

SUPPORTING STATEMENT – PART A

Navy Family Accountability and Assessment System (NFAAS) – OMB Control Number
0703-FAAS

1. Need for the Information Collection

The Navy Family Accountability and Assessment System (NFAAS) program was implemented following Hurricane Katrina in 2005. Prior to NFAAS, the Navy had no effective way of locating, mustering, and assisting Navy personnel and their family members. The primary purpose of NFAAS is personnel accountability following a natural or manmade disaster for all Navy Active Duty, Navy Reserve, DON Civilians, DON Contractors serving Outside the Continental United States (OCONUS), and their dependents. NFAAS also assesses the impact of the disaster on Navy families and Command's ability to fulfill its missions by providing services and tracking support provided to families in recovery. Additionally, NFAAS supports the sponsor and family members during Sailor Individual Augmentation deployments. This collection of information is authorized by DoDI 3001.02, "Personnel Accountability in Conjunction with Natural or Manmade Disasters," and OPNAVINST 3006.1, "Personnel Accountability in Conjunction with Catastrophic Events."

2. Use of the Information

The information collected by NFAAS allows Navy leadership to accurately account for its personnel following natural or manmade disasters, assess the impact of a disaster/event, track status of personnel throughout recovery, report information (percentages of those mustered) to include metrics and forecasting to Navy and DoD leadership, track Navy affiliated personnel and family members' support requirements, command readiness efforts in the areas of Individual Augmentation Deployments, and manage the Navy's Exceptional Family Member Program and mandated training. Following every hurricane, earthquake, brush fire, flood, or manmade disaster, NFAAS allows affected personnel to muster themselves and dependents while requesting services to assist during recovery. NFAAS also receives personnel data from the primary authoritative data source, the Defense Manpower Data Center (DMDC) Personnel Accountability Reporting System (PARS). However, this information collection request accounts for the additional information provided by respondents directly into NFAAS.

Respondents include all Navy personnel who are responsible for accounting after a disaster and updating or verifying sponsor and dependent information. Per DoDI 3001.02, this includes all active and reserve military personnel, Navy civilian employees, Nonappropriated Fund employees, Navy Exchange employees, and OCONUS contractors. CONUS contractors are not included. For the purposes of complying with the Paperwork Reduction Act, the burden estimates in this information collection request will only account for public respondents.

Respondents are required to comply and include all specified Navy-affiliated personnel who work or reside within the affected geographical area of a disaster as defined by the Chairman of the Joint Chiefs of Staff. The respondent completes the necessary steps once securely signed into the NFAAS web application, which is accessed at <https://navyfamily.navy.mil/>. The NFAAS web application is a real-time system. The information entered into the web application is captured, securely stored, and available to the respondent and Command Leadership at any time thereafter. If a Sponsor needs to be added to NFAAS prior to the 30-day onboarding mark, a Sponsor can be manually added to NFAAS by a Commanding Officer Representative (COR). Command Leadership includes Echelon II Commanders, Region Commanders and Region Personnel Accountability Representatives who ensure widest dissemination to all subordinate, tenant commands, and detachments for action as required. All Commanding Officers (CO)/Officers-in-Charge (OIC) will ensure timely and accurate updates of Navy member and family member contact information.

Information maintained on computers requires Common Access Card (CAC) and passwords, which are Controlled Unclassified Information (CUI) records. All records and data for NFAAS are maintained within a Microsoft SQL Server RDBMS with limited access through the web application. Access to the database server is available only to cleared individuals. Data is retained as long as necessary to facilitate accountability events, event, IA, and EFM case management. Archival data is retained for reporting purposes and is not exposed through the web application.

3. Use of Information Technology

Information is collected 100% electronically in NFAAS. The NFAAS system resides on servers located at Naval Information Warfare Center Pacific (NIWC-PAC) San Diego, CA.

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 Business

This information collection does not impose a significant economic impact on a substantial number of small businesses or entities.

6. Less Frequent Collection

NFAAS information is verified semi-annually and collected as part of initial in-processing for Active Duty and Reserve members or when a Civilian or Contractor (OCONUS) joins the Department of the Navy Workforce.

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, August 22, 2022. The 60-Day FRN citation is 87 FR 51395.

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

A 30-Day Federal Register Notice for the collection published on Friday, September 22, 2023. The 30-Day FRN citation is 88 FR 65377.

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 payment or gifts will be provided to the respondents for the information.

10. Confidentiality

A Privacy Act Statement is presented to respondents at the user login page.

An approved copy of the PIA, Navy Family Accountability and Assessment System (NFAAS), has been provided with this package for OMB's review.

The associated SORN (N01754-4, Navy Family Accountability and Assessment System (NFAAS)) can be accessed here: <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570335/n01754-4/>

Record retention and disposal: Records are destroyed two years after all actions are completed per SORN N01754-4.

11. Sensitive Questions

No questions considered sensitive are being asked in this collection.

NFAAS does not collect SSN from respondents. A new sponsor record takes approximately 30 days to appear in NFAAS from Navy Manpower, Programming and Budget System (NMPBS), the authoritative data source. The SSN field is automatically populated when

NFAAS receives the file via NMPBS that originates from Defense Manpower Data Center (DMDC) Personnel Accountability Reporting System (PARS). The SSN is encrypted inside the database and is not visible. The application does not present the SSN in any viewable or collectible field.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

1) Collection Instrument

Navy Family Accountability and Assessment System (NFAAS)

- a) Number of Respondents: 1,674
- b) Number of Responses Per Respondent: 2 (initial entry into system and semi-annual validation/verification)
- c) Number of Total Annual Responses: 3,348
- d) Response Time: 3.5 minutes
- e) Respondent Burden Hours: 195 hours

2) Total Submission Burden

- a) Total Number of Respondents: 1,674
- b) Total Number of Annual Responses: 3,348
- c) Total Respondent Burden Hours: 195 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument

Navy Family Accountability and Assessment System (NFAAS)

- a) Number of Total Annual Responses: 3,348
- b) Response Time: 3.5 minutes
- c) Respondent Hourly Wage: \$42.55
- d) Labor Burden per Response: \$2.48
- e) Total Labor Burden: \$8,310

2) Overall Labor Burden

- a) Total Number of Annual Responses: 3,348
- b) Total Labor Burden: \$8,310

The Respondent hourly wage of \$42.55 was determined using the Bureau of Labor Statistics Wage Website at https://data.bls.gov/cew/apps/data_views/data_views.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)
Navy Family Accountability and Assessment System (NFAAS)
 - a) Number of Total Annual Responses: 3,348
 - b) Processing Time per Response: 3.5 minutes
 - c) Hourly Wage of Worker(s) Processing Responses: \$42.55
 - d) Cost to Process Each Response: \$2.55
 - e) Total Cost to Process Responses: \$8,310

- 2) Overall Labor Burden to the Federal Government
 - a) Total Number of Annual Responses: 3,348
 - b) Total Labor Burden: \$8,310

Part B: OPERATIONAL AND MAINTENANCE COSTS

Per the NFAAS FY22 SOW, O&M is \$90,909. With an average collection period of two (2) weeks, this amounts to \$3,497, as denoted below.

- 1) Cost Categories
 - a) Equipment: \$0
 - b) Printing: \$0
 - c) Postage: \$0
 - d) Software Purchases: \$0
 - e) Licensing Costs: \$0
 - f) Other: \$3,497(system support)

- 2) Total Operational and Maintenance Cost: \$3,497

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$8,310

- 2) Total Operational and Maintenance Costs: \$3,497

- 3) Total Cost to the Federal Government: \$11,807

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.