

SUPPORTING STATEMENT - PART A

Marine Corps Officer Candidate Program Suitability Forms

OMB Control Number 0712-0002

Summary of Changes from Previously Approved Collection

- This request now includes the NAVMC Form 10064, "Personal Information Questionnaire," which was previously approved under OMB Control Number 0712-0003. It was determined that these two forms support the same mission and should therefore be approved under the same OMB Control Number to minimize internal paperwork.
- Because of the addition of NAVMC Form 10064, the estimated burden included in this request has increased significantly. However, overall burden has not truly changed since NAVMC Form 10064 was previously approved under another OMB Control Number.
- Overall respondent labor burden cost has increased due to a general increase in estimated average hourly respondent wage. The estimated number of responses and response time remain the same as the previously approved request.

1. Need for the Information Collection

Information collection is necessary for the United States Marine Corps to verify a potential officer candidate's suitability for service. This information collection request consists of two forms used in this process: NAVMC Form 10469, "Academic Certification for Marine Corps Officer Candidate Program," and NAVMC Form 10064, "Personal Information Questionnaire." The NAVMC Form 10469 collects information about the candidate's educational background and standardized test scores, while the NAVMC Form 10064 is used to evaluate the candidate's moral character via references.

The following laws and orders authorize the collection of information:

- 10 U.S. Code 8042: Headquarters, Marine Corps: general duties
- 10 U.S. Code 12209: Officer candidates: enlisted Reserves
- Marine Corps Order 1130.76D, "Conduct of Recruiting Operations"
- Marine Corps Recruiting Command Order (MCRCO) 1100.2, Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM)

The MCRC OCM establishes the requirement to verify officer applicant's qualifications. Marine Corps Recruiting Command is responsible to the Commandant of the Marine Corps for the procurement of qualified individuals to meet the established personnel strength levels, officer and enlisted, of the Marine Corps and Marine Corps Reserve. Under Title 10, USC 5042, Headquarters Marine Corps shall prepare for such employment of the Marine Corps, to include recruiting and maintaining of the Marine Corps. Under MCO 1130.76D,

the Commanding General of MCRC is responsible for the implementation of total force recruiting policies and directives as established by the Department of Defense, Department of the Navy or Headquarters Marine Corps. MCRCO 1100.2 establishes the criteria for officer procurement and accessions as directed by the Commandant of the Marine Corps. In order to accomplish these officer procurement requirements, the Office Selection Officer must prospect, screen, and contract qualified individuals. The NAVMC 10469 and 10064 forms are a vital part of the process.

2. Use of the Information

The NAVMC Form 10469, "Academic Certification for Marine Corps Officer Candidate Program," is used to verify a potential officer candidate's academic qualifications and mental qualifying scores. When an applicant is interested in joining the Marine Corps as an Officer, they must contact a Marine Corps Officer Selection Officer (OSO) to schedule an initial interview with the applicant. During that initial interview, the applicant provides information on colleges or universities they've attended. The OSO emails the NAVMC Form 10469 to the Registrar's office of the college(s) or university(ies) identified by the applicant. The school Registrar's office completes the form with information regarding the student's degree plan, major, credit hours, and grades. The respondents are not provided any additional letters, emails, or other communications when filling this information out. The respondent will then digitally sign the form, verifying the information to be true, and return it to the OSO via email. Once the form is completed, signed, and received by the OSO, it will be uploaded into the potential officer's application via the Marine Corps Recruiting Command's Automated Commissioning Package (ACP) database. The applicant does not complete or review this form in order to maintain the integrity of the information that is provided.

To complete the NAVMC 10064, "Personal Information Questionnaire (PIQ)," the potential applicant provides five character references to the Marine Corps Officer Selection Officer (OSO) during the Marine Corps Officer Candidate application process. Applicants are advised that PIQs from employers, educators, and other professional individuals are preferred over PIQs from peers, close friends, and neighbors and must be used in lieu of PIQs from relatives. In order to provide an OSO with an accurate and impartial depiction of an applicant's character, the OSO will contact the references and provide the PIQ via email for completion. A sample copy of the accompanying email is included in the package as a supporting document. Once the reference has entered the data into the form, they will sign it electronically and return it to the OSO via email. In limited cases, the respondent may request to hand deliver their response to the OSO or receive/return the PIQ via the U.S. Postal Services. A prepaid envelope is provided to the respondent if required. The OSO ensures the integrity of the PIQ process by not allowing applicants to directly handle PIQs.

The PIQs will be used by the OSO and the selection board to assess the personal and moral character of an applicant and as a tool to better assess the possibility of them becoming a Marine Corps Officer. Under no circumstances will the contents of a PIQ, whether favorable or unfavorable, be discussed with an applicant.

