

## SUPPORTING STATEMENT - PART A

(Data Services Management – 0704-AAKD)

### 1. Need for the Information Collection

The Defense Acquisition University (DAU) Data Services Management (DSM) supports institutional acquisition training missions for the Department of Defense (DoD) in accordance with: 10 U.S.C. 133, Under Secretary of Defense for Acquisition, Technology, and Logistics; and DoD Directive 5000.57, Defense Acquisition University. The Data Services Management provides administrative and academic capabilities and functions related to student registrations, account requests, courses attempted and completed, and graduation notifications to DoD training systems. The Data Services Management system hosts the associated DAU Learning Management Systems (LMSs).

### 2. Use of the Information

The DAU Data Services Management hosts various systems that manage administrative and academic functions related to student registration, student account requests, and student Distance Learning Authentication.

Respondents are university applicants, DoD Acquisition Workforce students (contractor personnel sponsored by a DoD Program Management Office), and instructors who voluntarily provide personal information to take courses administered by DAU or access DAU training, knowledge-sharing, collaboration systems, and course offerings. Failure to provide required information results in the individual being denied access to these services and tools. All respondents are providing data which is used to support the academic functions, including: attendance, grades, statistical analysis, tracking, and reporting for Defense Acquisition Workforce Improvement Act (DAWIA) Certification purposes. These functions are necessary to support Acquisition Workforce Certifications; graduation data will be shared with the Services and Corporate Partners of DoD-sponsored students.

Prior to authentication to a DAU-secure website, the user is presented with and must accept the DoD Standard Consent Banner as illustrated in the instrument screenshots included in the submission package.

Information is collected either by automatic data feeds from other DoD systems or through the System Authorization Access Request (SAAR) webpage, Student Tracking and Registration System (STARS) locator card, EmpowerID Authentication System (EID), and the DAU One portal. The automatic data feeds are coming from the Army Training and Resources System (ATRRS) and the Defense Manpower Data Center (DMDC) systems, which Army is currently in the process of clearing with OMB. This supporting statement and collection package pertain strictly to those fields not covered by ATRRS and DMDC systems; thus, this collection is intended to clear the SAAR webpage, the STARS locator card, and the DAU One portal. The collection instruments are online and accessible via a secure webpage. Screenshots of these instruments are included in this package. Individuals have an opportunity to join DAU Community of Practices (COPs) through the DAU One portal. The focus of the COPs is acquisition-related topics and disciplines accessed

by communities related to contracting, logistics, program management, business management, cost estimating, facilities engineering, financial management, life cycle logistics, science and technology management, production/quality/manufacturing, software acquisition management, systems engineering, and test and evaluation across DoD and the Federal government, as well as DoD contractors. The DSM collection and use of names supports verification during the registration process and enables members to: interact; share resources, ideas, and experience to support job performance; and avoid duplication of professional effort.

For certain information in the Personal Details section of the SAAR collection instrument, pull-down menus are utilized. Pull-down menus are used for the fields Citizenship Type, Designation, Organization, and Sub Org. Based on the selections made, certain selections are made available to the individual requesting the account. A spreadsheet has been included which shows which selections are available under each of the menus in the Personal Details section of the SAAR.

3. Use of Information Technology

All data (100%) is 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

Less frequent collection of information would prevent DAU from providing the Acquisition workforce with timely student training accounts. This lack of accounts would adversely impact DoD's training accountability systems and the DAWIA. Effective management of student-related emergencies which arise during training would also be impeded.

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 Thursday, October 10th, 2019. The 60-Day FRN citation is 84 FRN 54598.

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

A 30-Day Federal Register Notice for the collection published on Friday, March 27, 2020. The 30-Day FRN citation is 85 FRN 17323.

## Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the 60-Day Federal Register Notice 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

This collection requires an Agency Disclosure Notice, Privacy Advisory, and Privacy Act Statement. All statements will be visible at the top of the collection instrument (website). Screenshots are provided as part of this package.

A draft copy of the SORN (DAU 02) has been provided with this package for OMB's review.

A draft copy of the Privacy Impact Assessment, DAU DSM – DAU 02 – PIA, has been provided with this package for OMB's review.

Student registration records are destroyed 50 years after graduation, transfer, withdrawal, or death (GTWD) of the student. All other records are destroyed five (5) years after GTWD of the student.

### 11. Sensitive Questions

After the initial collection of the SSN, the number is systematically replaced by a unique DAU ID for each individual student. The SSNs are then securely stored in the Account Registration Database where they are not accessible by any outside entities.

The SSN data is used to provide for the administration and recording of academic performance of current and former students, to include contractors and foreign nationals. The data is also used to verify attendance and grades, and as a management tool for statistical analysis, tracking, and reporting.

### 12. Respondent Burden and its Labor Costs

#### a. Estimation of Respondent Burden

##### **1. DAU System Authorization Access Request (SAAR)**

a. Number of Respondents: 2500

b. Number of Responses per Respondent: 1

- c. Number of Total Annual Responses: 2500
- d. Response Time: 5 minutes
- e. Respondent Burden Hours: 208

## **2. Total Submission Burden**

- a. Total Number of Respondents: 2500
- b. Total Number of Annual Responses: 2500
- c. Total Respondent Burden Hours: 208

### b. Labor Cost of Respondent Burden

#### **1. DAU System Authorization Access Request (SAAR)**

- a. Number of Total Annual Responses: 2500
- b. Response Time: 5 minutes
- c. Respondent Hourly Wage: \$38.49
- d. Labor Burden per Response: \$3.21
- e. Total Labor Burden: \$8,025.00

#### **2. Overall Labor Burden**

- a. Total Number of Annual Responses: 2500
- b. Total Labor Burden: \$8,025.00

The respondent hourly wage is based on the average of three applicable occupations, including logisticians, general/operational managers, and business operations specialists. Wages were collected from <https://www.careeronestop.org/toolkit/wages/findsalary>.

### 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

#### a. Labor Cost to the Federal Government

##### **1. DAU System Authorization Access Request (SAAR)**

- a. Number of Total Annual Responses: 2500
- b. Processing Time per Response: 15 minutes
- c. Hourly Wage of Worker(s) Processing Responses: \$35.06
- d. Cost to Process Each Response: \$8.77
- e. Total Cost to Process Responses: \$21,925

##### **2. Overall Labor Burden to Federal Government**

- a. Total Number of Annual Responses: 2500
- b. Total Labor Burden: \$21,925

#### b. Operational and Maintenance Costs

- a. Equipment: \$1,000.00
- b. Printing: \$0
- c. Postage: \$0
- d. Software Purchases: \$0
- e. Licensing Costs: \$800.00
- f. Other: \$0

- 1. Total Operational and Maintenance Costs: \$1,800.00
- 2. Total Labor Cost to the Federal Government: \$21,925
- 3. Total Cost to the Federal Government: \$23,725

15. Reasons for Change in Burden

This is an existing collection currently in use without an OMB Control Number.

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.