

## SUPPORTING STATEMENT - PART A

Military Spouse Employment Partnership Partner Portal – OMB Control Number 0704-0563

### Summary of Changes from Previously Approved Collection

- Burden increased due to an increase in wages and a calculation adjustment to include the monthly reporting.

#### 1. Need for the Information Collection

The Military Spouse Employment Partnership (MSEP) Partner Portal is a web platform utilized to connect military spouses with companies seeking to hire military spouse employees. Participating companies, called MSEP Partners, are vetted and approved participants in the MSEP Program and have pledged to recruit, hire, promote and retain military spouses in portable careers. MSEP is a targeted recruitment and employment partnership that connects American businesses with military spouses who possess essential 21st-century workforce skills and attributes who are seeking portable, fulfilling careers. The MSEP program is part of the overall Spouse Education and Career Opportunities (SECO) program, which falls under the auspices of the office of the Deputy Assistant Secretary of War for Military Community & Family Policy.

This program was developed in compliance with 10 U.S. Code 1784 Employment Opportunities for Military Spouses and DoWI 1342.22 “Military Family Readiness”.

#### 2. Use of the Information

Respondents for this collection include companies and organizations interested in joining MSEP as well as existing MSEP Partners. Respondents are either providing information in order to apply for the partnership, or they are using the website to access the tools and resources available to existing partners to support them in their effort of employing military spouses. All information is collected online via the MSEP Partner Portal website.

Users may learn about this collection in various ways including through the Military OneSource program, SECO staff, installation service providers, military spouses, other MSEP Partners and via general online searches. Once aware of the program, users access by simply going online to the following URL: <https://msepjobs.militaryonesource.mil/msep/>. After arriving at the MSEP Portal, companies are able to review general information about the MSEP program or submit an application to become an MSEP Partner. All of this information is available on the web portal where the Become a Partner application is also completed. Companies interested in applying for partnership must begin by requesting an account: <https://msepjobs.militaryonesource.mil/msep/contact-us>. Once completed they will then be able to proceed to filling out the company application.

**New Partner Application Registration.** Interested companies complete the Contact Us form in order to create an account and proceed to the Become a Partner application. Prior to

providing any information company points of contact must first view the Privacy Act Statement and Agency Disclosure Notice. This information displays on a webpage when the POC clicks to begin the Contact Us form. The POC must review the information and acknowledge that they have read it before they can proceed with completing the form.

**Become a Partner Application.** After the company point of contact registers for an account, they can proceed with completing the Become a Partner application. They complete this by providing information about their company and their interest in joining MSEP. Once the application is received, the MSEP Team will review the information as the company continues through the review process and telephone interview. This process is described on the MSEP Portal: <https://mseppjobs.militaryonesource.mil/msep/become-a-partner>. The end result is that either a company will be accepted into the partnership or other recommendations will be made if they are not a good fit for the program.

**New Partner User Registration.** If a company is accepted into the partnership, additional points of contact within that company can register for an account on the MSEP Portal. Those points of contact must complete the Contact Us form to request a new user account to access partner specific information and to find potential military spouse employees. After arriving at the MSEP Partner Portal, MSEP Partners are able to review general information, request an account or log in to access additional resources specific to MSEP Partners. All of this information is available on the web portal where the Contact Us form is also completed. After completing the Contact Us form, the account request is reviewed by a member of the DoW MSEP Team before the user will be able to log in and access the system. Prior to providing any information MSEP Partners must first view the Privacy Act Statement and Agency Disclosure Notice. The MSEP Partner must review the information and acknowledge that they have reviewed it before they can proceed with completing the form.

System generated emails are provided to users during the account creation process as well as to registered users when needed to reset a password (see attached). After completing the Contact Us form, the user will receive a system-generated email with a unique URL needed for them to complete the registration process. Similarly, when a user selects “Forgot Password?” on the portal homepage, the system will send the user a password reset token via email to regain access to their account. The token is a one-time use and expires in 24 hours. System emails are also sent to MSEP Partners to provide guidance when the company is initially approved as a partner in the program, to provide reminders when passwords are about to expire or to acknowledge receipt of a contact us message. These processes are essential to keeping the portal secure.