3. Use of Information Technology

95% of responses are collected electronically through 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

The collection of this data is collected on occasion when a potential applicant applies to the program. Less frequent collections will not allow potential applicants to be considered for commissioning.

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, July 25, 2025. The 60-Day FRN citation is 90 FR 35291.

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

A 30-Day Federal Register Notice for the collection published on Friday, September 26, 2025. The 30-Day FRN citation is 90 FR 46399.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the 60-Day Federal Register Noticed 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 (PAS) is required and is provided at the top of each form.

A System of Records Notice (SORN) is required. This data collection is covered under SORN M01133-3, Marine Corps Recruiting Information Support System (MCRISS). The published SORN can be viewed at [M01133-3 > Office of the Assistant to the Secretary of Defense for Privacy, Civil Liberties, and Transparency > SORNs](#)

A Privacy Impact Assessment (PIA) is required. The current, approved Marine Corps Recruiting Information Support System (MCRISS) PIA is included in this package as a supplementary document for review.

Records Retention and Disposition Schedule:

Per SECNAV M-5210.1, The Department of the Navy Records Management Manual, Officer Recruiting Records (SSIC 1131):

- Hard copies of NAVMC 10469 will be retained at the OSO's office and destroyed when applicant is commissioned or 5 years after applicant is rejected, whichever is earlier.
- Hard copies of NAVMC 10064 will be retained at the OSO's office for a period of five years prior to being destroyed.

11. Sensitive Questions

Applicant Social Security Numbers are collected on the NAVMC 10469 in order to ensure that the correct transcript is provided to the OSO from the university. A Social Security Justification Memo has been submitted along with this package.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

1) Collection Instrument

NAVMC 10469

- a) Number of Respondents: 3,500
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 3,500
- d) Response Time: 15 minutes
- e) Respondent Burden Hours: 875 hours

NAVMC Form 10064

- a) Number of Respondents: 3,500

- b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 3,500
 - d) Response Time: 15 minutes
 - e) Respondent Burden Hours: 875 hours
- 2) Total Submission Burden
- a) Total Number of Respondents: 7,000
 - b) Total Number of Annual Responses: 7,000
 - c) Total Respondent Burden Hours: 1,750 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instrument
NAVMC 10469
- a) Number of Total Annual Responses: 3,500
 - b) Response Time: 15 minutes
 - c) Respondent Hourly Wage: \$24.12
 - d) Labor Burden per Response: \$6.03
 - e) Total Labor Burden: \$21,105

- NAVMC Form 10064
- a) Number of Total Annual Responses: 3,500
 - b) Response Time: 15 minutes
 - c) Respondent Hourly Wage: \$24.12
 - d) Labor Burden per Response: \$6.03
 - e) Total Labor Burden: \$21,105

- 2) Overall Labor Burden
- a) Total Number of Annual Responses: 7,000
 - b) Total Labor Burden: \$42,210

The Respondent hourly wage was determined by using data from the Bureau of Labor Statistics for the average hourly wage of Office and Administrative Support Occupations (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
NAVMC 10469

- a) Number of Total Annual Responses: 3,500
- b) Processing Time per Response: 15 minutes
- c) Hourly Wage of Worker(s) Processing Responses: \$20.00
- d) Cost to Process Each Response: \$5.00
- e) Total Cost to Process Response: \$17,500

NAVMC Form 10064

- a) Number of Total Annual Responses: 3,500
- b) Processing Time per Response: 15 minutes
- c) Hourly Wage of Worker(s) Processing Responses: \$20.00
- d) Cost to Process Each Response: \$5.00
- e) Total Cost to Process Responses: \$17,500

2) Overall Labor Burden to Federal Government

- a) Total Number of Annual Responses: 7,000
- b) Total Labor Burden: \$35,000

Part B: OPERATIONAL AND MAINTENANCE COSTS_

1) Cost Categories

- a) Equipment: \$700
- b) Printing: \$385
- c) Postage: \$100
- d) Software Purchases: \$0
- e) Licensing Costs: \$2,898
- f) Other: \$0

2) Total Operational and Maintenance Cost: \$4,083

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

1) Total Operational and Maintenance Costs: \$4,083

2) Total Labor Cost to the Federal Government: \$35,000

3) Total Cost to the Federal Government: \$39,083

15. Reasons for Change in Burden

There has been an increase in respondent burden because this request has been revised to include NAVMC Form 10064, which was previously approved under OMB Control Number 0712-0003. The forms are being requested under a single information collection request because they support the same mission.

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.