

SUPPORTING STATEMENT

A. JUSTIFICATION

1. The Academic Certification for Marine Officer Candidate Program form is used by officer procurement personnel to evaluate the academic qualifications of officer applicants. Use of this form is the only accurate and specific method to determine a Reserve officer applicant's academic qualifications. Each applicant interested in enrolling in an undergraduate Reserve officer commission program completes and returns the form. The letter on the form is self-explanatory. Marine Corps Order P1100.73 authorizes the collection of this information.

2. The form is used by the Marine Corps as a standardized method of determining the academic eligibility of applicants for the entire Marine Corps Reserve Office Program. If it were not utilized, status of applicants could not be determined.

3. Information can only be provided by the applicants. There are no actions that could be taken to reduce the burden of determining academic qualifications of Reserve Officer candidates.

4. A review of forms used for officer processing of applicants was conducted to ensure no duplication. This is the only form used to ascertain applicant's academic qualifications. Requiring school transcripts alone would not provide enough information to select the best qualified applicants. No duplication exists.

5. This information collection does not impact small businesses or other small entities.

6. Ascertaining the academic qualifications of applicants for Reserve officer commission programs is vital; any decrease in collection of this information would be detrimental to reserve officer procurement. Information is collected on an "on occasion" basis; therefore, it is not possible to reduce the frequency of collection.

7. No Paperwork Reduction Act imposed guidelines must be exceeded. Collection is consistent with the guidelines in 5 CFR 1320.5(d).

8. A copy of the notice published in the Federal Register on December 28, 2007 (72 FR 73789). No public comments were received.

The Selection Officers hold discussions on a periodic basis with the applicants and potential respondents to obtain their input regarding the data requested and there have been no complaints.

9. No payment or gift will be provided to respondents.

10. Information included in the form is not released by colleges and universities without the express consent of an applicant for a Marine Corps Reserve Officer Program. The Family Education Rights Act ensures confidentiality. The form is retained only at Headquarters, U.S. Marine Corps and is kept in the applicant's file with is labeled "For Official Use Only."

11. Questions of a sensitive nature are not solicited.

12. Estimate of information collection burden

Number of respondents	4,000
Number of responses per respondent	1
Number of annual responses	4,000
Number of hours per response	15 minutes
Number of annual burden hours	1,000
Frequency	On occasion

Estimate has been calculated through experience.

The average cost burden for each respondent will be approximately \$6.79.
Costs were calculated as burden (15 minutes) x average wage rate/hr (\$27.17 per hour).
Average wage rate/hr was estimated from salaries of a sergeant.

Total annual cost to respondents is \$27,160

13. There will be no additional cost burden to respondents.

14. Cost to the Federal Government is \$13,936.69

Form Production
Forms printed every 4 to 5 years
Total annual cost: \$1,000

Form Retrieval
Estimated annual responses: 4,000
Cost per respondent: \$.74
Estimated annual cost: \$2,960

Form Processing
Estimated number of forms processed: 4,000
Estimated number of forms processed per hour: 12
(at \$29.93/hour)
Estimated annual cost: \$9,976.69

15. Burden increased due to an increase in the number of respondents.

16. The results of this collection will not be published.

17. Approval is not sought for avoiding display of the expiration date for OMB approval.

18. There will be no exceptions to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

The collection of this information does not employ statistical methods.