

SUPPORTING STATEMENT
U.S. Department of Commerce
National Oceanic & Atmospheric Administration
Wage Mariner Hiring Portal (WMHP)
OMB Control No. 0648-xxxx

This is a request for expedited review and approval of a new information collection.

A. JUSTIFICATION

- 1. Explain the circumstances that make the collection of information necessary. Cite all applicable authorities for this information collection.**

The Department of Commerce (DOC), through the National Oceanic and Atmospheric Administration (NOAA) Office of Marine and Aviation Operations (OMAO) has special hiring authority under Code of Federal Regulations (CFR), Title 5, Chapter 1, Subchapter A, Part 3, §3.2 and under the DOC Department Administrative Order (DAO) 202-302 Section 2, Subsection .02a. specific to the hiring of federal wage mariner employees in order to ensure a core of federal wage mariners to operate and maintain NOAA's fleet of ocean going scientific platforms.

The Wage Mariner Hiring Portal (WMHP) is an internet-based system (web site) that is designed to allow an applicant to apply for a "wage mariner" position within the NOAA fleet of maritime vessels. The WMHP system collects basic user information, wage mariner licensing, certifications, and relevant current and or past work history. The regulations allow OMAO to hire wage mariners into excepted service positions within the NOAA fleet of ocean going vessels in order to maintain adequate operations, maintenance, and safe staffing of the maritime ships.

No physical forms are used in this collection, it is all online. Applicants fill out basic personal, licensure, and work history information into a profile resume. Once their basic profile is complete, applicants can submit this resume for available wage mariner positions as shown on the WMHP web site. The application information received is used to determine if the applicant meets the basic job qualification. If the basic job qualifications are met, the applicant's information is passed on to the hiring official or placed in a pool of prospective candidates for future openings. Application information includes: first and last name, contact number and email address, wage mariner licenses and certifications, relevant work history.

- 2. Explain how, by whom, how frequently, and for what purpose the information will be used.**
If the information collected will be disseminated to the public or used to support information that will be disseminated to the public, then explain how the collection complies with all applicable Information Quality Guidelines.

Information will be collected electronically (Internet) through an online web-based interactive system. The system will be available to prospective applicants 24 hours a day, 7 days a week, 365 days a year. The WMHP system collects basic user information, wage mariner licensing, certifications, and relevant current and or past work history. OMAO administrative staff will use this information for evaluation and hiring purposes.

- 3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological techniques or other forms of information technology.**

Information will be collected electronically (Internet) through an online web-based interactive system.

- 4. Describe efforts to identify duplication.**

This is unique information that is not captured by any other means. Neither DOC nor NOAA has a hiring system that is specific for federal wage mariners in excepted positions.

- 5. If the collection of information involves small businesses or other small entities, describe the methods used to minimize burden.**

This collection of information applies to individuals and does not involve small businesses or other small entities. Only the information required to ascertain the individual's basic qualifications is collected.

- 6. Describe the consequences to the Federal program or policy activities if the collection is not conducted or is conducted less frequently.**

If the collection is not authorized and or is collected less frequently, it will impact NOAA's ability to hire wage mariners within the NOAA fleet. The NOAA fleet requires a regulated minimum number of crew to safely operate a NOAA vessel, maintain adequate operations, and maintenance. Without a steady core of wage mariners, the NOAA fleet will not be able to continue its primary mission of collecting environmental intelligence.

- 7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.**

This information collection will be conducted in a manner consistent with OMB guidelines.

- 8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8 (d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden. Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.**

A Federal Register Notice published on Thursday, November 7, 2019 (84 FR 60058) solicited public comments. No comments were received.

9. Explain any decisions to provide payments or gifts to respondents, other than remuneration of contractors or grantees.

No payments or gifts are provided to respondents.

10. Describe any assurance of confidentiality provided to respondents and the basis for assurance in statute, regulation, or agency policy.

Disclosure of this information is permitted under the Privacy Act of 1974 (5 U.S.C. Section 552a) to be shared among OMAO Administrative staff for evaluation and hiring purposes. Disclosure of this information is also subject to all of the published routine uses as identified in the Privacy Act System of Records Notice COMMERCE/DEPT-18, Employees Personnel Files Not Covered by Notices of Other Agencies.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.

There are no questions of a sensitive nature.

12. Provide an estimate in hours of the burden of the collection of information.

For wage costs: use www.bls.gov/oes , then click on OES Data in the left-hand column, then National to find Occupational Employment Wage Rates for the current year. Find the appropriate Occupational Title of the Respondent completing the Information Collection and use the Mean hourly wage.

Information Collection	Type of Respondent (Occupational Title)	# of Respondents (a)	Annual # of Responses / Respondent (b)	Total # of Annual Responses (c) = (a) x (b)	Burden Hrs / Response (d)	Total Annual Burden Hrs (e) = (c) x (d)	Mean Hourly Wage Rate (for Type of Respondent) (f)	Total Annual Wage Burden Costs (g) = (e) x (f)
Wage Mariner Hiring Portal Application	Sailors and Marine Oilers	1000	1	1000	1	1000	\$21.44	\$21,440
Totals				1000		1000		\$21,440

13. Provide an estimate of the total annual cost burden to the respondents or record-keepers resulting from the collection (excluding the value of the burden hours in Question 12 above). (add rows as necessary)

Information Collection	# of Respondents (a)	Annual # of Responses / Respondent (b)	Total # of Annual Responses (c)=(a) x (b)	Cost Burden / Response (h)	Total Annual Cost Burden (i) = (c) x (h)
Wage Mariner Hiring Portal Application	1000	1	1000	\$0	\$0
TOTALS			1000		0

14. Provide estimates of annualized cost to the Federal government. (add rows/information as necessary)

Cost Descriptions	Grade/Step	Loaded Salary /Cost	% of Effort	Fringe (if Applicable)	Total Cost to Government
Federal Oversight	ZP-4 grade 2	168,000	25%		42,000
Contractor Cost					
Travel					
Other Costs					
TOTAL		168,000			42,000

15. Explain the reasons for any program changes or adjustments.

This is a new information collection.

16. For collections whose results will be published, outline the plans for tabulation and publication.

The information in this collection will not be published.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons why display would be inappropriate.

The OMB Control Number and collection expiration date will be displayed on the Wage Mariner Hiring Portal.

18. Explain each exception to the certification statement.

There are no exceptions for compliance with provisions in the certification statement.

Part B

This collection does not employ statistical methods.