

SUPPORTING STATEMENT - PART A

NAWCAD STEM Education Outreach Programs – OMB Control Number 0703-SEOP

1. Need for the Information Collection

The mission of the Naval Air Warfare Center Aircraft Division's (NAWCAD) Strategic Education Office (SEO) is to provide meaningful opportunities for students in the areas of Science, Technology, Engineering, and Mathematics (STEM) through outreach activities to middle school and high school students. The purpose of the STEM programs is to provide interactive learning experiences for middle school and high school students to create awareness of the additional internship opportunities and naval careers encouraging students to pursue STEM education and career fields. Through the Southern Maryland region partnership agreements between federal agencies and educational institutions providing support and services to public and private school students, the NAWCAD SEO assists in orchestrating of variety of engagement activities to include NAWCAD hosted annual STEM centric summer camp programs, classroom speaking and demonstrations, school field trips, mentorships, and the organizing of volunteer support for all activities.

These collections are authorized per the following laws and policies:

- 10 U.S.C. 2192 – Improvement of education in technical fields: general authority regarding education in science, mathematics, and engineering
- SECNAVINST 3900.45A, “Naval Science, Technology, Engineering, and Mathematics Policy and Coordination”
- NAWCADINST 3900.18, “Strategic Education Office Programs,” which is currently being developed. A draft copy has been provided with this package for OMB review.
- OPNAVINST 5530.14E, “Navy Physical Security and Law Enforcement Program Requirements,” sets policy guidelines for base access during student field trips/tours and camps.
- Marine Corps Order 5530.14A, “Marine Corps Physical Security Program Manual”

2. Use of the Information

To facilitate annual events, information must be collected from local area educational institutions, community groups, and/or students to: 1) request classroom speakers and demonstrations, and/or field trips and tours; 2) apply to receive a command mentor to assist with student's science fair projects; and 3) to register for and attend STEM programs. All the information is collected from the student participants, teachers, and parents/guardians via three forms: NAWCAD 5726/1, “NAWCAD SEO Program Request”; NAWCAD 5726/2, “NAWCAD SEO Science Fair Mentor Program Student Application”; and NAWCAD 5726/4, “NAWCAD SEO Program Registration.” NAWCAD 5726/2 and NAWCAD 5726/4 permit digital signatures so that students, parents, and teachers who have the capability to sign forms electronically may complete the forms entirely electronic without having to print them out.

Classroom Speakers and Demonstrations, and Field Trips and Tours

Classroom Speakers and Demonstrations

When a school or a community group requests (either via email, phone call, or in speaking with NAWCAD personnel) NAWCAD for a classroom speaker or demonstration, the NAWCAD SEO staff contacts the requestor via email to request that they complete pages 1 and 2 of the NAWCAD 5726/1 to gather all necessary information to coordinate support for the request. The information collected is necessary to understand the needs of the organization's request, to facilitate follow-up with the requesting organization, to coordinate and plan the details for a classroom speaker or demonstration, and to process and manage any needed special accommodations.

Once the requestor completes the form, they submit the form via email to designated NAWCAD SEO staff. Upon receipt of the completed NAWCAD 5726/1, NAWCAD SEO staff reaches out to applicable NAWCAD organizations to request support. When the NAWCAD SEO staff has identified individuals that can support the request, the NAWCAD SEO staff provides the requestor with the contact information of the individual(s) to facilitate planning the details of the presentation or demonstration as well as logistics for the day of the classroom visit. The end result of the information collection is the successful planning of an event in which the speaker will share their experiences and knowledge with the students and/or provide an activity or demonstration based on the requestor's curricular needs. This supports the NAWCAD SEO mission.

Field Trips and Tours

School and community groups often contact NAWCAD staff via email or phone call to request a field trip or tour of sites located at Naval Air Station (NAS) Patuxent River, MD; Webster Outlying Field (WOLF), St. Inigoes, MD; or both. Once made aware of the request, NAWCAD SEO staff sends the school or community group via email the policies and procedures for field trips/tours, the NAWCAD 5726/1 and tour site information. The SEO staff requests that the school or community group point of contact read the policies and procedures document so that they are provided with important information about field trips/tours. The policies and procedures include information about when field trips/tours are provided; the amount of time needed to plan the field trip/tour; security requirements that will need to be completed, including foreign visitors information; dress code; lunch arrangement information; information on transportation around the requested base; behavioral expectations; information on when and where to meet on the day of the field trip; and photo and video restrictions information. The tour site information is intended to make the requestor aware of the sites that can be visited at NAS Patuxent River and WOLF. It provides names of the tour sites and brief descriptions of sites that are open to tours, STEM concepts that each site utilizes, grade level suggestions, capacity limit, duration of tour for each field trip/tour site, as well as any security restrictions for the field trip/tour site. The requestor may use this information to complete page 2 of the NAWCAD 5726/1 which is to state the STEM related purpose of the request for a classroom speaker(s) or demonstration. For field trips or tours, requestors are to provide a list of sites that they wish to tour, in the order of preference. Once a requestor has completed pages 1 and 2 of the NAWCAD 5726/1 they submit the completed form via email to designated NAWCAD

SEO staff. Submitting forms via U.S. Postal Service is discouraged since the mail service on NAS Patuxent River, MD, can be very slow.

