and Leave Salaries and Wages 2019 Salary Table at www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/19Tables/html.do-h.aspx)
- d) Cost to Process Each Response: \$22.92
- e) Total Cost to Process Responses: \$4,584

2) Overall Labor Burden to the Federal Government

- a) Total Number of Annual Responses: 200
- b) Total Labor Burden: \$4,584

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: \$0

2) Total Operational and Maintenance Cost: \$0

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$4,584

2) Total Operational and Maintenance Costs: \$0

3) Total Cost to the Federal Government: \$4,584

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.