

## SUPPORTING STATEMENT - PART A

JAG Corps Career Programs Applications and Interviews – OMB Control Number 0703-0074

### Summary of Changes from Previously Approved Collection

- Addition of citizenship questions and public release consent on OPNAV Form 1070/3, “Navy Judge Advocate General's Corps Internship/Externship Program Application”
- Respondent Burden estimates have decreased due to a reduction in the amount of Student Program/Direct Accessions Application received. Application numbers have decreased due in part to a healthy economy and civilian job market and ramifications from the COVID-19 pandemic.
- SSN is no longer collected on Student Program/Direct Accessions Application

#### 1. Need for the Information Collection

This information requirement is needed to determine the eligibility, competitive standing, and scholastic and leadership potential of students and lawyers interested in the U.S. Navy Judge Advocate General’s Corps (JAGC) Internship Program, Student Program, or Direct Accessions Program.

Without the data collection, the JAGC would not be able to determine if a student or lawyer is eligible for the applicable program. The Internship Selection Board or Accessions Selection Board conducts an analysis of the information collected in order to gauge the qualifications of individual candidates.

The JAGC applications are a critical tool in the recruitment and accessions process. On the website, the JAGC applications can transmit required information efficiently without the need for hard copies taking up unnecessary space. In addition to requiring a method of collecting information to assess applicants applying for an internship or commission in the JAGC, legal prescribing authorities for this collection are:

- 10 U.S.C. 531, Original appointments of commissioned officers.
- 10 U.S.C. 532, Qualifications for original appointment as a commissioned officer: Provides specific qualifications for new naval officers.
- 10 U.S.C 541, Graduates of the United States Military, Naval, and Air Force Academies: Provides specific guidelines which apply to length of service requirements for Service Academy graduates.

- 10 U.S.C 5148, Judge Advocate General's Corps: Office of the Judge Advocate General; Judge Advocate General; appointment, term, emoluments, duties: Outlines the duties of the JAG, which include the authority to recruit and appoint new Judge Advocates.
- 10 U.S.C 5149, Office of the Judge Advocate General: Deputy Judge Advocate General; Assistant Judge Advocates General, 5150, Staff Corps of the Navy: Outlines the responsibilities of the JAG and allow for the collection of information related to officer candidates.
- 10 U.S.C. 5031, Office of the Chief of Naval Operations: function; composition: Outlines the authority for the CNO to collect information related to officer candidates and his ability to delegate that authority to the JAG.
- 10 U.S.C. 5032, Office of the Chief of Naval Operations: general duties: Further outlines the authority of the CNO to collect and hold officer candidate information.
- 5 U.S.C. 301, Departmental regulations: Further lays out specific requirements for the appointment of officers related to health and background requirement.

## 2. Use of the Information

Respondents are law students or practicing attorneys. The internship program offers law students the opportunity to intern with the JAGC while in law school. The Student Program offers law students the opportunity to apply for a commission to the JAGC. The Direct Accessions Program offers practicing attorneys the opportunity to apply for a commission to the JAGC.

The applications to all three programs are accessed online at <https://onlineapplication2.jag.navy.mil/Recruit/>. Applicants may become aware of the website through their own research, social media content from the JAGC Public Affairs Office (PAO), printed JAGC recruiting materials, or verbal communications by JAGC recruiters or others familiar with the programs. The military personnel department of OJAG receives information gathered on this site. The information is stored on a secure server maintained by OJAG. The information is stored until the applicant has gone through a selection process.

### **Student Program/Direct Accessions Program**

All applications for the Student Program and Direct Accessions Programs are completed and submitted online. The application shows a dropdown menu with choice of program in which to apply. The options are limited to which application is currently open. If the Direct Appointment application is not yet open, the only option listed on the application will be the Student Program. In addition to submission of the application, applicants must request a separate in-person interview from the responsible JAGC recruiting officer in the local area of responsibility. The interview is arranged and conducted by two available active duty

JAGs certified by the JAGC to conduct applicant interviews, with proprietary questions not derived from the applications. Interviews last approximately one hour and are conducted at the closest JAGC office, closest Naval Recruiting District office, or on-site at the applicable recruiting event. Other than an applicant's name, no personal information is collected from an interviewee. To set up an interview, the applicant finds the listed Recruiting Officer for their location and emails them to schedule the interview. The interview is entirely separate from the application. An applicant can, in theory, set up a structured interview without ever opening up or submitting the application online. There is no Agency Disclosure Notice or OMB Control Number for the structured interview.

After the application deadline, a board meets to Professionally Recommend applicants. Approximately ten weeks after the application deadline, results are provided via a status change on the application website. In addition, selected applicants are notified individually of their Professional Recommendation by email and telephone and move on to Phase Two.

In Phase Two, Professionally Recommended applicants are considered for commissioning and begin the commissioning process with a local Navy Recruiting Command officer, who is provided information from the online application. The applicant is required to complete a medical exam and security investigation. Upon successful completion of both, the applicant is offered a commission.

### **Internship Program**

As mentioned above, the application for the Internship/Externship Program is also available online. However, the OPNAV Form 1070/3, "Internship/Externship Program Application," is a fillable PDF that applicants must access on the Navy JAGC Careers site ([https://www.jag.navy.mil/careers\\_/careers/opportunities\\_internship.html](https://www.jag.navy.mil/careers_/careers/opportunities_internship.html)) and email to the Office of the Judge Advocate General (OJAG) upon completion. Upon receipt of the application and supporting documentation, the Internship Selection Board selects primary and alternate law students for offers of voluntary summer internship positions at JAGC offices worldwide. Notification is made via email and telephone.