After receiving the completed NAWCAD 5726/1 from the requestor, the NAWCAD SEO staff will develop a tentative itinerary based on the request. NAWCAD SEO staff will then send a field trip or tour request to all applicable field trip or tour site hosts.

Once all hosts have confirmed support for field trips or tours via email to the NAWCAD SEO staff, the NAWCAD SEO staff will reach out to the requestor via email to inform and provide the school or community group requesting the field trip/tour with the confirmed date, start and end time, itinerary, meeting location, and NAWCAD SEO staff escorts' information, to include their contact number. The NAWCAD SEO will also inform the requestor via email of the necessary security requirements and deadlines for completing the requirements. The security requirements are detailed below:

- The requestor is expected to provide to NAWCAD SEO staff a list of all participants first and last names and citizenship status no later than 2 weeks prior to the field trip or tour date via encrypted email or via Department of Defense (DoD) SAFE link (<https://safe.apps.mil/>). This information is not accepted in person or by other means.
- Each participant that is 18 years of age or older needs to call the assigned NAWCAD SEO staff member to provide information to be inputted into the Badging and Security Information System (BASICS) II no later than 2 weeks prior to the tour date. The information includes full name, date of birth, city and state of birth, country of citizenship, and social security number. For participants under 18 years old, they only need to provide first and last names and citizenship. Students do not need a completed SECNAV 5512/1, Department of the Navy Local Population ID Card/Base Access Pass Registration (OMB 0703-0061, expiration date 05/31/2024), because they are escorted at all times. The only situation in which a completed SECNAV 5512/1 would be required is if a student will be driving on base without an escort, which is very rare, or if they are a foreign national. The SECNAV 5512/1 contains PII that is beyond what is needed for BASICS, therefore the PII is not collected if not necessary.
- The requestor is expected to provide the name and phone number for the bus driver(s) to the NAWCAD SEO staff via encrypted email or DoD SAFE link. The NAWCAD SEO staff will call the bus driver(s) to ensure the driver has base access. Any drivers that do not have base access will provide full name, date of birth, city and state of birth, country of citizenship, and social security number; and the SEO will send the driver(s) the SECNAV 5512/1 to complete and obtain base access, no later than 1 week prior to the field trip or tour date.
- The requestor is expected to inform the NAWCAD SEO staff member immediately if any participants are foreign nationals. Foreign national

participants need to call the assigned NAWCAD SEO staff member to provide information to be inputted into BASICS II.

Once all security requirements have been completed, the NAWCAD SEO staff finalizes the tour and escorts the group on base during the designated tour date and time.

Mentors to Assist with Science Fair Projects

NAWCAD SEO staff contacts all St. Mary's County, MD high school teachers via email addresses provided on their respective school websites to offer the Science Fair Mentor Program to their students. NAWCAD SEO staff confirms NAWCAD SEO staff sends via email the Science Fair Mentor Program flyer, the Science Fair Program information, and the NAWCAD 5726/2 to all St. Mary's County, MD, high school teachers. The teachers are asked to distribute the Science Fair Mentor Program information and the NAWCAD 5726/2 to interested students and request them to review the Science Fair Mentor Program information to become familiar on how to apply, and to provide them with information for the kick-off event, as well as contact information. Teachers instruct their students to complete the NAWCAD 5726/2 to gather all necessary information to best match the student with a mentor. The students' parents and teachers must sign the NAWCAD 5726/2 to provide their consent to the student applying. The teachers work with the parents to obtain the parents signed consent. Once completed, the teachers are asked to send the completed forms via email to designated NAWCAD SEO staff.

After receiving all students' completed NAWCAD 5726/2 forms from their teachers, the NAWCAD SEO staff will develop a spreadsheet that includes the information for each student project without student identification information. The spreadsheet includes the student's past participation status, the project category, the project description, a description of how having a mentor would help the student, any specific assistance that the student needs, and a space for the mentor to rate their ability to assist the student with their project, but the spreadsheet does not contain the students' name or other identifying information. The NAWCAD SEO will then provide the spreadsheet to all mentors to rate the projects from 1 to 5 (1 = unable to help; 5 = able to help a lot) to indicate which projects they may best assist.

