

SUPPORTING STATEMENT – PART A

Army Military Auxiliary Radio System (MARS) – 0702-0140

1. Need for the Information Collection

The information collection requirement is necessary to maintain an accurate roster of civilians who join the Army Military Auxiliary Radio System (MARS) for the purpose of providing contingency communications support to the Department of Defense. The collected information is used by the program manager to determine an individual's eligibility (based on the qualifications set forth in the Army Regulation 25-6) to join the Army MARS program and may be used to conduct a background investigation if a security clearance is required. This information is also used to show the geographic dispersion of the members who participate in the global High Frequency radio network in support of the Department of Defense and to ensure our radio spectrum authorizations cover the geographic areas from which our members will operate. A Privacy Act Statement (PAS) is included on the MARS application form.

The prescribed authorities for this collection are 10 United States Code (U.S.C.) Chapter 303 "Department of the Army", § 3013 "Secretary of the Army", Department of Defense Instruction 4650.02, "Military Auxiliary Radio System", Army Regulation 25-6, "Military Auxiliary Radio System and Amateur Radio Program" and AR 25-6 Information Management MARS (03January, 2014), Appendix B (Internal Control Evaluation), pg. 12, B-1 through B-3, includes key controls for Army MARS, missions, responsibilities, administration, and logistics.

2. Use of the Information

The public respondents of this information are civilians who join the Army Military Auxiliary Radio System. They will be responding to assess their eligibility. The information will be collected on an online fillable pdf form (<http://www.netcom.army.mil/mars>) which is then electronically transmitted to the Army MARS headquarters administrative section for review and processing. A hard copy of the MARS Authority to Operate Certificate and other recognition certificates that the member may achieve will be sent to the individual by mail. The membership database is reviewed annually to ensure that members' contact information (mailing address, email address, and phone numbers) are current.

Telephone numbers and email address' are used to contact the member on a periodic basis with informational updates and to send other types of general correspondence, as needed, to ensure the member remains up to date on the latest information regarding the MARS program. The FCC Amateur Radio Call-sign is used to verify that the applicant holds a valid amateur radio license and to determine the operator class of the license. Once the application is approved, the member's data is input into a database maintained by the MARS administrative manager at Fort Huachuca, AZ and the original application form is deleted.

3. Use of Information Technology

100 percent of applicants for membership into the Army MARS program will be collected electronically through an online fillable pdf form available at <http://www.netcom.army.mil/mars/> which is then electronically transmitted to the Army MARS headquarters administrative section for review and processing.

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 Business

This information collection does not impose a significant economic impact on a substantial number of small businesses or entities.

6. Less Frequent Collection

Member's data is reviewed annually for currency of contact information, required certifications, and participation in the program.

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 13, 2019). The 60-Day FRN citation is Vol. 84 FR 61602

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

A 30-Day Federal Register Notice for the collection published on Wednesday, February 5, 2020. The 30-Day FRN citation is Vol. 85 FR 6533.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the Federal Register was conducted for this submission.

9. Gifts or Payment

There are no payments or gifts to respondents.

10. Confidentiality

Privacy Act Statement (PAS): 10 U.S.C. 3013, Secretary of the Army: DoD Directive 4650.2, Military Affiliate Radio System; Army Regulation 25-6, Military Affiliate Radio System. Information is provided voluntarily; however, failure to provide identifying information may impede processing of this application and ultimate acceptance into the MARS program

SORN A0025-6 USASC, Military Affiliate Radio System, January 08, 2001, 66 FR 1315 (<http://dpcl.d.defense.gov/Home.aspx>) has been provided with this package for OMB's review.

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)

[Form AM-1]

- a) Number of Respondents: 550
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 550
- d) Response Time: 0.25 Hours
- e) Respondent Burden Hours: 137.5 Hours

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

- a) Total Number of Respondents: 550
- b) Total Number of Annual Responses: 550
- c) Total Respondent Burden Hours: 137.5 Hours

Part B: LABOR COSTS OF RESPONDENT BURDEN

1) Collection Instrument(s)

[Form AM-1]

- a) Number of Total Annual Responses: 550
- b) Response Time: 0.25 Hours
- c) Respondent Hourly Wage: \$23.00
- d) Labor Burden per Response: \$5.75
- e) Total Labor Burden: \$3,162.50

2) Overall Labor Burden

- a) Total Number of Annual Responses: 550
- b) Total Labor Burden: \$3,162.50

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 (annual)

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

1) Collection Instrument(s)

[Army MARS Form-1]

- a) Number of Total Annual Responses: 550
- b) Processing Time per Response: 0.5 Hours
- c) Hourly Wage of Worker(s) Processing Responses : \$19.00
- d) Cost to Process Each Response: \$9.50
- e) Total Cost to Process Responses: \$5,225.00

2) Overall Labor Burden to the Federal Government

- a) Total Number of Annual Responses: 550
- b) Total Labor Burden: \$5,225.00

Part B: OPERATIONAL AND MAINTENANCE COSTS

1) Cost Categories

- a) Equipment: \$500.00
- b) Printing: \$200.00
- c) Postage: \$400.00
- d) Software Purchases: \$0.00
- e) Licensing Costs: \$0.00
- f) Other: \$0.00

2) Total Operational and Maintenance Cost: \$1,100.00

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Costs to the Federal Government: \$5,225.00
- 2) Total Operational and Maintenance Costs: \$1,100.00
- 3) Total Costs to the Federal Government: \$6,325.00

15. Reasons for Change in Burden

This is a new information collection request. This request seeks approval of 550 hours of respondent burden to complete the required application process per AR 25-6 requirements for inclusion into the MARS program.

16. Publication of Results

Monthly and annual reports on regional participation and Army frequencies used will be made monthly and annually by Army MARS leadership via NETCOM per AR 25-6.

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.