

## SUPPORTING STATEMENT - PART A

### Naval Air Systems Command Candidate Form

OMB Control Number 0703-0088

#### Summary of Changes from Previously Approved Collection

- Collection of race and ethnicity data has been removed to align with EO 14151, *Ending Radical and Wasteful Government DEI Programs and Preferencing* and EO 14173, *Ending Illegal Discrimination and Restoring Merit-Based Opportunity*.
- Collection of gender has been removed to align with EO 14168, *Defending Women From Gender Ideology Extremism and Restoring Biological Truth to the Federal Government*

#### 1. Need for the Information Collection

Per 5 U.S.C. § 1104, the Director of the Office of Personnel Management may delegate authority for competitive examinations to the heads of agencies in the executive branch and other agencies employing persons in the competitive service. Under the direction of the Secretary of the Navy, the Department of the Navy (DoN) uses Direct Hire Authorities (DHAs), to the greatest extent practicable, to support timely hiring decisions and maintain a talented civilian workforce. The Secretary of the Navy reaffirmed this commitment in the memorandum, "Use of Direct Hire Authorities," dated January 9, 2023. To evaluate candidates' qualifications for employment, Naval Air Systems Command (NAVAIR) must collect information necessary to rate and consider applicants for Federal employment in accordance with 5 U.S.C. §§ 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394.

DoN civilian hiring policies emphasize the use of streamlined hiring authorities, including DHAs, when available. In support of these policies, Navy systems commands use common business processes and systems across civilian human resources functions. When DHA or other noncompetitive hiring authorities are used, a centralized candidate pool may not be provided through the traditional Delegated Examining process. NAVAIR therefore requires an effective means to identify, maintain, and evaluate prospective candidates for current and future vacancies.

Historically, recruitment efforts relied on paper resumes and manual routing to hiring managers. These processes limited the ability of hiring managers to consider a broad candidate pool, restricted visibility of candidate resumes across relevant work areas, and increased cycle times that could result in the loss of qualified candidates.

NAVAIR uses the Yello Pro application as its talent acquisition and candidate relationship management tool to support recruitment and hiring activities. Yello Pro enables NAVAIR recruiters and hiring managers to identify, engage, assess, and track prospective candidates for NAVAIR employment opportunities. The application supports recruiter collaboration; improves visibility of qualified candidates across the enterprise; and provides recruitment metrics that support informed workforce and recruitment planning decisions.

The Yello Pro web-based candidate information form provides a digital mechanism for collecting candidate information during recruitment events and through marketing, sourcing, and talent-community efforts. The form captures basic candidate information, education and experience information, and supporting documents, such as resumes and transcripts, as applicable. This information allows recruiters and hiring managers to review and assess candidates for interviews, site visits, contingent offers, and other appropriate recruitment actions.

The continued collection of this information enables NAVAIR to maintain a centralized, accessible candidate pool; improve the efficiency and effectiveness of recruitment activities; reduce manual processing; and support timely filling of civilian vacancies.

## 2. Use of the Information

The primary data collected through Yello Pro concerns prospective candidates for NAVAIR employment opportunities. NAVAIR uses Yello Pro to collect candidate contact information, education and experience information, grade point average, where applicable, resumes, transcripts, and other information relevant to assessing candidates for potential employment. This information is made available to authorized NAVAIR Human Capital Management Group and Enterprise Recruitment Program stakeholders, including hiring managers, recruiters, and site command human resources professionals or points of contact, for recruitment and hiring purposes.

Candidates may provide information through the web-based form while attending recruitment activities, participating in marketing or sourcing campaigns, or accessing NAVAIR recruiting and careers resources. Candidates access the form using a URL associated with the applicable recruitment event, campaign, job board, advertisement, or NAVAIR careers website. Use of unique URLs for recruitment events allows NAVAIR to capture and report metrics related to candidate sourcing and recruitment activities.

When completing a candidate profile, respondents provide an email address and complete a form containing questions related to their qualifications and interest in NAVAIR employment. Respondents may also upload a resume and transcript. Following submission of the profile, candidates may speak with a recruiter to learn more about NAVAIR employment opportunities.

