

SUPPORTING STATEMENT

A. JUSTIFICATION

1. Need for Information Collection

Title 10 USC, Sections 504, 505, 508, 12102; Title 14 USC, Sections 351 and 632; and 50 USC Appendix Section 451 (Atch 1) require applicants to meet standards for enlistment into the Armed Forces. This information collection is the basis for determining eligibility of applicants for enlistment in the Armed Forces and is needed to verify data given by the applicant and to determine his/her qualification of enlistment. The information collected aids in the determination of qualifications, term of service, and grade in which a person, if eligible, will enter active duty or reserve status.

2. Use of Information

The purpose of this information collection is to gather the necessary data for determining eligibility in the Armed Forces and for establishing personnel records on those enlisted. The DD Form 1966, "Record of Military Processing-Armed Forces of the United States," form associated with this information collection, is used to gather the necessary information (Atch 2).

The Military Services and the Coast Guard will use these data to reduce premature discharges by determining applicant eligibility for enlistment. The DD Form 1966 is completed by the applicant and assisted by a Service recruiter, after an oral interview. The information is collected and processed within a one- to two-day period. The information collected accompanies the applicant throughout the enlistment process at Military Entrance Processing Stations (MEPS).

The data collected has assisted recruiters in determining whether applicants meet the necessary entrance standards for enlistment in the Armed Forces.

3. Improved Information Technology

The Department has determined that the DD Form 1966 is appropriate for electronic generation. Recruiting stations able to use the form electronically will reduce the burden for not only the respondent, but for the recruiter as well. Forms are available on the DoD Electronic Forms Website in Fillable Adobe PDF. The Military Entrance Processing Station (MEPS) has loaded the DD Form 1966 into the MEPCOM Integrated Resource System (MIRS) to enable the respondents the ability to electronically complete this form. Strategic planning has led to research and development for ongoing initiatives, including biometrics, towards the creation of an integrated system between the armed services and other agencies to share data electronically. This improvement will lessen the burden of moving paper between agencies and will ensure better accuracy of data. Progress of this on-going initiative is contingent upon funding availability.

4. Efforts to Identify Duplication

A review by military recruiting representatives resulted in no findings of duplicate reporting or records. No similar information or verification procedure exists that can be used for this information collection.

Data collected on the DD Form 1966 provides a wide range of demographic information needed to establish eligibility for enlistment in the Armed Forces. No culmination of data from other sources would provide the necessary information for enlistment.

5. Methods Used to Minimize Burden on Small Entities

Small businesses and other small entities will not be affected by this collection.

6. Consequences of Not Collecting the Information

Information is collected only once per applicant. If collection were stopped, ability to make determinations for enlistment into the military would be hampered.

7. Special Circumstances

This collection of information is not conducted under special circumstances; the respondent is asked to complete one form, one time. The information is used for none other than enlistment purposes by the Department of Defense. No requirements are placed on the respondent after providing the information and the personal information collected is kept confidential to the qualification process and the individual's military records.

8. Agency 60-Day Federal Register Notice and Consultations Outside the Agency

The 60-day Federal Register Notice announcing this information collection (as required by 5 CFR 1320.8(d)) was published on July 31, 2006, Volume 71, Number 146, pages 43136-43137. No comments were received in response to this collection. Copy of the Notice is attached (Atch 3).

This information has been reviewed by the Military Services. A Joint Service working group was established to review all enlistment forms to determine which forms would be candidates for electronic generation. This form has been identified for electronic generation. Changes to this form include additions to identify Recruiter Station ID, Service Annex Codes, Military Service Obligation date, and Active Duty/Reserve Component Obligation date.

A DoD working group will be conducting a review of standardization of data elements beginning in January 2007. Recommendations of this working group will be incorporated into all future enlistment forms changes (to include the DD Form 1966).

9. Payments to Respondents

No payments, gifts or guarantees are made to respondents who provide this information.

10. Assurance of Confidentiality

Respondents are advised that statements will be held in strictest confidence. Forms maintained in personnel records are seen only by individuals who have a need to verify information contained on the form. The privacy act statement is contained on the form.

11. Sensitive Questions

Character and social adjustment questions, Questions 24 through 26 on DD Form 1966, are required to preclude the enlistment of unsuitable people into the U. S. Armed Forces who may be a detriment to the preparedness of the military and the security of the United States. This information is used by the Services to determine applicant eligibility for enlistment. The questions are preceded by the following:

If “YES,” explain in Section VI, “REMARKS.”

Data on race or ethnicity are required to be tracked by each Service’s affirmative action plan and assessment process. Religious preference information is voluntary, but is requested to determine the proper mix of chaplains in each Service. Marital status is used to determine appropriate pay and benefits. It also is used to determine the number of dependents, obligations and financial suitability of the applicant. Responses regarding gender also are requested to determine the total number of male and female applicants. Social Security Number is requested to ensure accuracy of data on the specified individual applicant. The DD Form 1966 is the genesis for the personnel record, the medical record, and the security records. The Social Security Number (SSN) is obtained and stored into the initial record (personnel, finance, medical, and security) for proofing, vetting, and maintaining unambiguous person identity for U.S. persons. With the SSN being used for person identification in major DOD human resource systems (personnel, finance, and medical), it remains the only unique identifier that ensures accuracy across all the systems to ensure proper data retrieval.

12. Estimates of Annual Response Burden and Labor Cost for Hour Burden to the Respondent for Collection of Information

a. Response Burden:

(1) DD Form 1966

Total annual respondents:	510,000
Frequency of response:	1
Total annual response:	510,000
Burden per response:	20 min
Total burden hours	170,000

b. Explanation of How Burden was Estimated:

An observed average of 20 minutes is taken to complete the six-page form, estimated by a recruiter observing and working with an applicant filling out the form.

c. Estimated Labor Cost to Respondents.

510,000 respondents x \$5.15/hr* @ 20 mins. Per form = \$877,200.

*Hourly rate based on U.S. Department of Labor federal minimum wage.

13. Estimates of Cost Burden for the Respondent for Collection of Information

a. Total Capital and Start-up Costs. There are no capital or start-up costs associated with this collection.

b. Operational and Maintenance Costs. There are no operational or maintenance costs associated with this information collection.

14. Estimates of Cost to the Federal Government

a. Work Load Requirements

1. E5 -E7 recruiter processes form. Estimated completion time is 20 minutes.

2. GS-05/Step 05 reviews items, on page 1 only, to determine completeness of the responses. Estimated completion time is 5 minutes.

b. Estimated Costs:

1. E5 - E7 hourly pay = \$15.08 @ 20 min each form	\$5.03
2. GS-05/Step 05 hourly pay \$13.68 @ 5 min each form	\$1.14
3. Printing (from MIRS) @ \$.10 per form	\$.10

Cost to the Federal Government per respondent	\$6.27
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Total Department Cost (510,000 X \$6.27)	<u>\$3,197,700.00</u>
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15. Changes in Burden

There are no changes in burden for this information collection.

16. Publication Plans/Time Schedule

Results of this information collection will not be published.

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

Statistical methods are not employed for this collection of information.