

SUPPORTING STATEMENT - PART A

Military Spouse PPP Self-Certification Checklist – OMB Control Number 0704-0667

1. Need for the Information Collection

The Military Spouse Priority Placement Program (PPP) Self-Certification Checklist must be completed by military spouses when applying for appropriated fund GS-15 and below (or equivalent) DoD vacancies. The completion of this checklist allows for priority consideration for competitive service and excepted service positions at DoD activities in the U.S., and its territories, and possessions. The military spouses must provide evidence of their appointment eligibility, and evidence of marriage to a current active duty military member of the U.S. Armed Forces (including the U.S. Coast Guard and full-time National Guard or Military Reservist) with a copy of the permanent-change-of-station orders. This collection will be used by gaining DoD activities to certify preference eligibility for possible appointment of the military spouse into their vacancy.

Authorities:

- Section 1784, Title 10, United States Code, Employment Opportunities for Military Spouses.
- DoD Instruction 1400.25, DoD Civilian Personnel Management System.
- Title 5, Code of Federal Regulations
- Section 3330d, Title 5, United States Code, "Appointment of Military Spouses," as amended.

2. Use of the Information

Respondents are military spouses of current active duty military member of the U.S. Armed Forces (including the U.S. Coast Guard and full-time National Guard or Military Reservist). The military spouses will complete the Military Spouse PPP Self-Certification Checklist each time they apply for appropriated fund DoD vacancies in the competitive service or excepted service at GS-15 and below (or equivalent positions in other pay systems) in order to provide evidence of their military spouse preference eligibility.

Military spouses apply to DoD vacancies via the USAJOBS website, cleared by the Office of Personnel Management (OPM) under the OMB control number 3206-0219, during which the Military Spouse PPP Self-Certification Checklist. If military spouses are using USAJOBS for the first time, they must create a login.gov account to sign into USAJOBS. Login.gov is a service that offers secure and private online access to government programs, such as Federal benefits, services, and applications. To establish a login.gov account, the military spouse must: (1) Use the same email address for login.gov and USAJOBS, (2) Create a new password, (3) Have a working phone number (mobile or landline); login.gov will send a unique security code each time the account is accessed.

The military spouses must create a USAJOBS profile using the same email address for the login.gov account (first time users), and build or post a resume to the USAJOBS profile and upload essential/necessary documents (such as orders, proof of appointment eligibility, marriage certificate, and/or proof of military member's current active duty status). When military spouses apply for a DoD vacancy via USAJOBS, they will upload all required documentation referenced in the job announcement, to include the Military Spouse PPP Self-Certification Checklist, when submitting their application. A link to the form will be provided via the USA Jobs announcements. A copy will also be available on the DCPAS public website at <https://www.dcpas.osd.mil/policy/employment>. Spouses will be directed to follow the link and fill out the form, after which the form can be saved as a document in USAJOBS for both current and future applications. Information on the form will only need to be completed once, after which the applicant will be required to validate that the information is still an accurate reflection of their job status when a job is offered. Military spouses may be contacted subsequent to their application by a human resources official to advise of status of their application (e.g., whether or not they were determined best qualified, if they were referred to the selecting official, if they were not rated and the reason thereto, etc.).

The documentation provided by the military spouses, including the Military Spouse PPP Self-Certification Checklist, will be reviewed by human resources officials to determine qualifications for the DoD vacancy to which the military spouse applied. A best-qualified military spouse may be selected/placed into the DoD vacancy provided all other required priorities have cleared.

3. Use of Information Technology

One hundred percent of responses are collected electronically via the form, which will be stored in the applicant's application package in the USAJOBS website where the military spouse uploads the required documentation.

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

Military spouses must provide the information each time they apply for a DoD vacancy via USAJOBS website. If they fail to provide the information, they will be determined ineligible for consideration for the vacancy as their application package was incomplete.

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 Wednesday, February 11, 2026. The 60-Day FRN citation is 91 FRN 6204.

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

A 30-Day Federal Register Notice for the collection published on Wednesday, June 17, 2026. The 30-Day FRN citation is 91 FRN 36586.

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 included at the top of DD3145-4.

A copy of the SORN is located at <https://www.opm.gov/privacy/sorn/opm-sorn-govt-5.pdf>.

A copy of the PIA is located at <https://www.opm.gov/privacy/privacy-policy/usajobs.pdf>.

Records in this system are retained for varying lengths of time, ranging from a few months to 5 years, e.g., applicant records that are part of medical determination case files or medical suitability appeal files are retained for 3 years from completion of action on the case. Most records are retained for a period of 1 to 2 years. Some records, such as individual applications, become part of the person's permanent official records when hired, while some records (e.g., non-competitive action case files), are retained for 5 years. Some records are destroyed by shredding or burning while magnetic tapes or disks are erased.

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), Military Spouse PPP Self-Certification Checklist
 - a) Number of Respondents: 69,362
 - b) Number of Responses Per Respondent: 4
 - c) Number of Total Annual Responses: 277,448
 - d) Response Time: 30 minutes
 - e) Respondent Burden Hours: 138,724
- 2) Total Submission Burden
 - a) Total Number of Respondents: 69,362
 - b) Total Number of Annual Responses: 277,448
 - c) Total Respondent Burden Hours: 138,724

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instrument(s), Military Spouse PPP Self-Certification Checklist
 - a) Number of Total Annual Responses: 277,448
 - b) Response Time: 30 minutes
 - c) Respondent Hourly Wage: \$11.19
 - d) Labor Burden per Response: \$5.60
 - e) Total Labor Burden: \$1,552,321.56
- 2) Overall Labor Burden
 - a) Total Number of Annual Responses: 277,448
 - b) Total Labor Burden: \$1,552,322

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), Military Spouse PPP Self-Certification Checklist

- a) Number of Total Annual Responses: 277,448
 - b) Processing Time per Response: 1 hour
 - c) Hourly Wage of Worker(s) Processing Responses: \$34.08
 - d) Cost to Process Each Response: \$34.08
 - e) Total Cost to Process Responses: \$9,455,427.84
- 2) Overall Labor Burden to the Federal Government
- a) Total Number of Annual Responses: 277,448
 - b) Total Labor Burden: \$9,455,427.84

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: \$9,455,427.84
- 2) Total Operational and Maintenance Costs: \$0
- 3) Total Cost to the Federal Government: \$9,455,427.84

15. Reasons for Change in Burden

There has been no change in burden since the previous approval.

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.