Once all mentors have rated all student projects, NAWCAD SEO staff will reach out to the students and mentors to inform them that they have been matched and invite them to a kick-off event, where they will meet with one another to discuss their projects, and plan mentoring session dates.

STEM Program Camps and Internships

a. STEM Program Camps

The NAWCAD SEO staff distributes and publishes electronic flyers about the camps to local schools and educational partners, and social media, such as Facebook. The flyer contains

dates and times of two separate sessions of each camp, the date when registration opens, a description of the camp, and other important registration information.

The respondents to the camp flyers, who are the parents/guardians, respond to the NAWCAD SEO via email at NAWCAD_PAXR_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL requesting to register their child(ren) to attend the applicable camp(s) and provide the NAWCAD SEO staff with the student's name, grade, school they attend to include home schooled students, and their camp session preference order. If a parent/guardian submits a request for the camp prior to the camp registration opening date, they are informed via email that they will need to resubmit on, or after, the opening date. The NAWCAD SEO staff sends an email acknowledgement to the parents/guardians that their request to participate has been received and that they will be notified by the NAWCAD SEO staff when or if their child(ren) has(have) been accepted into a camp.

The NAWCAD SEO staff selects the children into a camp based on: 1) the order in which the requests were received; 2) the child(ren) being a first-time camp participant; and 3) the family's camp session preference. The SEO then emails the parents/guardians to advise of their selection or non-selection into the respective camp. To those parents of children selected into a camp, the NAWCAD SEO staff provides the applicable NAWCAD 5726/4 via email along with other important registration information. The parents/guardians return the completed NAWCAD 5726/4 by email to the NAWCAD SEO no later than the required deadline. If the NAWCAD SEO is informed by a parent/guardian that base access is required, the NAWCAD SEO staff provides the parents/guardians via email the Department of the Navy Issuances website link for the SECNAV 5512/1 at (<https://www.secnav.navy.mil/doni/default.aspx>) and instructs the parents/guardians to complete the form for base access. Please note that the camps are only held onsite at NAS Patuxent River, MD.

Prior to the camps, the NAWCAD SEO staff sends a document with additional information to the parents/guardians, which includes camp expectations, program coordinators, directions, and suggestions on what to bring.

b. STEM Program Internships

The NAWCAD SEO staff also distributes and publishes electronic flyers about internships to local schools and educational partners, the entire NAWCAD workforce via email, the NAWCAD website, and social media, such as Facebook. The flyer contains a brief description of the unpaid internship and a quick response code that links to the secure Naval Air Systems Command (NAVAIR) Next-Generation NAWCAD Workforce (N2W) Internship Web page for the candidate to apply. The N2W Internship Web page application is part of the NAVAIR YELLO PRO IT system, which is currently approved by OMB and assigned OMB Control Number 0703-0088 (expiration date 9/30/2026). Therefore, this step of the NAWCAD SEO internship application process is not included in this request.

NAWCAD SEO staff selects students for the internship based on academic record reflected on their transcript, letter of recommendation, leadership experience, and extra-curricular

activities reflected on their resume. The NAWCAD SEO then emails the student to advise of their selection or non-selection into the respective internship. To those students selected into an internship, the NAWCAD SEO staff provides the applicable NAWCAD 5726/4 via email along with other important registration information. The parent/guardian or student returns the completed NAWCAD 5726/4 by email to the NAWCAD SEO no later than the required deadline.

The end result of the above is that qualified students attend the educational camp or internship, supporting the NAWCAD SEO educational and outreach missions.

3. Use of Information Technology

100 % of responses are collected via email. Responses are not collected via U.S. mail or in person. There are plans to make these processes electronic via a Web site in the future. The NAWCAD SEO staff has initiated discussions with Web site developers, however the timing is to be determined. Additionally, the information input into BASICS for base access may be collected via telephone, but this information collection is covered by OMB Control Number 0703-0061.

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 annually to register students for the mentor program, the annual summer camps, and the internships. The annual due date for the information changes each year. If the collection is not done annually, then parents/guardians and students would not be able to register their child(ren) or themselves for mentors to assist with science fair projects, the summer camps, or the internships each year.

Field trip and tour requests are made on occasion with no set frequency.

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 Thursday, September 14, 2023. The 60-Day FRN citation is 88 FRN 63092.

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

A 30-Day Federal Register Notice for the collection published on Wednesday, December 6, 2023. The 30-Day FRN citation is 88 FR 84811.

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 located at the top of each form.

System of Record Notice (SORN) NM05512-2 is applicable to the information collected for base access and is located at the following:

<https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570444/nm05512-2/>.

A Privacy Impact Assessment (PIA) is not required for this collection because PII is not being collected electronically in an information system or application.