Appropriate disclosures are provided to users during the login process as well as the information being made available via hyperlinks in the website footer. Any user can access the current Privacy Act Statement and Agency Disclosure Notice at any time at the following link: <https://mseppjobs.militaryonesource.mil/msep/notice-and-consent/login>

**Monthly Reporting.** Reporting military spouse hires to the Military Spouse Employment Partnership program is a critical component of ensuring the success of the partnership and demonstrating commitment to the MSEP program. Partners are encouraged to work with their

MSEP specialist to identify and implement methods to report military spouse hires in an ongoing effort to validate the work that is being done within the partnership and to demonstrate their commitment to the program. Partners can report their military spouse hires either directly on the MSEP Portal, providing the data to the Specialist or submitting a Contact Us form. Reporting on the MSEP portal is open from the 1<sup>st</sup> of the month to the 15<sup>th</sup>. Once a report has been submitted a partner will not be allowed to submit another report for that particular month.

3. Use of Information Technology

All responses from users (100%) are collected electronically as the website is the mechanism utilized to connect military spouses and MSEP Partner companies.

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 frequency of this collection is primarily dependent on the users. Companies create an account and submit the Become a Partner Application one-time when interested in joining the partnership. Additional company points of contact also only create an account one-time to begin utilizing the portal.

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, May 13, 2026. The 60-Day FRN citation is 91 FRN 27034.

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

A 30-Day Federal Register Notice for the collection published on Tuesday, July 21, 2026. The 30-Day FRN citation is 91 FR 45796.

## 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 and Agency Disclosure notice are available to users prior to providing any information. The user must review the information, scroll to the bottom of the webpage and acknowledge that they have reviewed it before it will allow them to proceed to the next page where they can provide information in the form. The Privacy Act Statement and Agency Disclosure Notice will also display for users who are about to log in on the MSEP Portal. After selecting "Log In" this information must be reviewed before, the user can proceed.

SORN: <https://www.federalregister.gov/documents/2025/07/14/2025-13142/privacy-act-of-1974-system-of-records>

A copy of the PIA, Military Spouse Employment Partnership, has been provided with this package for OMB's review.

#### POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS:

Records are destroyed or deleted when 5 years old or when no longer needed for operational purposes, whichever is later.

#### ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING

CATEGORIES OF USERS AND PURPOSES OF SUCH USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, the records contained herein may specifically be disclosed outside the DoW as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

a. Contractors: To contractors, grantees, experts, consultants, students, and others performing or working on a contract, service, grant, cooperative agreement, or other assignment for the federal government when necessary to accomplish an agency function related to this system of records.

b. To MSEP Partners for the purpose of searching for military spouse employment candidates.

c. To the National Archives and Records Administration for the purpose of records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

d. Breach Mitigation and Notification: To appropriate agencies, entities, and persons when (1) The Department of War (DoW) suspects or has confirmed that the security or confidentiality of the information in the system of records; (2) the DoW has determined that as a result of the

suspected or confirmed breach there is a risk of harm to individuals, the DoW (including its information systems, programs, and operations), the Federal Government, or national security; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the DoW's efforts to respond to the suspected or confirmed breach or to prevent, minimize, or remedy such harm.

e. Breach Mitigation and Notification: To another Federal agency or Federal entity, when the Department of War (DoW) determines that information from this system of records is reasonably necessary to assist the recipient agency or entity in (1) responding to a suspected or confirmed breach or (2) preventing, minimizing, or remedying the risk of harm to individuals, the recipient agency or entity (including its information systems, programs and operations), the Federal Government, or national security, resulting from a suspected or confirmed breach.

f. Department of Justice Litigation: To any component of the Department of Justice for the purpose of representing the Department of War, or any officer, employee or member of the Department of War in pending or potential litigation to which the record is pertinent.

g. Law Enforcement (Investigations): To the appropriate federal, state, local, territorial, tribal, or foreign, or international law enforcement authority or other appropriate entity where a record, either alone or in conjunction with other information, indicates a violation or potential violation of law, whether criminal, civil, or regulatory in nature.

