

SUPPORTING STATEMENT - PART A

CATCH Program – 0703-0069

Summary of Changes from Previously Approved Collection

- 99% or more of the responses are now electronic through a secure website; remaining responses are through the submission form
- Burden increases only pertain to increased labor costs due to an increased wage calculation

1. Need for the Information Collection

Section 543 of Public Law 113-291, the National Defense Authorization Act (NDAA) for fiscal year 2015 requires that an individual who files a restricted report on an incident of sexual assault may elect to inform a Military Criminal Investigative Organization (MCIO) on a confidential basis and without affecting the restrictive nature of the report. The MCIOs will use this information by querying it against unrestricted sexual assault investigations and existing restricted reports in the CATCH database to identify potential serial sexual assault offenders in both restricted and unrestricted reports of sexual assault. Previously, this information was not available to the MCIOs in cases of restricted reporting. A separate database is required to prevent compromise of the victim's confidentiality which is likely to occur if the information is entered into the MCIO law enforcement report databases.

2. Use of the Information

The respondents for this information collection are victims in restricted reports of sexual assault made to the Department of Defense. The respondents are providing information for this collection because upon making their restricted report of sexual assault to a Sexual Assault Response Coordinator (SARC), each respondent was given the option of voluntarily making a submission to this database. The respondents who elect to participate can do so by providing information electronically or through a CATCH submission form. Instructions and unique login credentials or the form are provided by the SARC handling their case.

For electronic submissions, respondents are directed to the CATCH Program website at <https://profile.ncis.navy.mil/>. Every active duty and adult military dependent sexual assault victim making a restricted report of sexual assault is assigned a SARC who coordinates services for the victim throughout the process. All SARC personnel receive training on this program and are required to brief the option of using the CATCH database

to report information to the MCIO to all victims making restricted reports. Every SARC will maintain the form and instructions to provide the information electronically as part of the required information to provide to all of their clients. The respondent may complete the CATCH submission form, at their convenience, and mail it directly to the Naval Criminal Investigative Service (NCIS) Headquarters in Quantico, VA. The form contains a mailing address to submit the paper collection instrument upon completion. Alternatively, and more commonly, the respondents may submit information electronically at the CATCH website. The respondents access the system through the use of unique login credentials provided by the SARC. There are no invitations sent to the respondents to participate in this collection effort and the only method of informing the respondents of their option to participate is via the SARC upon filing a restricted report of sexual assault.

The information provided by the respondents is then entered in to a secure database maintained by the NCIS Headquarters in Quantico, VA. If information is provided by the form, the information is entered in to the database manually by an NCIS criminal investigator upon receipt. If information is provided electronically, the information is entered into the database at the time of the respondent submitting the entry. The database then automatically queries the submitted information against existing information in the database. MCIO criminal investigators conduct manual queries against information in each of the MCIO report writing systems, as the MCIO report writing systems and the CATCH database are separate databases which do not communicate with each other. If the information submitted by the respondent is matched with other reports in the CATCH database or the MCIO criminal investigation reporting systems indicating the possibility of a serial offender, the MCIO investigator will contact the SARC and inform them of the findings.

The SARC will then contact the respondent to ascertain the respondent's willingness to make the report unrestricted. If the respondent agrees, a full investigation will be initiated. A full investigation requires the respondent to conduct a complete interview with an MCIO agent wherein they describe the allegation and provide all necessary information to conduct a complete investigation. This may also include, but is not limited to, an interrogation of the suspect(s), interview of additional witnesses, completion of a crime scene, record reviews to include personnel files and medical records, criminal history checks, and forensic laboratory analysis. The respondent may also be required to provide sworn testimony in judicial or administrative proceedings. If the respondent declines, no further action will be taken with the information. The successful end result of this information collection is the identification of serial sexual assault offenders that otherwise would have gone undetected if the information had remained restricted from the MCIO access.

3. Use of Information Technology

The CATCH database is now capable of receiving information electronically. Electronic submissions represent approximately 99% of all entries. The respondents may elect to submit entries via a secure website. The respondents are provided unique login credentials to access the CATCH website where they can enter information. The

information collected electronically is the same information the respondent would have submitted via the form.

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

Respondents voluntarily submit information in response to an incident of sexual assault; and cannot be collected on a set interval.

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 Friday, June 25, 2021 Month Day, Year. The 60-Day FRN citation is 86 FRN 33695.

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

A 30-Day Federal Register Notice for the collection published on Monday, August 23, 2021. The 30-Day FRN citation is 86 FRN 47091.

