

## SUPPORTING STATEMENT - PART A

The Defense Security Cooperation University (DSCU) Information System-Mission (DISM) –  
0704-0548

### Summary of Changes from Previously Approved Collection:

- The name of the collection was changed to the Defense Security Cooperation University (DSCU) Information System-Mission (DISM).
- System name has changed to “DSCU Information System-Mission”
- Organization name has changed from “DISCS” to “DSCU”.
- Removed student registration and student management functions, except for student travel management. DISM Registration Form was removed from the collection. Registration is now run by a third party and done automatically.
- Student Travel Request Form was added to the collection.
- The burden has decreased due to a decrease in the number of respondents and the removal of the DISM Registration Form.

### 1. Need for the Information Collection

The Defense Security Cooperation University (DSCU) Information System-Mission (DISM) is a system designed for the purposes of efficient management of U.S. and international students, and the effective management of DSCU personnel and guest lecturers. The portal provides DSCU personnel the ability to submit travel requests and travel arrangements using the DSCU Student Travel Registration Form. The portal also provides DSCU personnel the ability to submit a Guest Speaker Request Form, DISM Form GSI-001. Finally, the web-based portal uses a relational database to record, manage and report information about students, personnel, and travel.

Legal or administrative requirements that mandate the collection of data are;

22 U.S.C. § 2394 (Foreign Assistance Act (FAA)) and 22 U.S.C. § 2770A (Arms Export Control Act (AECA)), the Joint Security Cooperation Education and Training Regulation, 5 U.S.C. 1302, 2951, 3301, 3372, 4118, 8347; 10 U.S.C. 134, Under Secretary of Defense for Policy; DoD Directive 5105.65, Defense Security Cooperation Agency (DSCA); DoD Directive 5105.38-M, DSCA Manual, Chapter 10; DoD Directive 5101.1, DoD Executive Agent; DoD Directive 5132.03, DoD Policy and Responsibilities Relating to Security Cooperation; DoD Directive 5105.38-M, DSCA Manual; Joint Security Cooperation Education and Training (JSCET) regulation, (AR12-1, SECNAVINST 4950.4B, AFI 16-105); Foreign Assistance and Arms Export Act §548; Executive Order 9397, as amended by Executive Order 13478.

### 2. Use of the Information

## Student Travel Registration Form

The information collected in DISM is used by DSCU to provide an efficient management of DSCU resources in support of U.S. and international students that attend DSCU courses on-site, overseas, or online consisting of: DoD (Military, Civilian, Contractors), Industry, International Military Students, 4<sup>th</sup> Estate (Non-DoD, USG personnel).

Respondents of the Student Travel Registration Form are prospective DSCU students requesting Security Cooperation (SC) classes for knowledge enhancement and/or SC certification requirements related to the performance of their duties. They are responding to the form to enroll in classes for DSCU.

Student registration and records management is accomplished via our web-based learning management platform, Cornerstone On-Demand (CSOD). Most of the existing student records migrated over directly from our legacy system. For student records that did not migrate or for new DSCU students, they must create an account in CSOD. Account creation is done through a third party, the Defense Acquisition University (DAU) help desk, and is done automatically. Students can access their web-based CSOD account with their CAC or with the username and password provided by DAU. Once students have an account, they are able to fill out a Student Travel Registration Form.

Once inside CSOD, students can search for and request available classes via the Student Travel Registration Form. When students request classes, their information is pulled directly from their profile. To access the form, students may also click the register button on the class schedule in the DSCU course catalog on the DSCU website. This will take them to the CSOD login page which will then take them to the Student Travel Registration Form. The process is automated.

Once they complete the form, it is automatically sent to the DSCU Budget office personnel for review and or approval. Students that meet pre-requisite and priority criteria are automatically registered for the requested class and completions are recorded into CSOD. Students are then able to access their records.

## Guest Speaker Request Form

The respondents of the Guest Speaker Request Form, or DISM Form GSI-001, are people with expertise who would like to come to DSCU to educate the students and speak on a specific topic. DSCU faculty/Guest Speaker Program Coordinators, speak with the potential guest speakers over the phone and electronically enter the information into the Guest Speaker Request Form. The request form information includes Course, Speaker and TDY information. Respondents do not fill out or access the form. The form is used for internal purposes only. The form is printed and stored in a secure location onsite for records retention purposes. This form allows the guest speakers to come and educate students at DSCU.

### 3. Use of Information Technology

Information collection percentages are completed as follows:

For the Student Travel Registration Form, 99% is collected electronically, and the remaining 1% is filled out on paper.

Guest Speaker Requests are filled out 100% electronically. Information is loaded into the database by DSCU faculty/Guest Speaker Program Coordinators for tax purposes and as part of the course management. DISM provides an overview of the courses and compiles reports on DSCU resources for management of the programs.

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

This information is collected for the Student Travel Registration Form on the occasion that an individual registers for a DSCU course. A less frequent collection could result in the individual not being accepted into a DSCU course, which would be a missed educational opportunity for that student.