Records Management Information:

Department of the Navy (DON) Standard Subject Identification Code (SSIC): 5726.1

Disposition Records Schedule Number: 5000/82

General Records Schedule (GRS): DAA-NU-2015-0005-0078

Retention/Disposition Instructions: TEMPORARY: Cut off at end of calendar year. Destroy 3 years after cut-off.

11. Sensitive Questions

To ensure a safe environment during a field trip, classroom speaker presentation, demonstration, and for all camp attendees, the collection gathers information on the allergies, health concerns, or medications of a student that may restrict them from any activities, in addition to requiring any special accommodations.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

- 1) NAWCAD 5726/1, NAWCAD SEO Program Request
 - a. Number of Respondents: 40
 - b. Number of Responses Per Respondent: 1
 - c. Number of Total Annual Responses: 40

- d. Response Time: 30 minutes
 - e. Respondent Burden Hours: 20 hours
- 2) NAWCAD 5726/2, NAWCAD SEO Science Fair Mentor Program Student Application
- a. Number of Respondents: 24
 - b. Number of Responses Per Respondent: 1
 - c. Number of Total Annual Responses: 24
 - d. Response Time: 30 minutes
 - e. Respondent Burden Hours: 12 hours
- 3) NAWCAD 5726/4, NAWCAD SEO Program Registration
- a. Number of Respondents: 132
 - b. Number of Responses Per Respondent: 1
 - c. Number of Total Annual Responses: 132
 - d. Response Time: 20 minutes
 - e. Respondent Burden Hours: 44 hours
- 4) Total Submission Burden (Summation or average based on collection)
- a. Total Number of Respondents: 196
 - b. Total Number of Annual Responses: 196
 - c. Total Respondent Burden Hours: 76 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) NAWCAD 5726/1 Program Request
- a. Number of Total Annual Responses: 40
 - b. Response Time: 30 minutes
 - c. Respondent Hourly Wage: \$38.66
 - d. Labor Burden per Response: \$19.33
 - e. Total Labor Burden: \$773
- 2) NAWCAD 5726/2, NAWCAD SEO Science Fair Mentor Program Student Application
- a. Number of Total Annual Responses: 24
 - b. Response Time: 30 minutes
 - c. Respondent Hourly Wage: \$15
 - d. Labor Burden per Response: 7.50
 - e. Total Labor Burden: \$180
- 3) NAWCAD 5726/4, NAWCAD SEO Program Registration
- a. Number of Total Annual Responses: 132
 - b. Response Time: 20 minutes
 - c. Respondent Hourly Wage: \$38.66
 - d. Labor Burden per Response: \$12.89
 - e. Total Labor Burden: \$1,701
- 4) Overall Labor Burden

- a. Total Number of Annual Responses: 196
- b. Total Labor Burden: \$2,654

The Respondent hourly wage for NAWCAD 5726/1 and NAWCAD 5726/4 was determined by using the mean hourly wage for all occupations in California-Lexington Park, Maryland as determined by the U.S. Bureau of Labor and Statistics website at https://www.bls.gov/oes/current/oes_15680.htm. Because the respondents for NAWCAD 5726/2 are high school students, the respondent hourly wage was determined by using Maryland's minimum wage as of 1 January 2024 per the Maryland Department of Labor website located at <https://www.dllr.state.md.us/labor/wages/wagehrfacts.shtml>.

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) NAWCAD 5726/1 Program Request
 - a. Number of Total Annual Responses: 40
 - b. Processing Time per Response: 0.17 hours
 - c. Hourly Wage of Worker(s) Processing Responses: \$21.84
 - d. Cost to Process Each Response: \$3.71
 - e. Total Cost to Process Responses: \$149
- 2) NAWCAD 5726/2, NAWCAD SEO Science Fair Mentor Program Student Application
 - a. Number of Total Annual Responses: 24
 - b. Processing Time per Response: 0.25 hours
 - c. Hourly Wage of Worker(s) Processing Responses: \$21.84
 - d. Cost to Process Each Response: \$5.46
 - e. Total Cost to Process Responses: \$131
- 3) NAWCAD 5726/4, NAWCAD SEO Program Registration
 - a. Number of Total Annual Responses: 132
 - b. Processing Time per Response: 0.17 hours
 - c. Hourly Wage of Worker(s) Processing Responses: \$21.84
 - d. Cost to Process Each Response: \$3.71
 - e. Total Cost to Process Responses: \$490
- 4) Overall Labor Burden to the Federal Government
 - a. Total Number of Annual Responses: 196
 - b. Total Labor Burden: \$770

Part B: OPERATIONAL AND MAINTENANCE COSTS

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

2) Total Operational and Maintenance Cost: \$0

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$770
- 2) Total Operational and Maintenance Costs: \$0
- 3) Total Cost to the Federal Government: \$770

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.