

SUPPORTING STATEMENT - PART A

USMC Family Care Programs Forms

OMB Control Number 0712-FMLY

1. Need for the Information Collection

USMC Family Care Branch is comprised of the Child and Youth Programs (CYP) and the School Liaison Program (SLP). The mission of the CYP is to provide quality, accessible, and affordable childcare programs and services to support the overall operational readiness and retention of Marine Corps families. The mission of the SLP is to promote awareness of the unique educational challenges face by military-connected children.

Due to the transient nature of military life, there is a critical need to ensure a "warm handoff" of services for families as they move between installations. Without a formal process to connect families to resources at their new duty station, children may experience gaps in educational support and childcare, which can negatively impact family well-being and, by extension, service member readiness.

Furthermore, to foster a supportive community for military youth, the USMC's Youth Connection (YC) program requires a method to identify and select motivated youth to serve as peer leaders. These leaders play a vital role in welcoming new students and supporting their peers.

Therefore, this information collection is necessary to:

- Formally manage the continuity of care and educational support for transitioning families.
- Identify and select qualified candidates for the youth peer leadership program.

Authorities to collect the information:

- 10 U.S. Code (USC) Ch. 88, Subchapter II, Military Child Care, outlines the responsibilities of eligible patrons of the CYP and CYP professionals.
- 10 USC § 8013, Secretary of the Navy
- 10 USC § 8041, Headquarters, Marine Corps
- DoD Instruction (DoDI) 6060.02, Child Development Programs, supports the mission readiness, family readiness, retention, and morale of the total force during peacetime, overseas contingency operations, periods of force structure change, relocation of military units, base realignment and closure, and other emergency situations (e.g., natural disasters and epidemics).
- DoDI 6060.04, Youth Services Policy, ensures that Youth Services contributes to the readiness, retention, and lethality of the Total Force by helping families balance the competing demands of work and family life.

- MCO 1710.30A, Marine Corps Child and Youth Programs, establishes policy and procedural guidance for the effective execution of the CYP and standardizes childcare and youth programs across the Marine Corps and authority for the use of collection instruments.
- MCO 1755.3A, School Liaison Program (SLP), establishes policy and guidance for the SLP by providing education-based services to eligible service members and their families.

2. Use of the Information

The information provided by respondents is used by CYP and SLP staff to administer specific services that address the needs described above. Respondents, who are parents, guardians, and youth, receive the forms from CYP/SLP offices or online and return them either in person or electronically for processing.

The use of the information is specific to each form:

NAVMC 1750/16, USMC Family Care Programs Youth Connection Request: Parents or guardians complete this form when they are preparing to relocate to a new installation. Child and Youth Programs Resource and Referral (CYP R&R) staff use the information provided to contact the CYP and SLP at the receiving installation. This action facilitates a "warm handoff," ensuring the new installation is aware of the incoming family's needs regarding school registration, childcare, and other youth services.

NAVMC 1750/17, USMC Family Care Programs Peer Leader Application: Youth, with consent from their parent or guardian, complete this form to apply for a peer leader position within the Youth Connection program. Program staff review the applications to assess the candidate's interest and qualifications. This information is used solely to select youth for the leadership program.

By using the information in this manner, the USMC ensures that transitioning families are seamlessly connected to essential services and that youth leadership programs are adequately staffed, both of which contribute directly to family readiness and the well-being of the military community.

3. Use of Information Technology

It's estimated that 75% of respondents will fill out the forms electronically and 25% hard copy.

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 NAVMC 1750/16 is completed once when the family is preparing for a Permanent Change of Station (PCS) and the NAVMC 1750/17 is completed once when requesting to be a peer leader. Both forms are optional and at the parent/guardian/youth request.

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 Tuesday, August 5, 2025. The 60-Day FRN citation is 90 FR 37475.

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

A 30-Day Federal Register Notice for the collection published on Wednesday, January 28, 2026. The 30-Day FRN citation is 91 FR 3713.

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 of the collection instruments.

A copy of the SORN (NM01754-3, DON Child and Youth Program) is published at: <https://pclt.defense.gov/DIRECTORATES/Privacy-and-Civil-Liberties-Directorate/Privacy/SORNsIndex/Article/4010277/nm01754-3/>.

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

Records are managed in accordance with record schedule 1000-39, "Family Support Programs (Temporary)" of SECNAV M-5210.1.

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 Instruments

NAVMC 1750/16 – USMC Family Care Programs Youth Connection Request

- a) Number of Respondents: 3,500
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 3,500
- d) Response Time: 30 minutes
- e) Respondent Burden Hours: 1,750 hours

NAVMC 1750/17 – USMC Family Care Programs Peer Leader Application

- a) Number of Respondents: 1,500
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 1,500
- d) Response Time: 30 minutes
- e) Respondent Burden Hours: 750 hours

2) Total Submission Burden

- a) Total Number of Respondents: 5,000
- b) Total Number of Annual Responses: 5,000
- c) Total Respondent Burden Hours: 2,500 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instruments

NAVMC 1750/16

- a) Number of Total Annual Responses: 3,500
- b) Response Time: 30 minutes
- c) Respondent Hourly Wage: \$39.55
- d) Labor Burden per Response: \$19.78
- e) Total Labor Burden: \$69,213

NAVMC 1750/17

- a) Number of Total Annual Responses: 1,500

- b) Response Time: 30 minutes
- c) Respondent Hourly Wage: \$39.55
- d) Labor Burden per Response: \$19.78
- e) Total Labor Burden: \$29,662

2) Overall Labor Burden

- a) Total Number of Annual Responses: 5,000
- b) Total Labor Burden: \$98,875

Hourly wage was based on Department of Labor, Bureau of Labor Statistics for "Management, Professional, and Related Occupations," accessed at <https://www.bls.gov/cps/cpsaat39.htm>, retrieved 04.07.2025.

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 Instruments

NAVMC 1750/16

- a) Number of Total Annual Responses: 3,500
- b) Processing Time per Response: 30 minutes
- c) Hourly Wage of Worker(s) Processing Responses: \$27.49
- d) Cost to Process Each Response: \$13.75
- e) Total Cost to Process Responses: \$48,107.50

NAVMC 1750/17

- a) Number of Total Annual Responses: 1,500
- b) Processing Time per Response: 20 minutes
- c) Hourly Wage of Worker(s) Processing Responses: \$27.49
- d) Cost to Process Each Response: \$9.16
- e) Total Cost to Process Responses: \$13,745

2) Overall Labor Burden to the Federal Government

- a) Total Number of Annual Responses: 5,000
- b) Total Labor Burden: \$61,852.50

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: \$61,852.50
- 2) Total Operational and Maintenance Costs: \$0
- 3) Total Cost to the Federal Government: \$61,853

Labor costs for mid-range NF Level 3 employees is \$27.49 per hour; pay schedules can be accessed at:

<https://wageandsalary.dcpas.osd.mil/Content/NAF%20Schedules/survey-sch/126/126-041-73-NF.pdf>

15. Reasons for Change in Burden

This is a new collection with a new associated 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.