

Supporting Statement for  
Reduction Act of Submissions  
For AFRS IMT Forms 1413  
AF Form 215  
HQ AFRS/RSOPA  
OMB 0701-0080

A. JUSTIFICATION

1. Need for the Information Collection.

Title 10, U.S.C. 9411 provides for the commissioning of officers in the Armed Forces: Air Force Instruction 36-2013 implements the policy. Air Force Recruiting Service (AFRS) Instruction 36-2001, Chapter 3, provides procedures. AFRS uses these forms as part of each application that is submitted for consideration by the Air Force Officer Training School (OTS) selection board.

2. Use of Information

AFRS process all application for the OTS program from both the military and civilian communities. AFRS field recruiters and AF education counselors use the forms to help determine each applicant's qualifications for eligibility to meet the OTS Selection.

3. Use of Technology

The use of collection by electronic means has been considered, but is not feasible. Information is collected in person on occasion. Positive identification is required for accountability. Forms are available electronically for printing on an as needed basis.

4. Non-duplication

There is no other form available in the Air Force that is used to collect this information and similar information does not exist.

5. Burden on Small Business

Collection of this information does not impact small businesses or entities.

6. Less Frequent Collections

Without the information contained in these forms, the Air Force efforts to select qualified applicants for OTS would be severely hampered.

7. Paperwork Reduction Act Guidelines

This Collection of information is consistent with the guidelines of Title 5 CFR 1320.5(d)(2).

## 8. Consultation and Public Comments

Notice has been made in Federal Register (Volume 72, No. 23, page 5274) Monday, February 5, 2007. No comments were received.

## 9. Gifts or Payments

No Payments or gifts will be made to respondents.

## 10. Confidentiality

While assurance of confidentiality is not provided, we comply with the Privacy Act of 1974 in regard to the release of information to agencies outside the Department of Defense. The Department has not yet provided a plan for moving to another unique identifier other than the SSN. If the military system changes, using another unique identifier for each member of the Armed Forces, then the Air Force and other military institutions would follow suit. Each form that the Office of Admissions uses is stored in the database in different tables and is keyed by the SSAN. If we only collected the SSAN once, then we would not be able to store any of the data from the online forms (which was mandated by OMB in prior years to go paperless). We would then be required to spend numerous manhours and money to restructure our entire institutions Cadet/Historical/Admissions, hospital, etc databases to accept something other than the SSAN. As stated prior, when the military changes to go back to a system like the unique identifier that was used prior to 1970, then we will comply with changing all information and a great cost to the federal government.

## 11. Sensitive Questions

There are no questions of a sensitive nature asked on the attached forms.

## 12. Respondent Burden and Costs

Burdens and Annualized Cost Information:

AFRS Form 1413: The number of respondents impacted by this form wouldn't exceed 500 per year. The frequency of response is based on completing the form at the time of application. This occurs once per application. The time required to complete this form will not exceed 30 minutes per respondent. The annualized cost to complete this form is \$2,000.00

Estimated Respondents:	500
Response Time:	30 minutes
Response Frequency:	Once per application
Burden Hours:	250

Individual burden hour is based on past observation.

Estimated Total Annualized Cost:  $250 \times \$8.00 = \$2,000$  per year.

AETC Form 1422 is obsolete as June 2003 and is replaced by AF Form 215.

AF Form 215: The number of respondents impacted by this form wouldn't exceed 500 per year. The frequency of response is based on completing the form at the time of application. This occurs once per application. The time required to complete this form will not exceed 30 minutes per respondent. The annualized cost to complete this form is \$2,000.00

Estimated Respondents:	500
Response Time:	30 minutes
Response Frequency:	Once per application
Burden Hours:	250

Individual burden hour is based on past observation.

Estimated Total Annualized Cost:  $250 \times \$8.00 = \$2,000$  per year.

### 13. Cost of Respondent Burden

There will be no additional cost burden to respondents.

### 14. Annual Cost to the Government

Estimated annualized cost to the Government: Since the forms are available off the internet and printing is on an as needed basis, cost is minimal for printing. Estimated personnel expenses are estimated at \$4,000.00.

AF Recruiter -  $\$20.25$  per hour  $\times$  1 hour  $\times$  500 respondents = \$10,125.00.

### 15. Reasons for Change of Information

This request of OMB clearance is an extension of a currently approved collection of information. Decrease due to decrease in the number of respondents as well as a decrease in the amount of time it takes to complete the forms.

### 16. Collections of Information

Results of this collection of information will not be published.

### 17. Expiration Date

The Air Force is not seeking an exception to displaying the date.

### 18. Certification Statement

No exceptions to the certification statement are requested.

## B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

Collections of Information Employing Statistical Methods. The collection of this information does not employ statistical methods.