

SUPPORTING STATEMENT - PART A

Naval Academy Information Program Blue and Gold Officer Application – 0703-BGOA

1. Need for the Information Collection

This information requirement is needed to determine the eligibility and leadership potential of respondents applying to represent the United States Naval Academy (USNA) as volunteer Blue and Gold Officers (BGOs) in the Naval Academy Information Program. The mission of the program is to market opportunities available at the Naval Academy and to identify, recruit, and counsel young men and women of diverse backgrounds who possess the potential to be developed morally, mentally, and physically into the nation's future Naval, government, and civilian leaders. BGOs are volunteers that support this mission by working in their assigned area to market the Naval Academy and provide counsel to candidates. BGO duties include guiding prospective Midshipmen through the Naval Academy admissions process, attending college fairs, advising candidates and applicants, and meeting with guidance counselors and other influencers. As part of the application process, they must also conduct BGO interviews of all Naval Academy candidates with which they are working.

Prior military service, current and past military performance, and prior affiliation with the Naval Academy has been found to be an excellent predictor of success as a BGO. Without this information, the ability for the USNA to recruit qualified BGOs would be impacted and would negatively affect the Naval Academy's ability to recruit qualified candidates. This information collection is authorized by the following laws and regulations:

- [10 U.S.C. 5013](#), Secretary of the Navy, prescribes the Secretary of the Navy has responsibility to recruit and train personnel for the Navy to which he has the authority to delegate authority;
- [10 U.S.C. 5041](#), Headquarters, Marine Corps, details the function of the Headquarters, Marine Corps, is to assist the Secretary of the Navy in carrying out his responsibilities;
- [10 U.S.C. 8458](#), Midshipmen: Qualifications for Admission, prescribes examination requirements for candidates to include age, citizenship, physical, and mental requirements for admission, which is why the Naval Academy requires BGOs;
- [U.S.C. §10141](#), Ready Reserve; Standby Reserve; Retired Reserve: placement and status of members; training categories, prescribes a reserve force made up of three different categories that require training, drills, or equivalent duties in certain time periods;
- [10 USC 10212](#), Gratuitous services of officers: authority to accept, grants the Secretary of Defense authority to accept gratuitous services of an officer of a reserve component in consultation upon matters relating to the armed services;

- [DoDI 1322.22](#), Service Academies, establish policy, assign responsibilities, and prescribe procedures for DoD oversight of the Service academies,
- [SECNAVINST 1650.1J](#); Department of the Navy Military Awards Policy, promulgates policies for awarding military decorations, medals, and ribbons within the Department of the Navy (DON),
- [OPNAVINST 1531.2C](#), The Naval Academy Information Program (NAIP), provides procedures for administering the Reserve Naval Academy Information Program including recruiting, training, funding and crediting of retirement points for volunteer Navy Reserve Officers,
- [USNAINST 1531.46C](#), Procedures Governing Assignment to the Reserve Naval Academy Information Program (NAIP), defines application and operational guidelines for Navy and Marine Corps Reserve Officers desiring to serve the Naval Academy Information Program (NAIP) in their reserve status,
- [USNAINST 1650.4C](#), Naval Academy Information Program Awards, outlines instructions and specifies eligibility for the determination and presentation of awards to participants in the NAIP, and
- [OPM GOVT-1](#), General Personnel Records, OPM's Government-wide systems of records notice OPM/GOVT-1 covers volunteer service records for purposes of the Privacy Act.

2. Use of the Information

Respondents are seeking voluntary positions as Blue and Gold Officers working for the United States Naval Academy Office of Admissions. Respondents are members of the public, civilians, active duty military, retirees, and reservists in an Active/Reserve status in the United States Department of Defense. Anyone seeking to participate in the Blue and Gold program may apply.

Respondents accepted as BGOs work directly for the Candidate Guidance Officer at the USNA Office of Admissions guiding current and future U.S. Naval Academy candidates through the admissions process.

Persons interested in applying to become BGOs contact the Blue and Gold Officer Area Coordinator (AC) in their state/area or the BGO liaison at the USNA Office of Admissions and express their interest in becoming a BGO. Most respondents hear about the program through word of mouth from our current BGOs. USNA also advertises the program at alumni events and service academy career conferences. Once a respondent has expressed interest in the program by contacting the USNA Admissions Office or a current BGO, they are provided an introductory email to the BGO program (included in this package) along with the application (USNA 1531/1 Naval Academy Information Program Blue and Gold Officer Application) to the BGO program as a Portable Document Format (PDF). The AC can download the application from Blue and Gold Information System (BGIS) (the information

system used by current BGOs) or from USNA's official forms website (<https://www.usna.edu/AdminSupport/FormsProgram/USNAOfficialFormsList.php>). After completing the application, respondents email the completed application to their BGO Area Coordinator. The BGO Area Coordinator reviews the application and forwards the application, which includes the AC's endorsement, to the BGO liaison at the USNA Office of Admissions. The respondents are required to pass an open book knowledge assessment before acceptance. A Google Form link to the test is sent to the respondents via an email acknowledging receipt of the application. The test is submitted through Google Docs (a copy of the assessment and handbook are included in this package). A background check is done using SECNAV 5512/1 "Department of the Navy Local Population ID Card/Base Access Pass Registration," which is covered under OMB 0703-0061. Once the application is received and the test and background check are completed, their application information is entered into the BGIS by the BGO Liaison. Respondents accepted as Blue and Gold Officers will receive a welcome email generated from the system with instructions on how to access the USNA BGIS site to manage their candidates and receive updated BGO program training and information (email included in this package). All respondents accepted as BGOs must sign a Gratuitous Service Agreement (USNA 1531/5 Gratuitous Service) before the Naval Academy can accept their voluntary services. It has been determined that this form is not subject to the PRA as it collects minimal information from the respondent and is an acknowledgement/affirmation-like form.