#### 3. Use of Information Technology

100% of responses are submitted electronically via the JAG website, and in the case of the intern/extern program, responses are submitted via email. Interviews are conducted in-person.

#### 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

This information is collected semi-annually. If the JAG Corps could not collect this data at a semi-annual frequency, it would degrade the JAG Corps' ability to recruit and select the best individuals to intern or commission with the JAGC.

7. Paperwork Reduction Act Guidelines

This collection of information does not require collection to be conducted in a manner inconsistent with 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, April 29, 2022. The 60-Day FRN citation is 87 FR 25475.

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

A 30-Day Federal Register Notice for the collection published on Monday, August 22, 2022. The 30-Day FRN citation is 87 FR 51395.

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 offered to respondents as an incentive to participate in the collection.

10. Confidentiality

A Privacy Act Statement is located at the top of the OPNAV 1070/3 form and the beginning of the JAG online application.

The applicable SORN (N01070-1, "JAG Corps Officer Personnel Information") can be accessed at: <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570306/n01070-1/>.

A draft copy of the PIA, "JAG Enterprise Services (JES)," has been provided with this package for OMB's review.

Upon release from active duty, records are kept three years and then destroyed. Upon retirement from active duty, records are maintained indefinitely.

#### 11. Sensitive Questions

All applicants may provide ethnic and racial information, which is collected in compliance with guidance from OMB. This data is collected for statistical purposes to analyze the effectiveness of specific recruiting programs.

Social Security Numbers will no longer be collected moving forward so a Social Security Number Justification Memo is not included in the submission package to OMB.

#### 12. Respondent Burden and its Labor Costs

##### Part A: ESTIMATION OF RESPONDENT BURDEN

##### 1) Collection Instrument(s)

###### JAGC Student Program/Direct Accession Application

- a) Number of Respondents: 500
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 500
- d) Response Time: 2 hours
- e) Respondent Burden Hours: 1,000 hours

###### OPNAV 1070/3 Internship/Externship Program Application

- a) Number of Respondents: 100
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 100
- d) Response Time: 1 hour
- e) Respondent Burden Hours: 100 hours

###### Structured Interviews

- a) Number of Respondents: 500
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 500
- d) Response Time: 1 hour
- e) Respondent Burden Hours: 500 hours

##### 2) Total Submission Burden

- a) Total Number of Respondents: 1,100
- b) Total Number of Annual Responses: 1,100
- c) Total Respondent Burden Hours: 1,600 hours

## Part B: LABOR COST OF RESPONDENT BURDEN

### 1) Collection Instrument(s)

#### JAGC Student Program/Direct Accession Application

- a) Number of Total Annual Responses: 500
- b) Response Time: 2 hours
- c) Respondent Hourly Wage: \$7.25
- d) Labor Burden per Response: \$14.50
- e) Total Labor Burden: \$7,250

#### OPNAV 1070/3 Internship/Externship Program Application

- a) Number of Total Annual Responses: 100
- b) Response Time: 1 hour
- c) Respondent Hourly Wage: \$7.25
- d) Labor Burden per Response: \$7.25
- e) Total Labor Burden: \$725

#### Structured Interviews

- a) Number of Total Annual Responses: 500
- b) Response Time: 1 hour
- c) Respondent Hourly Wage: \$7.25
- d) Labor Burden per Response: \$7.25
- e) Total Labor Burden: \$3,625

### 2) Overall Labor Burden

- a) Total Number of Annual Responses: 1,100
- b) Total Labor Burden: \$11,600

Due to the diverse background of applicants and the fact that many are students, we have used the Federal minimum wage as the estimated average respondent hourly wage.

### 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)

#### JAG Student Program/Direct Accession Application

- a) Number of Total Annual Responses: 500
- b) Processing Time per Response: 1 hour
- c) Hourly Wage of Worker(s) Processing Responses: \$25.00
- d) Cost to Process Each Response: \$25.00

e) Total Cost to Process Responses: \$12,500

OPNAV 1070/3 Internship/Externship Program Application

- a) Number of Total Annual Responses: 100
- b) Processing Time per Response: 1 hour
- c) Hourly Wage of Worker(s) Processing Responses: \$25.00
- d) Cost to Process Each Response: \$25.00
- e) Total Cost to Process Responses: \$2,500

Structured Interviews

- a) Number of Total Annual Responses: 500
- b) Processing Time per Response: 1 hour
- c) Hourly Wage of Worker(s) Processing Responses: \$25.00
- d) Cost to Process Each Response: \$25.00
- e) Total Cost to Process Responses: \$12,500

2) Overall Labor Burden to the Federal Government

- a) Total Number of Annual Responses: 1,100
- b) Total Labor Burden: \$27,500

The hourly wage was determined by using the Department of Defense pay scale. Website (<http://militarypay.defense.gov/Pay.aspx>)

Part B: OPERATIONAL AND MAINTENANCE COSTS

1) Cost Categories

- a) Equipment: \$0
- b) Printing: \$0
- c) Postage: \$0
- d) Software Purchases: \$800
- e) Licensing Costs: \$0
- f) Other: \$0

2) Total Operational and Maintenance Cost: \$800

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

1) Total Labor Cost to the Federal Government: \$27,500

2) Total Operational and Maintenance Costs: \$800

3) Total Cost to the Federal Government: \$28,300

15. Reasons for Change in Burden

Respondent Burden estimates have decreased due to an observed reduction in the number of applications received. Application numbers have decreased due in part to a healthy economy and civilian job market, and ramifications from the COVID-19 pandemic.

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 5CFR 1320.9.