

## SUPPORTING STATEMENT - PART A

### NAVSUP Enterprise Web Portal Vendor Registration and Modification Requests – 0703-EPWP

#### 1. Need for the Information Collection

The NAVSUP Enterprise Web Portal is the combined Web Presence in use for the Naval Supply Systems Command (NAVSUP). It consists of an Employee Intranet and approximately 100 custom applications developed to support Navy Fleet Logistics, Contracting and Material Procurement, and personnel and administrative processes for NAVSUP.

NAVSUP Enterprise Web is used primarily by Military Service Members and DoD Civilian Employees. In limited circumstances, information is collected from commercial vendors based in the continental United States (CONUS) doing business with the Navy. Per DoD policy contained in DoD Instruction 8510.01 “Risk Management Framework for DoD Systems” and Navy policy from Department of the Navy (DON) Chief Information Officer (CIO) Memorandum of 20 May 2014 “Implementation of the Risk Management Framework for DoD Information Technology”, NAVSUP is required to implement standard cybersecurity requirements and cyberspace operational risk management functions based on the National Institute of Standards and Technology (NIST) security controls. Access Control and Identification and Authorization controls require NAVSUP to collect information needed to identify users of NAVSUP Enterprise Web applications and ensure appropriate roles for use.

#### 2. Use of the Information

Members of the public who enter information into the NAVSUP Enterprise Web are vendors based in the continental United States (CONUS) doing business with the Navy.

The WorkFlow Pro Vendor application is an internet based electronic business system developed by NAVSUP that is contained within NAVSUP Enterprise Web. The WorkFlow Pro Vendor application allows DON vendors, under a contract agreement, to submit their post award modification requests to NAVSUP Civilian or Military contracting officers.

NAVSUP provides all vendors with a link to the WorkFlow Pro Vendor application via language in contracts or via email. Representatives from each vendor access the URL and create an account to the WorkFlow Pro Vendor application. They must select the appropriate NAVSUP Weapons Systems Support (WSS) organization contract representative who is able to verify the account request. All vendor accounts will use their vendor email address as the User ID and must also clearly identify the Commercial and Government Entity (CAGE) code they are associated with. The selected WSS contract representative will be notified of the new account request via email. The WSS contract representative must login to the Common Access Card (CAC) protected, government only, WorkFlow Pro Mod Assist app to approve the vendor’s account. The WSS contract representative must verify the selected CAGE code before the vendor representative is permitted to login and take any action. Once access has been approved, the Workflow Pro Vendor application allows DON vendors, under a contract agreement, to submit their post award modification requests to NAVSUP Civilian or Military contracting officers.

NAVSUP Enterprise Web must comply with Security Controls for Moderate level data as required per the Risk Management Framework (RMF) categorization process. The security controls are published in NIST Special Publication 800-53. Once categorization of system data has occurred,

DoD requires a standard set of security controls to be applied. NIST Control IA-4(4) (Identify User Status) from the NIST 800-53 is required to be applied for Moderate level data and requires the organization to define characteristics for identifying individual status. DoD has defined the characteristics as contractor or government employee and by nationality. To comply with this control, NAVSUP requires that Vendors accessing the NAVSUP Enterprise Web register as a user and provide information on employment status and nationality as described.

Access to individual applications and areas within NAVSUP Enterprise Web is granted upon request from the respondent after validation of need for access. Once access has been approved, the Workflow Pro Vendor application allows DON vendors under a contract agreement to submit their post award modification requests to NAVSUP Civilian or Military contracting officers.

3. Use of Information Technology

All information is collected 100% electronically via online forms.

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 information is collected upon the initial request by the Vendor to the WorkFlow Pro Vendor application. Less frequent collection would result in delays in Vendor access to the NAVSUP Workflow Pro application and for the Vendor to submit contract modification requests via email or telephone call.

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 Friday, February 10, 2023. The 60-Day FRN citation is 88 FR 8830.