3. Use of Information Technology

The Blue and Gold Officer Application is electronically enabled using the Navy's required forms software. 99% of respondents submit the application electronically and 1% are hard copy submitted directly to the BGO Liaison.

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

Applicants can apply year-round. There is no limit to how many times a person can apply in a lifetime, but they are limited to one submission per cycle (year). Having a less frequent collection would place an undue burden on the Office of Admissions staff in processing applications. USNA recruits and trains BGOs year-round. Limiting applications during the year would result in a training backlog, as well as gaps in outreach to school officials and students during the year.

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, December 30, 2022. The 60-Day FRN citation is 86 FR 74410.

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

A 30-Day Federal Register Notice for the collection published on Monday, September 26, 2022. The 30-Day FRN citation is 87 FR 58342.

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.

10. Confidentiality

This collection requires a Privacy Act Statement. The Privacy Act Statement is located on the information collection tool directly below the title.

A draft copy of the SORN-N-01531-X, U.S. Naval Academy Voluntary and Gratuitous Service Records, has been provided with this package for OMB's review.

This collection requires a Privacy Impact Assessment for the information systems that stores the data collected. The Blue and Gold Information System (BGIS) can be found at [https://www.doncio.navy.mil/\(m4jrto45tnpm4b45jxmngz3v\)/ContentView.aspx?id=678](https://www.doncio.navy.mil/(m4jrto45tnpm4b45jxmngz3v)/ContentView.aspx?id=678).

Information is temporary and is destroyed when business use ceases. (DAA-GRS-0016-001, SF 115 submitted 14 July 2021).

11. Sensitive Questions

On the BGO applications, applicants must explain if they have ever been asked to resign a position of trust due to an incident involving a minor or sexual harassment. This is necessary to ensure the safety of our applicants, as BGOs will be working with and mentoring minors.

Race and ethnicity is collected consistent with OMB policies. America's Navy values diversity, equality and inclusivity, striving to build a community of service members who accurately reflect the rich makeup of our country. The BGOs are the local community face

of the Naval Academy and ultimately the Navy. A critical step in achieving a diverse group of qualified applicants is ensuring our local representatives, BGOs, reflect the diversity we strive to attain. Collecting race and ethnicity data from the BGO applicants allows the Naval Academy to ensure our local representatives reflect the rich makeup of the country. Without this data, populations could be underrepresented, leading to a lack of diversity in the BGO population which could in turn lead to a less diverse candidate pool and Navy.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

1) Collection Instrument

Blue and Gold Officer Application (USNA 1531/1)

- a) Number of Respondents: 250
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 250
- d) Response Time: 30 minutes
- e) Respondent Burden Hours: 125 hours

2) Total Submission Burden

- a) Total Number of Respondents: 250
- b) Total Number of Annual Responses: 250
- c) Total Respondent Burden Hours: 125 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument

Blue and Gold Officer Application (USNA 1531/1)

- a) Number of Total Annual Responses: 250
- b) Response Time: 30 minutes
- c) Respondent Hourly Wage: \$64.70
- d) Labor Burden per Response: \$32.35
- e) Total Labor Burden: \$8,087.50

2) Overall Labor Burden

- a) Total Number of Annual Responses: 250
- b) Total Labor Burden: \$8,087.50

The Respondent hourly wage was determined by using the Bureau of Labor Statistics 2020, Occupation code 11-3121 Human Resources Managers (<https://www.bls.gov/oes/current/oes113121.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

Blue and Gold Officer Application (USNA 1531/1)

- a) Number of Total Annual Responses: 250
- b) Processing Time per Response: 1 hour
- c) Hourly Wage of Worker(s) Processing Responses: \$25.77
- d) Cost to Process Each Response: \$25.77
- e) Total Cost to Process Responses: \$6,442.50

2) Overall Labor Burden to the Federal Government

- a) Total Number of Annual Responses: 250
- b) Total Labor Burden: \$6,442.50

(Basic Pay LT 4 years according to 2022 Military Pay Tables

<https://www.dfas.mil/Portals/98/Documents/militarymembers/militarymembers/pay-tables/2022%20Military%20Pay%20Tables.pdf>)

Part B: OPERATIONAL AND MAINTENANCE COSTS

1) Cost Categories

- a) Equipment: \$500
- b) Printing: \$0
- c) Postage: \$0
- d) Software Purchases: \$0
- e) Licensing Costs: \$0
- f) Other: \$0

2) Total Operational and Maintenance Cost: \$500

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

1) Total Labor Cost to the Federal Government: \$6,442.50

2) Total Operational and Maintenance Costs: \$500

3) Total Cost to the Federal Government: \$6,943

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.