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)

[New Partner Application Registration]

- a) Number of Respondents:150
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 150
- d) Response Time: 10 minutes
- e) Respondent Burden Hours: 25 hours

[Become a Partner Application]

- a) Number of Respondents:150
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 150
- d) Response Time: 15 minutes
- e) Respondent Burden Hours: 38 hours

[New Partner User Registration]

- a) Number of Respondents: 300
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 300
- d) Response Time: 10 minutes
- e) Respondent Burden Hours: 50 hours

[Monthly Reporting]

- a) Number of Respondents: 650
- b) Number of Responses Per Respondent: 12
- c) Number of Total Annual Responses: 7,800
- d) Response Time: 2 Minutes
- e) Respondent Burden Hours: 260 hours

2) Total Submission Burden (Summation or average based on collection)

- a) Total Number of Respondents: 1,250
- b) Total Number of Annual Responses: 8,400
- c) Total Respondent Burden Hours: 373 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument(s)

[New Partner Application Registration]

- a) Number of Total Annual Responses: 150
- b) Response Time: 10 minutes
- c) Respondent Hourly Wage: \$69.54
- d) Labor Burden per Response: \$11.59
- e) Total Labor Burden: \$1,739

[Become a Partner Application]

- a) Number of Total Annual Responses: 150
- b) Response Time: 15 minutes
- c) Respondent Hourly Wage: \$69.54
- d) Labor Burden per Response: \$17.38
- e) Total Labor Burden: \$2,608

[New Partner User Registration]

- a) Number of Total Annual Responses: 300
- b) Response Time: 10 minutes
- c) Respondent Hourly Wage: \$69.54
- d) Labor Burden per Response: \$11.59
- e) Total Labor Burden: \$3,477
- f)

[Monthly Reporting]

- a) Number of Total Annual Responses: 7,800
- b) Response Time: 2 minutes
- c) Respondent Hourly Wage: \$69.54

- d) Labor Burden Per Response: \$2.32
  - e) Total Labor Burden: \$18,080
- 2) Overall Labor Burden
- a) Total Number of Annual Responses: 8,400
  - b) Total Labor Burden: \$25,904

The respondent hourly wage was determined using the Department of Labor U.S. Bureau of Labor Statistics website (<https://www.bls.gov/oes/current/oes113121.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)
- [New Partner Application Registration]
- a) Number of Total Annual Responses: 150
  - b) Processing Time per Response: 0 hours
  - c) Hourly Wage of Worker(s) Processing Responses : \$0
  - d) Cost to Process Each Response: \$0
  - e) Total Cost to Process Responses: \$0

All processing done is automated, no cost to the Federal Government.

- [Become a Partner Application]
- a) Number of Total Annual Responses: 150
  - b) Processing Time per Response: .083 hours
  - c) Hourly Wage of Worker(s) Processing Responses : \$37.70
  - d) Cost to Process Each Response: \$3.13
  - e) Total Cost to Process Responses: \$470

- [New Partner User Registration]
- a) Number of Total Annual Responses: 300
  - b) Processing Time per Response: .083 hours
  - c) Hourly Wage of Worker(s) Processing Responses : \$37.70
  - d) Cost to Process Each Response: \$3.13
  - e) Total Cost to Process Responses: \$939

- [Monthly Reporting]
- No cost to the Federal Government

- 2) Overall Labor Burden to the Federal Government
  - a) Total Number of Annual Responses: 450
  - b) Total Labor Burden: \$1,409

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: \$1,800,000 (Contract Cost)
- 2) Total Operational and Maintenance Cost: \$1,800,000

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$1,409
- 2) Total Operational and Maintenance Costs: \$1,800,000
- 3) Total Cost to the Federal Government: \$1,801,409

15. Reasons for Change in Burden

The burden has increased since the previous approval due to an increase in wages and a calculation adjustment to include the monthly reporting.

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.