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

A 30-Day Federal Register Notice for the collection published on Monday, April 8, 2024. The 30-Day FRN citation is 89 FR 24457.

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 is required for the collection. There is a hyperlink to a Privacy Act Statement provided on the online registration page to advise Personal Information is collected from the Respondent.

A draft copy of the SORN for Naval Supply Systems Command (NAVSUP) Enterprise Web Portal (EWP), N05200-1 has been provided with this package for OMB's review.

A copy of the approved Privacy Impact Assessment (PIA) for NAVSUP Enterprise Web has been provided with this package for OMB's review.

The PIA lists DAA-GRS-2013-006-0004 (System Access Records) and DAA-GRS-2016-0016-0001 (Common Office Records) as relevant general records schedule disposition authority issued by the National Archives and Records Administration.

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

NAVSUP Enterprise Web – Contractor Registration

- a) Number of Respondents: 200
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 200
- d) Response Time: 5 minutes
- e) Respondent Burden Hours: 17 hours

NAVSUP Enterprise Web – Vendor Modification Requests

- a) Number of Respondents: 189
- b) Number of Responses Per Respondent: 67
- c) Number of Total Annual Responses: 12,663
- d) Response Time: 15 minutes
- e) Respondent Burden Hours: 3,166 hours

2) Total Submission Burden

- a) Total Number of Respondents: 389
- b) Total Number of Annual Responses: 12,863
- c) Total Respondent Burden Hours: 3,183 hours

## Part B: LABOR COST OF RESPONDENT BURDEN

### 1) Collection Instrument

#### NAVSUP Enterprise Web – Contractor Registration

- a) Number of Total Annual Responses: 200
- b) Response Time: 5 minutes
- c) Respondent Hourly Wage: \$70.85
- d) Labor Burden per Response: \$5.90
- e) Total Labor Burden: \$1,181

#### NAVSUP Enterprise Web – Vendor Modification Requests

- a) Number of Total Annual Responses: 12,663
- b) Response Time: 15 minutes
- c) Respondent Hourly Wage: \$70.85
- d) Labor Burden per Response: \$17.71
- e) Total Labor Burden: \$224,293

### 2) Overall Labor Burden

- a) Total Number of Annual Responses: 12,863
- b) Total Labor Burden: \$225,474

The Respondent hourly wage for Commercial Vendors was determined by using the Bureau of Labor Statistics (BLS) Wage Estimate at [https://www.bls.gov/oes/current/oes\\_nat.htm](https://www.bls.gov/oes/current/oes_nat.htm). The May 2022 National Occupational Employment and Wage data on the BLS website contains estimates that are calculated with data collected from employers in all industry sectors in metropolitan and nonmetropolitan areas in every state and the District of Columbia. For Purchasing Managers (Labor Category 11-3061) in the Aerospace Product and Parts industry, \$70.85 is the estimated mean 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

#### NAVSUP Enterprise Web

- a) Number of Total Annual Responses: 12,863
- b) Processing Time per Response: 0.33 hours
- c) Hourly Wage of Worker(s) Processing Responses: \$73.87
- d) Cost to Process Each Response: \$24.38
- e) Total Cost to Process Responses: \$313,563

### 2) Overall Labor Burden to the Federal Government

- a) Total Number of Annual Responses: 12,863

b) Total Labor Burden: \$313,563

The FY22 reimbursable labor rate set by the NAVSUP Comptroller's Office for the NAVSUP Business Systems Center employees who process the responses is \$73.87.

Part B: OPERATIONAL AND MAINTENANCE COSTS

1) Cost Categories

- a) Equipment: \$19,562
- b) Printing: \$0
- c) Postage: \$0
- d) Software Purchases: \$1,098
- e) Licensing Costs: \$0
- f) Other: \$0

2) Total Operational and Maintenance Cost: \$20,660

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

1) Total Labor Cost to the Federal Government: \$313,563

2) Total Operational and Maintenance Costs: \$20,660

3) Total Cost to the Federal Government: \$334,223

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.