

SUPPORTING STATEMENT - PART A

Distinguished Visitor (DV)/Friends of the Navy (FON) Embark Request – 0703-0060

Summary of Changes from Previously Approved Collection

- Title of the collection changed from Leaders to Sea Embark and Community Outreach Program
- Changed alternate submission method of OPNAV 5720/11 to email to the responsible Public Affairs Officer using secure encryption methods
- Removed web application for accessing the Leaders to Sea Embark and Community Outreach Program and Distinguished Visitor (DV)/Friends of the Navy (FON) Embark Request form

1. Need for the Information Collection

The purpose of the Distinguished Visitor (DV)/Friends of the Navy (FON) Embark is to facilitate embarkation on U.S. Navy surface ships or submarines and determine embarkation qualification. This information may also be used for notification of next of kin in the event of death or serious injury or to permit transmission of public affairs information from the Navy to the individual concerned. Completion of the information is completely voluntary; however, failure to provide required information may result in denial of embarkation request.

In the rare case that the electronic form is not accessible through direct email, the information collection will revert to submitting a paper version of the OPNAV 5720/11, “Distinguished Visitor (DV)/Friends of the Navy (FON) Embark Request,” to a Navy public affairs officer using encrypted methods.

Authority to request this information is derived from the following laws and policies:

- 10 U.S.C. 5013, “Secretary of the Navy”
- SECNAVINST 5720.44C, “Department of the Navy Public Affairs Policy and Regulations”
- OPNAVINST 5720.2N, “Embarking Civilians in United States Naval Vessels”

2. Use of the Information

Respondents are interested persons, such as community leaders, legislators, business executives, educators, foreign military or dignitaries, and other Non-Federal Government employees wishing to embark on a Navy vessel. To request embarkation on a Navy vessel, the respondent uses OPNAV 5720/11, “Distinguished Visitor (DV)/Friends of the Navy (FON) Embark Request,” provided by the Public Affairs Officer. The candidate is required to enter the embarkation request data into the fillable PDF from their own computer. After submittal, the application is routed by the Public Affairs Officer to the Distinguished Visitor (DV)/Friends of the Navy (DV) System Administrator for review and approval. Upon approval, the system routes the request to the Public Affairs Officer/Embark Coordinator.

The types of personal information collected by this system include: Name, Date and Place of Birth, Home Address, Home Telephone Number and Personal Cell Telephone Numbers, Personal Email, Gender, Medical Information (consisting of current medications and dosages; medical alert tag status and reason; existence of medical conditions or history such as asthma, diabetes, stroke, etc.; and consent to treatment), Emergency Contact, Food Restrictions, and Occupation.

A Navy Public Affairs Officer will submit the information about individuals who want to embark on Navy vessels to a Distinguished Visitor (DV)/Friends of the Navy (DV) System Administrator for review to determine if the person qualifies for an embarkation; i.e. medically sound for travel/deployment underway and is a mission related use. The goal is to foster understanding between the general populace and the Navy as per Outreach Guidance. It is for Navy public affairs use only to determine qualification for embarks on Navy units.

3. Use of Information Technology

All submissions are collected 100% electronically.

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 collection occurs on occasion. Since the collection only occurs upon the respondent's request to embark on a Navy vessel, this is the most infrequent collection interval possible. Embarkation opportunities are determined by ship schedules based on operational support. Therefore, routine collection cannot be accomplished.

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, August 21, 2023. The 30-Day FRN citation is 88 FR 56810.

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 this collection and displayed on the OPNAV 5720/11.

The published SORN (Leaders to Sea Database, N05726-1) can be accessed at <https://dpcl.dod.mil/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570367/n05726-1/>.

The PIA is not required for this collection because PII is not being collected electronically.

The data collected is to be destroyed when no longer needed or after two years, whichever is later.

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 Instruments

Distinguished Visitor (DV)/Friends of the Navy (FON) Embark Request

- a) Number of Respondents: 3,000
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 3,000
- d) Response Time: 15 minutes
- e) Respondent Burden Hours: 750 hours

2) Total Submission Burden

- a) Total Number of Respondents: 3,000
- b) Total Number of Annual Responses: 3,000
- c) Total Respondent Burden Hours: 750 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instruments
Distinguished Visitor (DV)/Friends of the Navy (FON) Embark Request
 - a) Number of Total Annual Responses: 3,000
 - b) Response Time: 15 minutes
 - c) Respondent Hourly Wage: \$27.97
 - d) Labor Burden per Response: \$6.99
 - e) Total Labor Burden: \$20,978

- 2) Overall Labor Burden
 - a) Total Number of Annual Responses: 3,000
 - b) Total Labor Burden: \$20,978

The Respondent hourly wage of was determined by using the Bureau of Labor Statistics median wage estimate for Miscellaneous Media and Communication Workers (Occupation code 27-3090) at 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 Instruments
Distinguished Visitor (DV)/Friends of the Navy (FON) Embark Request
 - a) Number of Total Annual Responses: 3,000
 - b) Processing Time per Response: 0.25 hours
 - c) Hourly Wage of Worker(s) Processing Responses: \$59.31
 - d) Cost to Process Each Response: \$14.33
 - e) Total Cost to Process Responses: \$44,483

- 2) Overall Labor Burden to the Federal Government
 - a) Total Number of Annual Responses: 3,000
 - b) Total Labor Burden: \$44,483

Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
 - a) Equipment: \$32,400
 - b) Printing: \$0
 - c) Postage: \$0
 - d) Software Purchases: \$0
 - e) Licensing Costs: \$0
 - f) Other: \$64,800

2) Total Operational and Maintenance Cost: \$97,200

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

1) Total Labor Cost to the Federal Government: \$44,483

2) Total Operational and Maintenance Costs: \$97,200

3) Total Cost to the Federal Government: \$141,683

15. Reasons for Change in Burden

This is a reinstatement with change to an expired collection. The only change to the burden is that the previous approval incorrectly showed no respondent Labor Cost Burden. This information has been added and therefore shows as a change, but the number of responses and time per response has not actually changed.

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.