

## Supporting Statement

### Application and Contract for Establishment of a National Defense Cadet Corps Unit

#### A. JUSTIFICATION

##### 1. Need for Information Collection

The National Defense Cadet (NDCC) is designed for physically fit citizens attending a participating secondary school. Educational institutions that desire to host a NDCC unit may make application using DA Form 3126-1. The program provides unique educational opportunities for young citizens through their participation in a federally sponsored curriculum while pursuing their civilian education. Students develop citizenship, leadership, communication skills, and understanding of the role of the U.S. Army in support of national objectives, and an appreciation for the importance of physical fitness. Title 10, United States Code, Section 4651 and 32 CFR 542 (both attached) provide for the establishment of units by the Department of the Army at public and private secondary schools.

##### 2. Use of Information

The DA Form 3126-1 is completed by an applicant school and countersigned by a representative of the Secretary of the Army. The contract establishes the mutual agreement between the educational institution and the U.S. Government. The Commanding General, U.S. Army Human Resources Command is responsible for administration and policy pertaining to the NDCC program. The Commanding General, U.S. Army Cadet Command manages and executes the program through Region Commanders who are responsible for the operation and training of units within their assigned areas. Data provided on the DA Form 3126-1 is used to determine which schools are invited to host a unit. To establish a fair and equitable distribution of units throughout the nation, and to identify selection criteria such as enrollment potential, capacity of the institution to conduct the program, educational accreditation, and the ability of the school to comply with statutory and contractual obligations.

##### 3. Improved Information Technology

The DA Form 3126-1 is available from the Department of the Army Forms site at [http://www.army.mil/usapa/eforms/DA2715\\_to\\_DA3254-R\\_1.html](http://www.army.mil/usapa/eforms/DA2715_to_DA3254-R_1.html)

The form is available in the following four formats:

File format '.XFDL' requires PureEdge Viewer.

File format '.FRO' (FF22); requires FormFlow Filler.

File format '.XFT' (FF99); requires Adobe Form Client Filler.

File format '.PDF' requires Adobe Acrobat Reader; this format is NOT FILLABLE

There is a link on the site to download the software needed to complete the desired format of the form with the exception of the pdf format that is not fillable.

The form is printable in all formats.

##### 4. Efforts to Identify Duplication

Similar information is not available elsewhere.

5. Methods Used to Minimize Burden on Small Entities

Collection of this information does not have a significant impact on small business.

6. Consequences of Not Collecting the Information

This information is collected only when a school requests to host a unit. Information provided by the school administrator serves as the basis for selection and the signed application/contract becomes a legal document, whereby the Government agrees to provide personnel and resources.

7. Special Circumstances

There are no special circumstances that require this collection to be conducted in a manner inconsistent with the guidelines established in 5 CFR 1320.5(d)(2).

8. Agency 60-Day Federal Register Notice and Consultations

This information was published in the Federal Register June 7, 2006, Vol. 71, No. 109, page 32933; a copy of which is attached. No comments have been received.

9. Payments to Respondents

No payment or gift will be provided to respondents.

10. Assurance of Confidentiality

No personal information subject to the Privacy Act is requested. No assurance of confidentiality is provided; the document becomes a legal instrument. However, all information is stored in a secure area and only authorized personnel have access to it.

11. Sensitive Questions

No questions of a sensitive nature, such sexual behavior and attitudes, or religious beliefs, will be asked.

12. Estimate of Response Burden and Annual Cost to Respondent

Number of respondents:	35
Responses per respondent:	1
Number of responses:	35
Response time:	1 hour
Cumulative annual response time:	35 hours

Based on a salary equivalent to a GS 12, step 5 @ \$30.06 per hour x 35 hours: \$1,052.10. This is only an estimate due to the broad spectrum of administrative salaries.

13. Estimates of Other Cost Burden to Respondent

Other than the costs associated with the burden of gathering data and completing the form discussed above, there are no other additional capital, start-up, or operational maintenance costs (O&M) imposed on the respondents.

14. Estimated Annualized Cost to the Federal Government

Annual cost to the Government for the processing of applications is estimated to be \$550.62. The estimate is based on an average of one hour spent on each application/contract by a GS 5, step 5 @\$13.68 per hour ( $\$13.68 \times 35 \text{ hours} = \$478.80$ ) and a 15 percent overhead (\$71.82).

15. Change in Burden

This is an extension of a previously approved collection.

16. Publication Plans/ Time Schedule

There are no plans to publish the information collected.

17. Approval Not to Display Expiration Date

Approval not to display the expiration date is not being sought.

18. Exceptions to the Certification Statement

No exceptions to the certification statement are being sought.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

This collection of information does not employ the use of statistical methods.