

OMB 83-I Supporting Statement

A. JUSTIFICATION

1. DoD units and agencies must collect information from event sponsors who request military support to ensure that the event and sponsor meet DoD Instruction 5410.19 eligibility requirements. As stated in paragraph D.1, Enclosure 3 of the reference Instruction, "Requests for Armed Forces support to public programs shall be addressed to the nearest military installation, giving full details on the approved DoD request format, so that a decision, based on program criteria, sponsor criteria, site criteria, and support criteria can be made."
2. Installation and command public affairs offices will use the collected information to evaluate public affairs requests. The community relations staff will compare the information against DoD standards to determine if Armed Forces participation is authorized and then determine if assets are available. The information is then placed into unit files and destroyed after a locally determined interval. The information is not shared with other staffs or agencies except on a need to know basis. Typically, the only data shared is information necessary for the tasked unit to arrive at the proper location at the correct time with the requested support.
3. The collection of information does not involve information technology although use was considered. Respondents and event sponsors largely do not have such capabilities due to cost, and available equipment is often incompatible, particularly between DoD sites and the more than 40,000 citizens who annually request support. Moreover, community relations regulations require subjective evaluations because requests involve one-time events.
4. The Office of the Assistant Secretary of Defense for Public Affairs and its counterpart Service staffs are the only organizations having responsibility for public affairs matters. Information required to determine eligibility for community relations support of public events is sufficiently unique to preclude duplication of this collection of information elsewhere in the Department of Defense.
5. This is no significant impact on small business entities.
6. DoD will be unable to conduct its community relations program if it cannot collect information necessary to evaluate the propriety of military participation in public events. Collection cannot be conducted less frequently because each request is, in and of itself, unique and must be evaluated on a case-by-case basis.
7. There are no special circumstances. The data collection will be conducted in a manner consistent with the guidelines in 5 CFR 1320.5(d)(2).
8. An Office of the Assistance Secretary of Defense for Public Affairs notice appeared in the Federal Register, dated Wednesday, April 5, 2006, soliciting comments (see page 17083 attached), but no one responded to the announcement.
9. No payments or gifts will be made to respondents.

10. The forms specify that “All data will be handled on a ‘For Official Use Only’ basis.”

11. No questions of a sensitive matter are included in the request format.

12. Estimates of Response Burden and Annual Cost to the Respondent

a. Respondent Burden:

(1) DD Form 2536

Responses per Respondent:	1
Number of Respondents:	42,000
Hours per Response:	0.12
Annual Burden:	5,040 hrs

(2) DD Form 2535

Responses per Respondent:	1
Number of Respondents:	1,000
Hours per Response:	0.5
Annual Burden:	500 hrs

Estimated Average Annual Burden

Number of Respondents:	43,000
Responses per Respondent:	1
Total Annual Responses:	43,000
Average Hours per Response:	0.129 (Total annual hours divided by total annual responses equals average hours per response)

Total Annual Burden:	5,547 (Total annual responses times average hrs per response equals annual burden)
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b. Annual Cost to Respondent

Hourly pay for respondents: \$13.95

(1) DD Form 2536: 42,000 forms @ 0.12 hrs per form = \$70,308

(2) DD Form 2535: 1,000 forms @ 0.5 hrs per form = \$6,975

Total annual cost to respondents: \$77,283

13. There are no additional costs to respondents. No start-up costs are required.

14. Total annual cost to the Federal Government is \$216,232 (estimated). This includes \$200,322 for the manpower costs of processing and responding to the 43,000 annual inquiries (20 minutes per 42,000 inquiries (DD Form 2536) at \$13.95 per hour and 30 minutes per 1,000 inquiries (DD Form 2535) at \$13.95 per hour) and mailing costs of \$15,910 (postage). Printing of forms is not required because the forms are available through computer packages and e-mail. The Federal Government currently incurs all of these costs because it already receives approximately 43,000 requests for Armed Forces participation in public events.

15. This is an extension of a previously approved collection.

16. Collected information will not be published in any form.

17. This office requests that the expiration date for OMB approval of the information collection be displayed.

18. This office seeks no exception to the certification statement identified in Item 19 of the OMB Form 83-I.

B. STATISTICAL METHODS

This collection of information does not employ statistical techniques.