

SUPPORTING STATEMENT - PART A

Naval Air Systems Command Candidate Form – 0703-YELL

1. Need for the Information Collection

Per 5 U.S.C. § 1104, the Director of the Office of Personnel Management may delegate authority for competitive examinations to the heads of agencies in the executive branch and other agencies employing persons in the competitive service. Under the direction of the Secretary of the Navy, the Department of the Navy (DoN) is to utilize Direct Hire Authorities (DHAs) to the greatest extent possible in order to make timely hiring decision and employ a talented civilian workforce. The Secretary of the Navy reaffirmed this commitment to DHAs most recently in a memorandum, “Use of Direct Hire Authorities,” dated January 9, 2023. In order to properly evaluate candidates’ qualifications for employment, Naval Air Systems Command (NAVAIRSYSCOM) must collect the information necessary to rate applicants for Federal jobs in accordance with Title 5 of the United States Code sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394.

Furthermore, during the DoN Senior Advisory Board in January 2019, a number of initiatives aimed to improve DoN civilian hiring timelines and leverage talent management systems were reviewed and endorsed. As a result, the Principal Director to the Deputy Assistant Secretary of Defense, Civilian Personnel Policy released a memo titled; “Department of the Navy Recruitment Process Efficiencies,” which directed Navy systems commands (SYSCOMs) to develop, adopt and deploy common business processes and systems for all civilian HR business areas. Specifically, Section F of the memo speaks to DHAs and how the Delegated Examining (DE) Process would no longer be used to recruit if a DHA exists. With the advent of numerous targeted hiring authorities, the Office of Civilian Human Resources (OCHR) has directed Navy claimants to leverage these expedited methods of recruitment in lieu of traditional DE advertisement via USA Jobs. Because a candidate pool would no longer be provided, this practice requires that claimants establish and cultivate a robust candidate pool that can be called upon when needed. Historically, recruitment efforts involved the collection of paper resumes and hand routing to Hiring Managers, a process that is inefficient and ineffective. Hiring Managers are unable to consider a wide candidate pool, and candidate resumes do not receive wide circulation, resulting in suboptimal placement of candidates into relevant work areas. Additionally, the protracted cycle time of these paper-based processes leads to the loss of valuable candidates.

In an effort to improve the effectiveness and efficiency of Naval Air Systems Command’s (NAVAIR) recruitment efforts, per direction of NAVAIR’s Executive Director, the Command researched best business practices and associated Commercial off the Shelf (COTS) products that would address the functional and technical requirements to support candidate tracking. Industry trends have pushed most vendors in this space to cloud-based Software-as-a-Service (SaaS) products. However, few of these are FedRAMP approved at this time.

Due to unprecedented hiring demand in 2017 and 2018 and the direction by the Principal Director to the Deputy Assistant Secretary of Defense, Civilian Personnel Policy, NAVAIR moved forward with a pilot of a SaaS IT System product named Yello to meet mission demands. During FY17 and FY18 a spike in external hiring occurred, resulting in FY18 NAVAIR onboarding about 600 in QTR 1, 700 in QTR2, 1,400 in QTR3, and over 2000 in QTR 4. A similar hiring environment existed in FY17. Since FY18, 75% of all NAVAIR external hires are non-competitive (i.e. name select) and more than 50% are DHA, which OCHR does not recruit for. This drives the business need for the Yello Pro tool to assist NAVAIR with sourcing and identifying a highly qualified and diverse candidate pool to fill vacancies. As part of the Yello IT System, the Yello Pro application was developed. It now serves as NAVAIR's talent acquisition application, providing a personalized candidate experience to every job seeker and resulting in quality hires and faster fills. The application enables Recruiters to collaborate to attract and engage top talent while providing vital command recruiting metrics that provide meaningful insights, leading to more informed decisions and more strategic recruitment initiatives and outcomes. Additionally, it improves the ability to control access to candidate data and allows NAVAIR the ability to view, clean, analyze, and aggregate data as necessary to perform return on investment (ROI) data analysis of recruiting efforts.

The Yello Pro Application has digitally transformed the way NAVAIR recruits and creates efficiencies within the recruitment and hiring process. The web-based candidate information form provides a digital mechanism to capture candidates' information in real time at recruitment events, via marketing and sourcing campaigns. The web form is hosted on the Yello Pro app and captures basic candidate information, as well as educational and experience details, allowing recruiters to review, assess, and select for interviews and contingent offers. Using the web form, NAVAIR can actively or passively look for candidates that align with hiring requirements providing full transparency and access to hiring manager's enterprise wide.

2. Use of the Information

The primary data collected in Yello Pro is that of prospective candidates for NAVAIR employment opportunities. We deployed the Yello Pro application as a means to improve the efficiency and effectiveness of NAVAIR's recruitment efforts. To support the sourcing and recruitment requirements for the command, NAVAIR utilizes Yello Pro to collect what is referred to as prospective candidates' hiring "baseball card information," (name, email, phone, education/experience, GPA, etc.) along with their resume for Hiring Managers to review and consider when filling NAVAIR vacancies.

While attending recruitment activities, candidates are provided a URL to provide their candidate information and resume, inputting information directly into the Yello Pro web application. The command has unique URLs for each hiring event attended in order to capture and report metrics on the candidates sourced at each event. When completing the profile via the Yello Pro App, they enter their email address, which then takes them to a form in which they provide responses to a series of questions and attach their resume and transcript. Once they have completed their profile, they speak with a recruiter to learn more about NAVAIR. The recruiter can review the candidate's profile and resume, make

notes, and complete an evaluation on the candidate which will identify next steps (i.e. – site visit, interview, extend offer, etc.). The evaluation is completed in the Yello Pro app by recruiters/hiring managers upon conclusion of candidate interaction. The recruiter/hiring manager would find the candidate in the event, click the box next to their name, from the drop down, choose Complete Evaluation and click Go. They would then select the NAVAIR Evaluation Form and click Continue. They would then evaluate the candidate and click submit. If they answer Yes to question 1 (Recommend for Interview?), then they would select one of the following to answer question 2 (If interviewed, what was the action?): On-the-spot Offer, Request Naval Acquisition Develop Program (NADP) Offer, Recommend Site Visit, No action. If there is no interest in interviewing, they would just answer no to question 1 and complete the evaluation.

