

SUPPORTING STATEMENT - PART A

College of International Security Affairs Out-Processing Information Form – 0704-0598

Summary of Changes from Previously Approved Collection

- Revision to collection instrument from Microsoft Form to a Qualtrics survey
- Revision to instrument including adding number of survey questions (e.g. from 17 to 18 questions) and revision to information collected – 18th question asks students to indicate if they'd like to receive an NDU alumni email account upon graduation.
- Revisions to instruments including adding new questions and removing questions.
- An increase in burden due to the number of respondents changing from 40 – 125.
- Revision to reference of Thesis – changed to Portfolio.

1. Need for the Information Collection

This system of records is used to maintain student data for all students in the College of International Security Affairs at the National Defense University (NDU-CISA), encompassing U.S. citizens and foreign nationals. Records are maintained in paper and electronic storage media. The primary student management system is hosted and maintained by the U.S. Office of Personnel Management (OPM). Additionally, information and electronic records are maintained in the NDU Enterprise Information System (NEIS), the NDU network. The NDU NEIS encompasses all hardware and software utilized to support the academic and business information hosted in university-owned systems.

The authority by which to collect this information is 10 U.S.C. 2165, National Defense University; 10 U.S.C. 2163, Degree Granting Authority for National Defense University; and E.O. 9397, as amended (SSN).

The information is needed for end-of-year event efforts (student-led symposium and graduation) as well as for the organization's alumni database. The collection is to ensure accurate data is in our records upon departure of the organization. Personnel change ranks and titles are promoted throughout their tenure within the organization and capturing this information is critical for reporting requirements. It also allows the organization to remain in contact with the personnel when they depart so the organization can reconnect with them should they be in the same area during official travel activities.

2. Use of the Information

Respondents are U.S. Military, U.S. Interagency, and Foreign National Students. They are responding to the information collection in support of end of year activities within the organization (student-led symposium, graduation) and NDU-CISA's alumni network. Collection instrument is currently the organization's provided Microsoft Forms application. Respondents are sent the collection instrument via their government issued email address.

Respondents complete the collection instrument via their personal computer or mobile device.

The data obtained from the collection instrument is utilized for end-of-year activities (symposium event, graduation ceremony). The collection instrument verifies information such as correct title/rank, name spelling, country of origin, organization/branch of service, title of individual research paper, if the student wishes to be involved in the organization's alumni network (yes/no response), personal contact information (phone number and email address), and career information (prior to joining organization and future career path after graduating). It is also utilized for alumni outreach and engagement. In future correspondence, respondents (now alumni of the organization) are sent an invitation for meeting in-person when NDU-CISA is in an alumnus/alumni's region on official business. The invitation is sent via the contact information provided by respondents in this collection. When the collection instrument is completed by all respondents, the data is extracted via Microsoft Excel file by a staff member and is only accessible to authorized NDU employees.

The data is shared with the appropriate persons—Portfolio/Thesis Director for symposium, Registrar for graduation, and Director of Outreach for alumni data. Upon completion of the dissemination of information, the data is cleared from the Microsoft Form application. The Excel file containing the full data collection is saved behind a locked folder stored on NDU-CISA's shared drive (R: Drive). Only 6 NDU-CISA personnel currently have access to this folder (1 Institutional Research, 1 Registrar, 4 Academic Affairs), in addition to NDU-ITD.

3. Use of Information Technology

Method of collection is by developing a Qualtrics survey consisting of 18 questions. Respondents are required to complete this form for end-of-year support and alumni network engagement. Organization has a 100% response rate. Respondents are urged to complete the collection instrument via email and through in-person communications.

4. Non-duplication

No. 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

Information is collected annually, at the conclusion of each academic year. Information must be collected from graduating students to effectively support end of the year activities and alumni outreach efforts.

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, September 22, 2023. The 60-Day FRN citation is 88 FR 65371.

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

A 30-Day Federal Register Notice for the collection published on Monday, December 18, 2023. The 30-Day FRN citation 88 FR 87410.

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 is provided to respondents at the beginning of the Out-Processing Information Form.

This collection has an associated system of records. The SORN can be found on the DPCLTD website at the following link. <https://dpcltd.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570570/dndu01/>

A copy of the approved PIA, National Defense University (NDU) Enterprise Information System (NEIS), has been provided with this package for OMB's review.

Individual and class academic records are destroyed after 40 years. Records pertaining to extension courses are held indefinitely before being retired to the National Personnel

Records Center, St. Louis, MO. Individual training records are destroyed annually; management reports are destroyed when no longer needed.

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) College of International Security Affairs Official Thesis Title, Graduation, and Out-Processing Information
 - a) Number of Respondents: 125
 - b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 125
 - d) Response Time: 10 minutes
 - e) Respondent Burden Hours: 20.8 hours
- 2) Total Submission Burden
 - a) Total Number of Respondents: 125
 - b) Total Number of Annual Responses: 125
 - c) Total Respondent Burden Hours: 20.8 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instrument(s) College of International Security Affairs Official Thesis Title, Graduation, and Out-Processing Information
 - a) Number of Total Annual Responses: 125
 - b) Response Time: 10 minutes
 - c) Respondent Hourly Wage: \$54.99
 - d) Labor Burden per Response \$9.17
 - e) Total Labor Burden: \$1,146.25
- 2) Overall Labor Burden
 - a) Total Number of Annual Responses: up to 125
 - b) Total Labor Burden: \$1,146.25

The Respondent hourly wage was determined by using the Defense Finance and Accounting Service's website, <https://www.dfas.mil/MilitaryMembers/payentitlements/Pay-Tables/Basic-Pay/CO/>

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)
 - a) Number of Total Annual Responses: 125
 - b) Processing Time per Response: 0.17 hours
 - c) Hourly Wage of Worker(s) Processing Responses: \$40
 - d) Cost to Process Each Response: \$6.80
 - e) Total Cost to Process Responses: \$850

- 2) Overall Labor Burden to the Federal Government
 - a) Total Number of Annual Responses: 125
 - b) Total Labor Burden: \$850

Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
 - a) Equipment: \$2200
 - b) Printing: \$0
 - c) Postage: \$0
 - d) Software Purchases: \$63
 - e) Licensing Costs: NDU Student Profile/OPM Hosting Fees, \$97,500
 - f) Other: \$0

- 2) Total Operational and Maintenance Cost: \$99,763

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$850.00

- 2) Total Operational and Maintenance Costs: \$99,763

- 3) Total Cost to the Federal Government: \$100,613

15. Reasons for Change in Burden

The number of students has increased which has increased overall burden.

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.