

SUPPORTING STATEMENT - PART A

My Career Advancement Account (MyCAA) Scholarship Program – 0704-0585

Summary of Changes from Previously Approved Collection

- There has been an increase in burden due to an increase in respondents. The program was expanded to include the spouses of active-duty service members in grades E7-E9 and W3.

1. Need for the Information Collection

The Department of Defense (DoD) My Career Advancement Account (MyCAA) scholarship program is a career development and employment assistance program intended to assist military spouses pursue licenses, certifications, continuing education or associate degrees necessary for gainful employment in high demand, high growth career fields and occupations. To support this program, the MyCAA web portal collects information from military spouses to provide a record of educational endeavors and progress of military spouses participating in education services and to manage the tuition assistance scholarship, track enrollments and funding, and to facilitate communication with participants.

This program was developed in compliance with

- 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness;
- 10 U.S.C. 1144, Employment Assistance, Job Training Assistance, and Other Transitional Services: Department Of Labor;
- 10 U.S.C. 1784, Employment Opportunities for Military Spouses;
- 10 U.S.C. 1784a, Education and Training Opportunities for Military Spouses to Expand Employment and Portable Career Opportunities;
- E.O. 13607, Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members; and
- DoDI 1342.22, Military Family Readiness.

2. Use of the Information

Military spouses may learn about this collection in various ways including through the Military OneSource program, installation service providers, other military spouses, educational institutions, and via general online searches. Once aware of the collection, users may complete this collection online at <https://mycaa.militaryonesource.mil/mycaa/>.

Military spouses eligible for MyCAA funding register for MyCAA during the creation of their MySECO account to utilize funding resources intended to help them gain a license, certification, continuing education or an associate degree. After arriving at the MyCAA Portal, military spouses can review resources, select to register, or log in if they have an existing account. Prior to providing any information, military spouses must view and accept the Privacy Act Statement and Agency Disclosure Notice. Once completed, the information is utilized to manage the

tuition assistance scholarship; provide a record of educational endeavors and progress of military spouses participating in education services; track enrollments and funding; and to facilitate communication with participants via email.

3. Use of Information Technology

100% of all responses are completed electronically. The MyCAA process is completely web-based; all military spouses complete web-based registration.

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 dependent on the users, who may use the program as they see fit. Military spouses register and submit an education and training plan on the portal at their convenience.

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, September 2, 2025. The 60-Day FRN citation 90 FRN 42399.

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

A 30-Day Federal Register Notice for the collection published on Wednesday, November 26, 2025. The 30-Day FRN citation is 90 FRN 54310.

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 appears on the collection and may always be found at <https://mycaa.militaryonesource.mil/mycaa/resources/privacy-policy>.

A copy of the SORN, DPR 46 DoD, entitled "Spouse Education and Career Opportunities (SECO) Program", may be found online at <https://www.federalregister.gov/documents/2021/07/08/2021-14609/privacy-act-of-1974-system-of-records>

A copy of the PIA, My Career Advancement Account (MyCAA) Scholarship, has been provided with this package for OMB's review.

Records Retention and Disposition Schedule. Temporary; Cut off upon notification of Separation, Retirement or Discharge of sponsor/service member. Destroy 10 years after cut off. (GRS 1.2 Item 020)

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) [My Career Advancement Account Scholarship Portal]
 - a) Number of Respondents: 14,161
 - b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 14,161
 - d) Response Time: 30 minutes
 - e) Respondent Burden Hours: 7,081 hours
- 2) Total Submission Burden
 - a) Total Number of Respondents: 14,161
 - b) Total Number of Annual Responses: 14,161
 - c) Total Respondent Burden Hours: 7,081 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instrument(s)
[My Career Advancement Account Scholarship Portal]

- a) Number of Total Annual Responses: 14,161
 - b) Response Time: 30 minutes
 - c) Respondent Hourly Wage: \$7.25
 - d) Labor Burden per Response: \$3.63
 - e) Total Labor Burden: \$51,334
- 2) Overall Labor Burden
- a) Total Number of Annual Responses: 14,161
 - b) Total Labor Burden: \$51,334

Military spouses work at all levels and sectors of employment. Therefore, the Respondent hourly wage was determined by using the Federal Minimum Wage of \$7.25/hr. (<https://www.dol.gov/whd/minimumwage.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)
[My Career Advancement Account Scholarship Portal]
- a) Number of Total Annual Responses: 14,161
 - b) Processing Time per Response: 0.03 hours
 - c) Hourly Wage of Worker(s) Processing Responses: \$45.54
 - d) Cost to Process Each Response: \$1.37
 - e) Total Cost to Process Response: \$19,347

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: \$637,685
- 2) Total Operational and Maintenance Cost: \$637,685

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$19,347

2) Total Operational and Maintenance Costs: \$637,685

Total Cost to the Federal Government: \$657,032

15. Reasons for Change in Burden

The burden has increased since the previous approval due to an increase in respondents. The program was expanded to include the spouses of active-duty service members in grades E7-E9 and W3.

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.