

SUPPORTING STATEMENT - PART A

Marine Corps Installations Pacific School Visit Program Application

OMB Control Number 0712-SVPA

1. Need for the Information Collection

Information collection via the MCIPAC-MCBB Form 5726/1, "School Visit Program Application" is necessary to allow local Japanese students to request to visit Marine Corps Bases in Okinawa. The information will be used as part of the school visit program to tailor the specific needs of students when visiting U.S. bases. The form is prepared by the MCIPAC-MCBB, G-7 School Visit Program Manager and filled out by the requesting school's staff facilitators.

The MCIPAC-MCBB G-7 facilitates a school visit program for Host Nation Japanese school students. The program is designed to allow school age children an opportunity to experience American culture and familiarize themselves with the mission of the U.S. Military.

Authorities to collect the information:

- 10 U.S.C. 8013, Secretary of the Navy
- 10 U.S.C. 8041, Headquarters, Marine Corps
- MCIPAC-MCBB 5000.1A, Marine Corps Installations Pacific Staff Regulations, Chapter 9, G-7 Division: Government and External Affairs

2. Use of the Information

Respondents are school administrators at Japanese schools who want to visit U.S. Military bases with their students. School administrators contact the G-7 to start the application process. Administrators are sent the PDF School Visit Program Application form via email and may complete it electronically or print it out to fill in the required information. Most respondents complete the form electronically and return it to via email. In all other cases, the form is hand-delivered to the G-7 office. Once the request is submitted, and the visit is conducted, the form will be stored electronically in our SharePoint page with limited access. The successful effect of the information collection is the facilitation of a school visit that is tailored to the needs and desires of the school administrators and students.

3. Use of Information Technology

Approximately 90 percent of responses are submitted electronically via email.

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

Information is only collected from applicants as required when they apply.

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, October 18, 2024. The 60-Day FRN citation is 89 FR 83866.

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

A 30-Day Federal Register Notice for the collection published on Tuesday, September 16, 2025. The 30-Day FRN citation is 90 FR 44651.

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

The Privacy Act Statement (PAS) is required and is displayed at the top of the collection tool.

A Systems of Records Notice (SORN) is required. SORN NM05000-2, Program Management and Locator System, can be accessed online at:

<https://pclt.defense.gov/DIRECTORATES/Privacy-and-Civil-Liberties-Directorate/Privacy/SORNsIndex/Article/4010369/nm05000-2/>.

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

Records are retained and disposed of in accordance with DON Records Schedule 5000-33. Destroy 3 years after cutoff. Cutoff at the end of calendar year.

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

School Visit Program Application

- a) Number of Respondents: 15
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 15
- d) Response Time: 1 hour
- e) Respondent Burden Hours: 15 hours

2) Total Submission Burden

- a) Total Number of Respondents: 15
- b) Total Number of Annual Responses: 15
- c) Total Respondent Burden Hours: 15 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument

School Visit Program Application

- a) Number of Total Annual Responses: 15
- b) Response Time: 60 minutes
- c) Respondent Hourly Wage: \$20.00
- d) Labor Burden per Response: \$20.00
- e) Total Labor Burden: \$300.00

2) Overall Labor Burden

- a) Total Number of Annual Responses: 15
- b) Total Labor Burden: \$300.00

Respondent wage of \$20.00 is based on the average salary of Master Labor Contract employees within Japan.

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

School Visit Program Application

- a) Number of Total Annual Responses: 15
- b) Processing Time per Responses: 5 minutes
- c) Hourly Wage of Worker(s) Processing Responses: \$20.00
- d) Cost to Process Each Response: \$1.67
- e) Total Cost to Process Responses: \$25.00

2) Overall Labor Burden to the Federal Government

- a) Total Number of Annual Responses: 15
- b) Total Labor Burden: \$25

Part B: OPERATIONAL AND MAINTENANCE COSTS

1) Cost Categories

- a) Equipment: \$0
- b) Printing: \$10.00
- c) Postage: \$0
- d) Software Purchases: \$0
- e) Licensing Costs: \$0
- f) Other: \$0

2) Total Operational and Maintenance Cost: \$10

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

1) Total Labor Cost to the Federal Government: \$25

2) Total Operational and Maintenance Costs: \$10

3) Total Cost to the Federal Government: \$35

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.