

SUPPORTING STATEMENT - PART A

Personal Information Questionnaire – 0703-0012

1. Need for the Information Collection

The information collected through NAVMC Form 10064, “Personal Information Questionnaire” is needed to verify a potential officer candidate’s moral character. Information pertaining to an applicant’s moral character is of the utmost importance when applying for a program. As a commissioned officer in the United States Marine Corps, these men and women will be expected to lead others by example, upholding the Marine Corps Values of honor, courage, and commitment. They will have Marines under their charge, and will be expected to be of the finest moral character.

The authorities authorizing the collection of information is Title 10, USC 12209: Officer Candidates, MCO 1130.76D: Conduct of Recruiting Operations and MCRO 1100.2: the Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM) which establishes the requirement to verify officer applicant’s qualifications. Marine Corps Recruiting Command is responsible to the Commandant of the Marine Corps for the procurement of qualified individuals, to meet the established personnel strength levels, officer and enlisted, of the Marine Corps and Marine Corps Reserve. In order to accomplish these officer procurement requirements, the Office Selection Officer must prospect, screen and contract qualified individuals. The NAVMC 10064 is a vital part of the procurement process.

2. Use of the Information

The potential applicant provides five character references, via the NAVMC 10064 “Personal Information Questionnaire (PIQ)” to the Marine Corps Officer Selection Officer (OSO) during the Marine Corps Officer Candidate application process. Applicants are advised that PIQs from employers, educators, and other professional individuals are preferred over PIQs from peers, close friends, and neighbors and must be used in lieu of PIQs from relatives. In order to provide an OSO with an accurate and impartial depiction of an applicant’s character, the OSO will contact the references and provide the PIQ via email for completion. A sample copy of the accompanying email is included in the package as a supporting document. Once the reference has entered the data into the form, they will sign it electronically and return it to the OSO via email. In limited cases, the respondent may request to hand deliver their response to the OSO or receive/return the PIQ via the U.S. Postal Services. A prepaid envelope is provided to the respondent if required. The OSO ensures the integrity of the PIQ process by not allowing applicants to directly handle PIQs.

The PIQs will be used by the OSO and the selection board to assess the personal and moral character of an applicant and as a tool to better assess the possibility of them becoming a Marine Corps Officer. Under no circumstances will the contents of a PIQ, whether favorable or unfavorable, be discussed with an applicant.

3. Use of Information Technology

95% of responses are collected electronically through email and uploaded into the Marine Corps Recruiting Command's Automated Commissioning Package (ACP) database by the OSO. In rare cases, the respondent may hand deliver their response to the OSO or request to return the response via pre-paid envelope through the U.S. Post Office.

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

The collection of this data occurs on occasion. Less frequent collections will not allow potential applicants to be considered for commissioning.

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 Monday, March 28, 2022. The 60-Day FRN citation is 87 FR 17283.

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

A 30-Day Federal Register Notice for the collection published on Thursday, June 30, 2022. The 30-Day FRN citation is 87 FR 39073.

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

A Privacy Act Statement (PAS) is required for this collection and is listed at the top of the form.

A System of Records Notice (SORN) is required. This data collection is covered under SORN M01133-3. The current SORN can be viewed at

<https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570628/m01133-3/>

A Privacy Impact Assessment (PIA) is required. The current Marine Corps Recruiting Information Support System (MCRISS) PIA is published at

<https://www.doncio.navy.mil/contentview.aspx?id=678>.

Records Retention and Disposition Schedule:

Per SECNAV M-5210.1, The Department of the Navy Records Management Manual, Officer Recruiting Records (DAA-NU-2015-0001-0027) and hard copies of the PIQ will be retained at the OSO's office for a period of five years prior to being destroyed. The PIQ does not become a part of the applicants Official Military Personnel File (OMPF).

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 Instrument

NAVMC Form 10064

- a) Number of Respondents: 3,500
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 3,500
- d) Response Time: 15 minutes
- e) Respondent Burden Hours: 875 hours

2) Total Submission Burden

- a) Total Number of Respondents: 3,500
- b) Total Number of Annual Responses: 3,500
- c) Total Respondent Burden Hours: 875 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instrument
NAVMC Form 10064
 - a) Number of Total Annual Responses: 3,500
 - b) Response Time: 15 minutes
 - c) Respondent Hourly Wage: \$20.88
 - d) Labor Burden per Response: \$5.22
 - e) Total Labor Burden: \$18,270.00

- 2) Overall Labor Burden
 - a) Total Number of Annual Responses: 3,500
 - b) Total Labor Burden: \$18,270.00

The Respondent hourly wage was determined by using data from the Bureau of Labor Statistics for the average hourly wage of Office and Administrative Support Occupations (https://www.bls.gov/oes/current/oes_nat.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)
NAVMC Form 10064
 - a) Number of Total Annual Responses: 3,500
 - b) Processing Time per Response: 0.25 hours
 - c) Hourly Wage of Worker(s) Processing Responses: \$16.60
 - d) Cost to Process Each Response: \$4.15
 - e) Total Cost to Process Responses: \$14,525.00

- 2) Overall Labor Burden to the Federal Government
 - a) Total Number of Annual Responses: 3,500
 - b) Total Labor Burden: \$14,525.00

This hourly wage is the base pay for a GS 06 who processes the forms, taken from the OPM website (https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/22Tables/html/GS_h.aspx)

Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
 - a) Equipment: \$350.00

- b) Printing: \$210.00
- c) Postage: \$100
- d) Software Purchases: \$0
- e) Licensing Costs: \$1,449.00
- f) Other: \$0

2) Total Operational and Maintenance Cost: \$2,109.00

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

1) Total Labor Cost to the Federal Government: \$14,525.00

2) Total Operational and Maintenance Costs: \$2,109.00

3) Total Cost to the Federal Government: \$16,634.00

15. Reasons for Change in Burden

There has been a small increase in respondent burden due to a normal increase in hourly wage estimates.

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.