

**Supporting Statement  
for  
Medical Reserve Corps Unit Profile and Reports (Revision)  
OMB No. 0990-0302**

**Office of the Secretary/Office of Assistant Secretary for Preparedness and  
Response/  
Office of the Principal Deputy Assistant Secretary/Division of Emergency  
Management and Medical Operations  
/ Medical Reserve Corps Program**

Goal of study

- In order to continue supporting the MRC units in communities across the United State, detailed information about the MRC units, including unit and user demographics, contact information (regular and emergency), volunteer numbers, unit characteristics and information about activities is needed by the MRC Program. MRC Unit Leaders are asked to update this information on the MRC website at least quarterly, and to participate in a Technical Assistance Assessment at least annually. This collection informs resources and tools developed to support MRC units' ability to respond to disasters in their communities.

How data will be used:

- The MRC Program uses MRC unit data in reports and presentations, and analyzes the data to assess the maturation of the program, confirm that MRC units are carrying out activities that increase the resilience of their local community, and to best tailor the technical assistance provided to MRC units

Methods of collection

- Four on-line data collection tools are utilized

Respondent population

- MRC Unit Leader of each of the 748 MRC units across the nation

Analysis techniques

- Data are aggregated at the state, local, regional, and national level for use in publications or reports.

## **A. Justification**

### **1. Circumstances Making the Collection of Information Necessary**

Medical Reserve Corps units are currently located in 748 communities across the United States and represent a resource of more than 300,000 volunteers. This OMB revision request is for 3 years.

The data collection remains broken down into four smaller collection tools eliminating duplication and increasing usability for respondents while maintaining quarterly reporting expectations for two of the collection tools and annual reporting for the remaining two tools. In reducing duplication of information from the Factors for Success and Unit Profile some of the past questions were combined to one tool that is now reviewed and answered annually instead of quarterly.

In order to support MRC units in communities across the United States, detailed information about the MRC units, including unit and user demographics, contact information (non-emergency and emergency), volunteer numbers, unit characteristics and information about activities is needed by the MRC Program. MRC Unit Leaders are asked to update unit profile and activity reporting on the MRC website at least quarterly, and to participate in a Technical Assistance Assessment using the Capability Assessment while completing and reviewing Factors for Success at least annually. This collection informs resources and tools developed as part of national programming, identify trends, unit capabilities and target technical assistance to support MRC units' preparedness to respond to disasters in their communities

Senior Officials within the Office of the Assistant Secretary for Preparedness and Response as well as other governmental partners are keenly interested in the status of the MRC network. The information provided by MRC units as part of their unit profiles allows us to keep these Senior Officials informed.

Since the original OMB request was made, the Medical Reserve Corps has been authorized by Congress in the Public Health Service Act, Section 2813, as modified by the Pandemic and All-Hazards Preparedness and Advancing Innovation Act of 2019 (Pub. L. 116-22). (see attachment A)

### **2. Purpose and Use of Information Collection**

The MRC Program uses MRC unit data in reports and presentations and analyzes the data to assess the maturation of the program, confirm that MRC units are carrying out activities that increase the preparedness of units to respond and the preparedness of their local community as well as best tailor the technical assistance provided to MRC units. In addition, these data serve as an important recruitment tool for the individual MRC units. The MRC Program is contacted often by individuals interested in volunteering with a local MRC unit; because of the data collected, the MRC Program is able to direct

potential volunteers or others looking to partner with a local MRC unit to the MRC public website ([www.aspr.hhs.gov/mrc](http://www.aspr.hhs.gov/mrc)) to find the unit name, address, name of sponsoring organization and point of contact for all local MRC units and an up-to-date count of its volunteers. The Factors for Success collection self-assessment tool allows the MRC unit leader to identify strengths and weaknesses within their own MRC unit and facilitate technical assistance from MRC Program Regional Liaisons to address their weaknesses while sharing their strengths with the MRC network. The Capabilities Assessment provides a snapshot of an MRC unit's ability to perform a given function to address needs within their communities.

### **3. Use of Improved Information Technology and Burden Reduction**

Three of the four MRC unit data collection tools are electronically entered by MRC Unit Leaders via the MRC website. Each MRC Unit Leader chooses a unique username and password and they can access the website from any computer with an internet connection. Upon instances where internet connection is unavailable to the MRC website a backup paper copy may be completed by MRC units and will be entered by MRC program staff eliminating duplicate data entry by the respondents under the intermediary records process. The Capabilities Assessment is completed using a spreadsheet.