The information is collection for the Guest Speaker Request Form on the occasion that a speaker wants to come and educate students at DSCU. Less frequent collection could result in missed opportunity for both the speaker and the students.

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, December 22, 2021. The 60-Day FRN citation is 86 FR 72583 – 72584.

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

A 30-Day Federal Register Notice for the collection published on Thursday, February 24, 2021. The 30-Day FRN citation is 87 FR 10344.

## 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 required for this collection and provided on the Guest Speaker Request Form and as a pop-up window in DEAMS when respondents complete registration.

A System of Record Notice (SORN) is required for this collection, and the SORN “Defense Institute of Security Assistance Management (DISAM) Information System Mission (DISM)” can be accessed at the following link:

<https://www.federalregister.gov/documents/2019/11/21/2019-25203/privacy-act-of-1974-system-of-records>

A Privacy Impact Assessment (PIA) is required for this collection, and the PIA “DISAM Information System Mission (DISM)” has been submitted with this collection request.

Records are cut off annually and destroyed at 25 years old.

### 11. Sensitive Questions

A Social Security Number Memorandum has been submitted with this package. Guest speakers for the Guest Speaker Request Form need to provide their full name, SSN, honorarium, course information and their position in order to receive funding for their services as speaker/ instructor.

In terms of the Student Travel Request Form, the minimum data needed for the student’s travel arrangements is their full name, email, student type (includes service branch and grade/rank), DoD Identification Number (DoD ID Number) and Cyber Awareness training completion date. Students are allowed to input information related to any special needs or requirements (i.e., food, disability, etc.). This is done to assist the registrar office in advising the student where they can find food per their religious dietary requirements, places of worship or to make special arrangements the student may require during their training.

### 12. Respondent Burden and its Labor Costs

## Part A: ESTIMATION OF RESPONDENT BURDEN

- 1) DSCU Student Travel Registration Form

- a) Number of Respondents: 1,704
  - b) Number of Responses Per Respondent: 1
  - c) Number of Total Annual Responses: 1,704
  - d) Response Time: 15 minutes
  - e) Respondent Burden Hours: 426 hours
- 2) Guest Speaker Request Form
- a) Number of Respondents: 100
  - b) Number of Responses Per Respondent: 1
  - c) Number of Total Annual Responses: 100
  - d) Response Time: 15 minutes
  - e) Respondent Burden Hours: 25 hours
- 3) Total Submission Burden
- a) Total Number of Respondents: 1,804
  - b) Total Number of Annual Responses: 1,804
  - c) Total Respondent Burden Hours: 451 hours

#### Part B: LABOR COST OF RESPONDENT BURDEN

- 1) DSCU Student Travel Registration Form
- a) Number of Total Annual Responses: 1,704
  - b) Response Time: 15 minutes
  - c) Respondent Hourly Wage: \$61.79
  - d) Labor Burden per Response: \$15.45
  - e) Total Labor Burden: \$26,322.54
- 2) Guest Speaker Request Form
- a) Number of Total Annual Responses: 100
  - b) Response Time: 15 minutes
  - c) Respondent Hourly Wage: \$61.79
  - d) Labor Burden per Response: \$15.45
  - e) Total Labor Burden: \$1,544.75
- 3) Overall Labor Burden
- a) Total Number of Annual Responses: 1,804
  - b) Total Labor Burden: \$27,867.29

The Respondent hourly wage was determined by using the Department of Labor Wage Website [<http://www.dol.gov/dol/topic/wages/index.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) DSCU Student Travel Registration Form
  - a) Number of Total Annual Responses: 1,704
  - b) Processing Time per Response: 15 minutes
  - c) Hourly Wage of Worker(s) Processing Responses: \$49.61
  - d) Cost to Process Each Response: \$12.40
  - e) Total Cost to Process Responses: \$21,133.86
- 2) Guest Speaker Request Form
  - a) Number of Total Annual Responses: 100
  - b) Processing Time per Response: 15 minutes
  - c) Hourly Wage of Worker(s) Processing Responses: \$49.61
  - d) Cost to Process Each Response: \$12.40
  - e) Total Cost to Process Responses: \$1,240.25
- 3) Overall Labor Burden to the Federal Government
  - a) Total Number of Annual Responses: 1,804
  - b) Total Labor Burden: \$22,374.11

## Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
  - a) Equipment: \$0
  - b) Printing: \$0
  - c) Postage: \$0
  - d) Software Purchases: \$201,000
  - e) Licensing Costs: \$0
  - f) Other: \$10,000
- 2) Total Operational and Maintenance Cost: \$211,000

## Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$22,374.11
- 2) Total Operational and Maintenance Costs: \$211,000
- 3) Total Cost to the Federal Government: \$233,374.11

### 15. Reasons for Change in Burden

The burden has decreased since the previous approval since the student registration responsibility has been transferred to CornerStone OnDemand. The Student Registration Form is no longer in use. In addition, the number of respondents of the Guest Speaker Request Form has decreased.

### 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.