Authorized recruiters and hiring managers may review candidate profiles and resumes, document notes, and complete an evaluation following candidate interactions. Evaluations may identify appropriate next steps, such as an interview, site visit, contingent offer, Naval Acquisition Development Program offer, or no further action. These evaluations help NAVAIR identify and track candidates who may be suitable for current or future vacancies.

NAVAIR may also use job boards, advertisements, and the NAVAIR careers website to recruit prospective candidates. In these cases, respondents access the application through the applicable URL using a personal computer or mobile device. All information is entered directly into the Yello Pro web application for review and consideration by authorized NAVAIR personnel.

The NAVAIR implementation workbook included with this request identifies the information collected through the application, including collection fields and corresponding response options. The collection provides NAVAIR with a centralized candidate database that supports the identification, assessment, and consideration of prospective candidates when filling vacancies across the command.

3. Use of Information Technology

All information is collected 100% electronically in the Yello Pro web application.

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 is performed at quarterly scheduled employee recruiting events and on occasion as candidates access the application from NAVAIR's careers website and other job advertisements. If information were collected less often, it would impact NAVAIR's ability to recruit manpower in a timely and effective manner.

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, July 29, 2026. The 60-Day FRN citation is 91 FR 47821.

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

A 30-Day Federal Register Notice for the collection published on Monday, September 29, 2026. The 30-Day FRN citation is 91 FR 61224.

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 (PAS) is displayed within the Yello Pro application page, which requires the candidate to accept/acknowledge privacy statement before the candidate submits their information electronically.

The associated SORN for the information collected in the Yello Pro application is the Defense Civilian Human Resource Management System (DCHRMS), DHRA 23 DoD. It can be accessed at the following link:  
<https://www.federalregister.gov/documents/2024/09/23/2024-21715/privacy-act-of-1974-system-of-records>.

A copy of the approved PIA, YELLO PRO, has been provided with this package for OMB's review.

General Records Schedule (GRS): DAA-GRS-2017-0011-0002

Retention Instructions: Large Aggregation SSIC: 12000-19; and Disposition: TEMPORARY:  
Destroy 2 years after termination of register.

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)

Yello Pro Application Candidate Form

- a) Number of Respondents: 7,256
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 7,256
- d) Response Time: 5 minutes
- e) Respondent Burden Hours: 605 hours

2) Total Submission Burden

- a) Total Number of Respondents: 7,256
- b) Total Number of Annual Responses: 7,256
- c) Total Respondent Burden Hours: 605 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument(s)

Yello Pro Application Candidate Form

- a) Number of Total Annual Responses: 7,256
- b) Response Time: 5 minutes

- c) Respondent Hourly Wage: \$33.54
  - d) Labor Burden per Response: \$2.80
  - e) Total Labor Burden: \$20,281
- 2) Overall Labor Burden
- a) Total Number of Annual Responses: 7,256
  - b) Total Labor Burden: \$20,281

The estimated respondent hourly wage is based on the Bureau of Labor Statistics' mean hourly wage across all occupations ([https://www.bls.gov/oes/current/oes\\_nat.htm#00-0000](https://www.bls.gov/oes/current/oes_nat.htm#00-0000)).

### 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)
- Yello Pro Application Candidate Form
- a) Number of Total Annual Responses: 7,256
  - b) Processing Time per Response: 5 minutes
  - c) Hourly Wage of Worker(s) Processing Responses: \$65.67
  - d) Cost to Process Each Response: \$5.25
  - e) Total Cost to Process Responses: \$38,120.12
- 2) Overall Labor Burden to the Federal Government
- a) Total Number of Annual Responses: 7,256
  - b) Total Labor Burden: \$38,120.12

#### Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
- a) Equipment: \$76,800
  - b) Printing: \$0
  - c) Postage: \$0
  - d) Software Purchases: \$398,000 (annual cost of Yello)
  - e) Licensing Costs: \$0
  - f) Other: \$20,000
    - i. Internal Maintenance Support: including but not limited to user account management, trouble ticket resolution, and continuous monitoring of activities from a cybersecurity perspective
- 2) Total Operational and Maintenance Cost: \$494,800

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$38,120
- 2) Total Operational and Maintenance Costs: \$494,800
- 3) Total Cost to the Federal Government: \$532,920

15. Reasons for Change in Burden

There is no change to the 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 from the provisions stated in 5 CFR 1320.9.