### **4. Efforts to Identify Duplication and Use of Similar Information**

Only MRC Unit Leaders can provide the requested information. The data entered by MRC Unit Leaders is unique to their MRC unit. Therefore, the MRC Program cannot use any other data source to collect this information.

### **5. Impact on Small Businesses or Other Small Entities**

90 of the 748 MRC units, self-identify as 501(c) 3 non-profit corporations. There is no differentiation between data collection requirements from 501(c) 3 MRC units and units that are not a non-profit corporation.

### **6. Consequences of Collecting the Information Less Frequent Collection**

MRC Unit Leaders are asked to review and update their unit profile data and user profile which is new for this submission, and Unit Activity Reporting on the MRC website at least quarterly, and to complete and review Factors for Success in a Technical Assistance Assessment done at least annually. If the profiles are not updated at least quarterly, then it risks becoming outdated and not useful to potential MRC volunteers or the MRC Program. Since the MRC Program uses this data to for reports and presentations, outdated information would cause inaccurate information to be portrayed. After completion of the Factors for Success and the Capabilities Assessment the MRC Regional Liaisons provides targeted technical assistance for the MRC unit in the unit's specific areas of strength and weakness. Without inputting or updating their data, this technical assistance would be less targeted and applicable to the individual unit.

**7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5**

There are no special circumstances.

**8. Comments in Response to the Federal Register Notice/Outside Consultation**

A 60-day Federal Register Notice was published Thursday, March 17, 2022, page 15255-15256. (see attachment B) No comments were received.

**9. Explanation of any Payment/Gift to Respondents**

No payment or gifts are provided to MRC Unit Leaders for providing data.

**10. Assurance of Confidentiality Provided to Respondents**

Unit data will be kept private to the extent allowed by law. Some MRC unit profile data is publicly displayed on the MRC website. This includes the unit name, location, point of contact, name of sponsoring organization and an up-to-date count of its volunteers. These data serve as a recruitment tool for individuals who may be interested in joining a specific MRC unit.

MRC State Coordinators have access to MRC unit data germane to the State.

**11. Justification for Sensitive Questions**

No sensitive data is collected.

**12. Estimates of Annualized Burden Hours (Total Hours & Wages)**

Estimated Annualized Burden Table

Forms (If necessary)	Type of Respondent	Number of Respondents	Number of Responses per Respondent	Average Burden hours per Response	Total Burden Hours
Unit Profile	MRC Unit Leader	748	4	15/60	748
Capability Assessment	MRC Unit Leader	748	1	30/60	374

Factors for Success	MRC Unit Leader	748	1	30/60	374
Unit Activity Reporting	MRC Unit Leader	748	4	15/60	748
Total			10		2,244

Estimated Annualized Cost to Respondents

Type of Respondent	Total Burden Hours	Hourly Wage Rate	Total Respondent Costs
MRC Unit Leader	3	\$ 35.38	\$79,392
Total			\$79,392

**13. Estimates of other Total Annual Cost Burden to Respondents or Recordkeepers/Capital Costs**

There is no cost burden on MRC Unit Leaders to update their MRC unit profile.

**14. Annualized Cost to Federal Government**

The total average annual cost to the Federal Government for this information collection is \$142,000.00. This is the estimated annualized cost for the website project manager who is an MRC Program Office employee.

**15. Explanation for Program Changes or Adjustments**

The overall burden has decreased due to decrease in the number of approved MRC units from 889 in 2018 and 748 in 2022. The number of questions asked of respondents has been decreased with some merged into Factors for Success and Unit Profile thus allowing for more updates to be done annually to ensure data collection is meeting programmatic needs without being burdensome on respondents. In addition, the program continues to maintain the data collection as four specific collection tools. Each unit is now being asked to input a smaller amount of data on a quarterly basis that eliminates duplication and increases usability for the respondents.

**16. Plans for Tabulation and Publication and Project Time Schedule**

The MRC Program strongly encourages MRC units, academic institutions, and other stakeholder organizations to publish articles and reports to increase the visibility of the MRC and promote volunteerism. The MRC Program will also seek opportunities to publish articles and reports about the MRC. When MRC unit data are used, it will be in an aggregated format at a state, regional or national level.

**17. Reason(s) Display of OMB Expiration Date is Inappropriate**

Not applicable.

**18. Exceptions to Certification for Paperwork Reduction Act Submissions**

There are no exceptions to the certification.