

SUPPORTING STATEMENT

A. JUSTIFICATION

1. The individual Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) Instructor Evaluation Summary is completed by principals to evaluate the effectiveness of individual Marine instructors. The form is further used as a performance related counseling tool and as a record of service performance to document performance and growth of individual Marine instructors. Evaluating the performance of instructors is essential to ensuring they provide quality training. The letter on the form is self-explanatory. Marine Corps Order P1533.6 authorizes the collection of information.

2. The summary provides a written record of the overall performance of duty of Marine instructors who are responsible for implementing MCJROTC. If it were not used, Marine instructor's performs could not be evaluated.

3. Principals complete the summary to evaluate the effectiveness of individual Marine instructors. There are no actions that should be taken to reduce the burden of determining performance and growth of individual Marine instructors.

4. This is the only form used to evaluate an instructor's performance. No duplication exists.

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

6. Evaluation the performance of instructors is essential to ensure that instructors provide quality training; any decrease in collection of this information would be detrimental to the MCJROTC Program. Information is collected annually and it is not possible to further 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 73788). No public comments were received.

The summary is discussed at the annual MCJROTC Program Conference where input regarding the data requested is obtained; there have been no complaints. Conference attendees are Superintendents of schools or their designated representatives, Marine Corps program sponsors, and other Marine Corps representatives.

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

10. Information included in the form is not released outside the Marine Corps; only those persons involved in the performance evaluations of the individual instructors and effectiveness of the curriculum review the evaluations. The form is retained solely at Headquarters, U.S. Marine Corps and is kept in the instructors file which is labeled "For Official Use Only."

11. Questions of a sensitive nature are not solicited.

12. Estimate of information collection burden

Number of respondents	450
Number of responses per respondent	1
Number of annual responses	450
Number of hours per response	30 minutes
Number of annual burden hours	225
Frequency	Annual

Estimate has been calculated through experience.

The average cost burden for each respondent will be approximately \$14.95.
Costs were calculated as burden (30 minutes) x average wage rate/hr (\$29.89 per hour).
Average wage rate/hr was estimated from salaries of a GS 8.

Total annual cost to respondents is \$6,727.50

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

14. Cost to the Federal Government is \$4,598.50

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

Form Retrieval
Estimated annual responses: 450
Cost per respondent: \$.74
Estimated annual cost: \$333

Form Processing
Estimated number of forms processed: 450
Estimated number of forms processed per hour: 6
(at \$43.54/hour)
Estimated annual cost: \$3,265.50

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

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.