

SUPPORTING STATEMENT - PART A

Innovative Readiness Training – 0704-0583

Summary of Changes from Previously Approved Collection

- Since the last approval cycle, we have seen an increase in respondents due to greater program awareness which has in turn resulted in an increase in burden.
- The form title was changed from “Application to Request for Innovative Readiness Training Civil-Military Partnership” to “Community Application to Request Civil-Military Partnership and Support”
- Developed an electronic form DD3325 “Community Application to Request Civil-Military Partnership and Support”

1. Need for the Information Collection

Pursuant to United States Code (USC) Title 10, Section 2012 and DoD Directive 1100.24, “Support and Services for Eligible Organizations and Activities Outside the Department of Defense,” the information collection Community applications are to be completed by the Non-DoD entity based on their local needs, allowing the DoD to assess:

- 1) Information on the organization requesting the partnership, type of mission, mission overview, mission location, timing of the mission, mission significance to the community, and any other pertinent information that the military can assess such as compliance with the law and overall training value.
- 2) Expected community contributions and resources to support the mission.
- 3) Hold harmless agreement that releases the DoD, its subordinate units, officers, military personnel, employees, agents, and servants from any claim, demand, action, liability, or suit of any nature whatsoever in connection with military support excluding those arising solely from intentional torts or gross negligence.
- 4) Certification of authority to commit resources and enter into binding agreements.
- 5) Adherence to non-competition requirements.
- 6) Organizational eligibility information.

This information allows the best possible match between the community and military training requirements while ensuring each applicant is eligible to receive support and services under Title 10 Section 2012 USC.

2. Use of the Information

Each year the military collects voluntary applications from communities to participate in IRT missions. For an organization to be eligible it must be one of the following, according to Title 10 USC Section 2012:

a) Government Entities

- 1) Federal, regional, state, or local governmental entities.
- 2) Indian Tribal and Alaskan native entities listed in the Federal Register
- 3) Native American Indian Tribes, Nations, and Heritage Groups recognized by a process established under State laws

- 4) Entities chartered and vested with legal, government-like authority by Federal, regional, State, or local government statute to serve a function of public importance.
- b) Youth and charitable organizations specified in Section 508 of Title 32.
- c) Other entities may be approved by the Secretary of Defense on a case-by-case basis through the organizational eligibility process.

Communities respond to the collection because they will have a chance to receive incidental support and services from the DoD during a conduct of an IRT mission and training. Currently the majority of missions are in the form of civil engineering projects or medical care. IRT however, is not limited to this only and any application is considered for its potential training value and incidental community benefit.

Community applicants can login into the community portal via <https://irt.defense.gov/>. From there the electronic system will walk them through each page of information required for application. Once they have filled out the application, they click submit and the process of selection connects valid training requirements to community applications.

The selection process starts when IRT participating Service components identify their training requirements. The military Service component then determines if the proposed mission will meet a valid training need. During the selection process, military units are encouraged to explore the opportunities and to engage with community mission proponents to:

- 1) Determine if the mission meets military training requirements.
- 2) Determine if the military unit will volunteer for the training.
- 3) Determine if the military unit needs additional funding to complete their training requirements via the proposed partnership.
- 4) Request any additional documentation from the non-DoD applicant that may be required to ensure that the proposed partnership meets requirements specified in Section 2012 of Title 10, U.S.C., this policy, and other relevant laws, policies, and instructions.

3. Use of Information Technology

100% of the application completion and processing is conducted online via <https://irt.defense.gov/>.

4. Non-duplication

The information obtained through these collections is unique and is not already available for use or adaptation from another cleared source.

5. Burden on Small Businesses

These information collections do not impose a significant economic impact on a substantial number of small businesses or entities.

6. Less Frequent Collection

The collections are based on voluntary community and Military unit submitted applications to participate in the program.

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 January 10, 2025. The 60-Day FRN citation is 90 FRN 1989-1990.

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

A 30-Day Federal Register Notice for the collection published on Tuesday July 29, 2025. The 30-Day FRN citation is 90 FR 35670.

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 not required for this collection because we are not requesting individuals to furnish personal information for a system of records.

A System of Record Notice (SORN) is not required for this collection because records are not retrievable by PII.

A Privacy Impact Assessment (PIA) is not required for this collection because PII is not being collected electronically.

Records are maintained as permanent until approved by National Archives and Records Administration (NARA).

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(s)

[Innovative Readiness Training – Community Application DD3325]

- a) Number of Respondents: 250
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 250
- d) Response Time: 5.5 hours
- e) Respondent Burden Hours: 1375 hours

2) Total Submission Burden

- a) Total Number of Respondents:
- b) Total Number of Annual Responses: 250
- c) Total Respondent Burden Hours: 1375 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument(s)

[Innovative Readiness Training – Community Application DD3325]

- a) Number of Total Annual Responses: 250
- b) Response Time: 5.5 hours
- c) Respondent Hourly Wage: \$28.40
- d) Labor Burden per Response: \$156.20
- e) Total Labor Burden: \$39,050

2) Overall Labor Burden

- a) Total Number of Annual Responses: 250
- b) Total Labor Burden: \$39,050

The Respondent hourly wage was determined by using the 2024 Bureau of Labor Statistics Wage Estimates published 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 Instrument(s)

[Innovative Readiness Training – Community Application DD3325]

- a) Number of Total Annual Responses: 250
- b) Processing Time per Response: 3 hours
- c) Hourly Wage of Worker(s) Processing Responses: \$91.60

- d) Cost to Process Each Response: \$274.80
- e) Total Cost to Process Responses: \$68,700
- 2) Overall Labor Burden to the Federal Government
 - a) Total Number of Annual Responses: 250
 - b) Total Labor Burden: \$68,700

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: \$40,000
 - f) Other: \$0
- 2) Total Operational and Maintenance Cost: \$40,000

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$68,700
- 2) Total Operational and Maintenance Costs: \$40,000
- 3) Total Cost to the Federal Government: \$108,700

15. Reasons for Change in Burden

The burden has increased since the last approval due greater program awareness.

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.