NAVAIR may also utilize other tools such as job boards, advertisements, and the careers website to recruit candidates. In such cases, respondents will access the application via the application URL at each respective location using a personal computer or mobile device. The following is one URL example for informational entry points via the talent community that is on the NAVAIR Careers Website at: <https://navair.recsolu.com/external/form/Sg6QVQqYfqD-4u6aM0nBYg>. All information is directly input into the web application for review by the NAVAIR Human Capital Management Group and Enterprise Recruitment Program stakeholders such as Hiring Managers, Recruiters, and site Command Human Resources Professionals or points of contact.

Included in this request is the NAVAIR implementation workbook, which is the final excel spreadsheet that outlines in detail all the information NAVAIR collects. It captures all collection fields and the corresponding drop-down responses. The collection of this data provides NAVAIR a centralized database with a viable candidate pool to assess and consider when filling vacancies across NAVAIR.

3. Use of Information Technology

All information is collected 100% electronically in the Yello Pro web application.

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 is performed at quarterly scheduled employee recruiting events and on occasion as candidates access the application from NAVAIR's careers website and other job advertisements. If information were collected less often, it would impact NAVAIR's ability to recruit manpower in a timely and effective manner.

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 Tuesday, August 2, 2022. The 60-Day FRN citation is 87 FRN 47200.

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

A 30-Day Federal Register Notice for the collection published on Thursday, June 1, 2023. The 30-Day FRN citation is 88 FR 35857.

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

A Privacy Act Statement (PAS) is displayed within the Yello Pro application page, which requires the candidate to accept/acknowledge privacy statement before the candidate submits their information electronically.

The associated SORN for the information collected in the Yello Pro application is the Defense Civilian Human Resource Management System (DCHRMS), DHRA 23 DoD. It can be accessed at the following link:
<https://dpcl.d.defense.gov/Portals/49/Documents/Privacy/SORNs/OSDJS/DHRA-23-DoD.pdf>

A copy of the approved PIA, YELLO PRO, has been provided with this package for OMB's review.

General Records Schedule (GRS): DAA-GRS-2017-0011-0002

Retention Instructions: Large Aggregation SSIC: 12000-19; and Disposition: TEMPORARY: Destroy 2 years after termination of register.

11. Sensitive Questions

Ethnicity, Race Indicator and Gender (ERIG), as well as Race, Nationality & Sexuality (RNS) data are captured to assess diversity. This data is marked voluntary and not required for

respondents to submit their candidate profile. This data is requested to assess recruitment demographics in order to source and recruit a diverse candidate pool. It also helps drive business-based strategic decisions on recruitment efforts. Below outlines the voluntary questions and responses tied to ERIG/RNS.

What is your ethnicity? (Hispanic/Latino, Not Hispanic/Latino, Prefer not to answer)

What Race do you identify with? (Can select multiple options – American Indian/Alaska Native, Asian, Black/African American, Native Hawaiian/Other Pacific Islander, White, Prefer not to answer)

What gender do you identify with? (Male, Female, Transgender, Non-binary or another gender, I would prefer not to answer)

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

1) Collection Instrument(s)

Yello Pro Application Candidate Form

- a) Number of Respondents: 7,256
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 7,256
- d) Response Time: 5 minutes
- e) Respondent Burden Hours: 605 hours

2) Total Submission Burden

- a) Total Number of Respondents: 7,256
- b) Total Number of Annual Responses: 7,256
- c) Total Respondent Burden Hours: 605 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument(s)

Yello Pro Application Candidate Form

- a) Number of Total Annual Responses: 7,256
- b) Response Time: 5 minutes
- c) Respondent Hourly Wage: \$28.01
- d) Labor Burden per Response: \$2.33
- e) Total Labor Burden: \$16,937

2) Overall Labor Burden

- a) Total Number of Annual Responses: 7,256
- b) Total Labor Burden: \$16,937

The estimated respondent hourly wage is based on the Bureau of Labor Statistics' mean hourly wage across all occupations (https://www.bls.gov/oes/current/oes_nat.htm#00-0000).

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)

Yello Pro Application Candidate Form

- a) Number of Total Annual Responses: 7,256
- b) Processing Time per Response: 5 minutes
- c) Hourly Wage of Worker(s) Processing Responses: \$65.67
- d) Cost to Process Each Response: \$5.25
- e) Total Cost to Process Responses: \$38,120.12

2) Overall Labor Burden to the Federal Government

- a) Total Number of Annual Responses: 7,256
- b) Total Labor Burden: \$38,120.12

Part B: OPERATIONAL AND MAINTENANCE COSTS

1) Cost Categories

- a) Equipment: \$76,800
- b) Printing: \$0
- c) Postage: \$0
- d) Software Purchases: \$398,000 (annual cost of Yello)
- e) Licensing Costs: \$0
- f) Other: \$20,000
 - i. Internal Maintenance Support: including but not limited to user account management, trouble ticket resolution, and continuous monitoring of activities from a cybersecurity perspective

2) Total Operational and Maintenance Cost: \$494,800

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

1) Total Labor Cost to the Federal Government: \$38,120

2) Total Operational and Maintenance Costs: \$494,800

3) Total Cost to the Federal Government: \$532,920

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.