

## SUPPORTING STATEMENT - PART A

Joint Civilian Orientation Conference Program (JCOC)

Eligibility of Nominators and Candidates – 0704-0562

### 1. Need for the Information Collection

The information collection requirement is necessary to administer the JCOC Program; to verify the eligibility of nominators and candidates; and to select those nominated individuals for participation in JCOC.

The authority for maintenance of the system is 10 U.S. Code § 113, Secretary of Defense; DoD Directive 5122.5, Assistant To the Secretary of Defense for Public Affairs (ATSD(PA)); and DoD Directive 5410.18, Public Affairs Community Relations Policy (TAB A).

10 U.S. Code § 113 establishes that there is a Secretary of Defense, who has authority direction, and control over the Department of Defense. Under the authority vested in the Secretary of Defense, DoD Directive 5122.5 establishes the position of Assistant Secretary To the Secretary of Defense for Public Affairs (ATSD(PA)), with responsibilities, functions, and authorities that include the conduct of public affairs community relations activities and programs, as authorized by DoD Directive 5410.18, Public Affairs Community Relations Policy, which includes administration and execution of the JCOC Program.

### 2. Use of the Information

The information collection is initiated by the JCOC Program Coordinator who distributes an annual call for nominations via email to all individuals authorized to nominate candidates for participation in JCOC. A sample of the email is provided under supplementary documentation.

Nominating officials complete the (current year) “JCOC Nomination Form” and return it via email to the JCOC Program Coordinator. Nominees who accept the invitation to participate in JCOC complete the electronic “JCOC Registration Form” and their physician signs the “JCOC Medical Form”. The nominee returns both forms to the JCOC Program Coordinator via email.

Respondents are individuals or households – specifically, JCOC alumni and DoD personnel authorized to nominate candidates for participation in JCOC, and candidates nominated for and selected to participate in JCOC.

Responding to the information collection is the only means for authorized individuals to nominate candidates for participation in JCOC and also the only means for selected candidates to accept the invitation to participate in JCOC.

3. Use of Information Technology

100% of responses are collected electronically. It is the most efficient, cost-effective, and secure way to collect responses for administration of the JCOC program.

No steps have been taken or planned to increase the use of information technology because 100% of responses are already being collected electronically.

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

Conducting the collection less frequently would result in the JCOC program being conducted less frequently; they are directly correlated.

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 61044.

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

A 30-Day Federal Register Notice for the collection published on Tuesday, January 28, 2019. The 30-Day FRN citation is 85 FRN 4952.

Part B: CONSULTATION

The JCOC Program Coordinator consults with respondents during each collection cycle. Respondent feedback continues to confirm the viability of the collection elements and procedures; therefore, no changes to the information collection have been made.

9. Gifts or Payment (1-3 sentences)

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

10. Confidentiality

A Privacy Act Statement is provided on each collection instrument.

A copy of the SORN has been provided with this package for OMB's review.

A copy of the PIA has been provided with this package for OMB's review.

Records Retention and Disposition Schedule: Destroy nomination and participant records 10 years after conclusion of associated JCOC program.

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 Instruments

Estimation of Respondent Burden Hours					
	Number of Respondents	Number of Responses per Respondent	Number of Total Annual Responses	Response Time	Respondent Burden Hours
Collection Instrument #1: Nomination	100	1	100	15 minutes (0.25 hour)	25 hours
Collection Instrument #2: Registration	40	1	40	6 minutes (0.10 hour)	4 hours
Collection Instrument #3: Medical	40	1	40	6 minutes (0.10 hour)	4 hours
<b>Total</b>	180	1	180	11 minutes (0.1833 hour)	33 hours

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

- a) Total Number of Respondents: 180
- b) Total Number of Annual Responses: 180
- c) Total Respondent Burden Hours: 33 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument(s)

Labor Cost of Respondent Burden					
	Number of Responses	Response Time per Response	Respondent Hourly Wage	Labor Burden per Response	Total Labor Burden
Collection Instrument #1: Nomination Form	100	15 minutes (0.25 hour)	\$60/hour	\$15/response	\$1500
Collection Instrument #2: Registration Form	40	6 minutes (0.10 hour)	\$60/hour	\$6/response	\$240
Collection Instrument #3: Medical Form	40	6 minutes (0.10 hour)	\$60/hour	\$6/response	\$240
Total	180	11 minutes (0.1833 hour)	\$60/hour	\$11/response	\$1980

2) Overall Labor Burden

- a) Total Number of Annual Responses: 180
- b) Total Labor Burden: \$1980

The Respondent hourly wage was determined by using the [Department of Labor Wage Website] (<http://www.dol.gov/dol/topic/wages/index.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)

Labor Cost to the Federal Government				
	Collection Instrument #1	Collection Instrument #2	Collection Instrument #3	<b>Total</b>
Number of Responses	100	40	40	180
Processing Time Per Response (in hours)	0.25 hour	0.10 hour	0.10 hour	0.1833 hour
Hourly Wage of Worker(s) Processing Responses	\$60	\$60	\$60	\$60
Cost to Process Each Response	\$15	\$6	\$6	\$11
Total Cost to Process Responses	\$1500	\$240	\$240	\$1980

- 2) Overall Labor Burden to the Federal Government
  - a) Total Number of Annual Responses: 180
  - b) Total Labor Burden: \$1980

#### 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: \$1980

##### 15. Reasons for Change in Burden

There has been no change in burden since the last approval.

##### 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.