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.

1. Confidentiality

A Privacy Act Statement (PAS) is required. It is located on the form and on the website for the respondent to read.

A Systems of Records Notice (SORN) is required. A draft copy of the SORN, N05580-2, Restricted Sexual Assault Serial Offender Database, CATCH, has been provided with this package for OMBs review.

A Privacy Impact Assessment (PIA) is required. Restricted Sexual Assault Serial Offender Database (CATCH) under DON AA can be found: <https://www.doncio.navy.mil/contentview.aspx?id=678>

Restricted files are destroyed after ten years. Destruction of records will be accomplished by removal from the system. No other paper or digital record will be created or maintained.

2. Sensitive Questions

Questions related to sexual behavior are necessary on this form since the purpose of the collection is to report information related to sexual assault.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

1) **Catch a Serial Predator (CATCH) Submission Form**

- a) Number of Respondents: 25
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 25
- d) Response Time: 30 minutes
- e) Respondent Burden Hours: 12.5 hours

2) **Catch a Serial Predator (CATCH) Electronic Submission**

- a) Number of Respondents: 360
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 360
- d) Response Time: 30 minutes
- e) Respondent Burden Hours: 180 hours

3) **Total Submission Burden**

- a) Total Number of Respondents : 385
- b) Total Number of Annual Responses: 385
- c) Total Respondent Burden Hours: 192.5 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) **Catch a Serial Predator (CATCH) Submission Form**
 - a) Number of Total Annual Responses: 25
 - b) Response Time: 30 minutes
 - c) Respondent Hourly Wage: \$27.22
 - d) Labor Burden per Response: \$13.61
 - e) Total Labor Burden: \$340.25 -

- 2) **Catch a Serial Predator (CATCH) Electronic Submission**
 - a) Number of Total Annual Responses: 360
 - b) Response Time: 30 minutes
 - c) Respondent Hourly Wage: \$27.22
 - d) Labor Burden per Response: \$13.61
 - e) Total Labor Burden: \$4,899.60

- 3) Overall Labor Burden
 - a) Total Number of Annual Responses: 385
 - b) Total Labor Burden: \$5,239.85

* The Respondent hourly wage was determined by using the US Department of Labor Bureau of Labor Statistics website (https://www.bls.gov/oes/current/oes_nat.htm) for the median hourly wage for all occupations within NAICS 999000 (Federal, State, and Local Government, excluding state and local schools and hospitals and the U.S. Postal Service).

13. Respondent Costs Other Than Burden Hour Costs

For respondents who elect to mail in the paper form, the cost would be approximately \$1.00 per response for an envelope and postage. There are estimated to be 25 mail-in responses per year for a total of \$25.00 per year.

14. Cost to the Federal Government

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

- 1) **Catch a Serial Predator (CATCH) Submission Form**
 - a) Number of Total Annual Responses: 25
 - b) Processing Time per Response: 1 hours
 - c) Hourly Wage of Worker(s) Processing Responses: \$53.00
 - d) Cost to Process Each Response: \$53.00
 - e) Total Cost to Process Responses: \$1,325.00

- 2) **Catch a Serial Predator (CATCH) Electronic Submission**
 - a) Number of Total Annual Responses: 360
 - b) Processing Time per Response: 1 hours

- c) Hourly Wage of Worker(s) Processing Responses: \$53.00
- d) Cost to Process Each Response: \$53.00
- e) Total Cost to Process Responses : \$19,080.00

3) Overall Labor Burden to the Federal Government

- a) Total Number of Annual Responses: 385
- b) Total Labor Burden: \$20,405.00

* Hourly pay rate for a GS-1811-13 step 3 in the locality pay area of Washington-Baltimore-Arlington, which is the average pay grade and location of the personnel who will process the database information. Taken from [https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/21Tables/html/DCB%20\(LEO\).aspx](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/21Tables/html/DCB%20(LEO).aspx)

Part B: OPERATIONAL AND MAINTENANCE COSTS

1) Cost Categories

- a) Equipment: \$14,000
- b) Printing: \$0
- c) Postage: \$0
- d) Software Purchases: \$0
- e) Licensing Costs: \$10,956
- f) Other: \$0

2) Total Operational and Maintenance Cost: \$ 24,956.00

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$20,405
- 2) Total Operational and Maintenance Costs: \$24,956
- 3) Total Cost to the Federal Government: \$45,361

15. Reasons for Change in Burden

The burden hours have increased since the previous approval due to slight increases in respondents and increased estimated hourly wages.

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.