

SUPPORTING STATEMENT FOR 0701-0026

A. JUSTIFICATION

1. Need for the Information Collection

The form (DoD Form 1870, OMB clearance Number 0701-0026) is used to implement the provisions of 10 USC 4342, 6953, 9342 and 32 CFR 901. The forms are provided annually by each of the three Service Academies to all Members of Congress, the Vice President, Delegates to Congress, and the Governor and Resident Commissioner of Puerto Rico so they may nominate individuals for appointment consideration to the service academies. Data required to complete the form is supplied by the prospective nominee to the Member of Congress. Eligibility requirements are outlined in AFI 36-2019, Appointment to the United States Air Force Academy.

2. Use of Information

The data supplied by the applicant is used by the applicant is used by the authorized nominating source listed in paragraph 1 above to complete the form and to submit to the appropriate Service Academy as part of the selection process for Academy cadets or midshipmen. If the information were not collected, we would not be able to comply with the law that requires cadets and midshipmen to be nominated by Members of Congress to attend Service Academies.

3. Use of Technology

The United States Air Force Academy Admissions Liaison Office has discussed with the US House of Representatives and the other Service Academies ways to automate the collection of this information. Security is the major issue. The Air Force Academy Admissions Liaison Office plans that all legal nominating authorities be able to use a CD for Service Academy nomination. The CD has the United States Senator, United States Congressman or Vice President of the United States' security code from their official stationery account on the CD. The CD will permit the legal nominating authority the opportunity to use their computer to fill out the DD Form 1870. Control of this form is of paramount concern by all three Academies as well as the legal nominating authorities. Also, it was learned that the legal nominating authorities wish to sign the form after it has been printed rather than the computer program use an electronic signature. Thus, no electronic signature will be added to the form at this time. Currently, the use of a CD is the only way to reduce the burden on these respondents (Members of the House and Senate and Vice President).

4. Non-duplication

The only other agency that uses congressional nominations is the Merchant Marine Academy and their application process and procedures are different.

5. Burden on Small Business

The collection does not affect small businesses or other small entities.

6. Less Frequent Collections

Information cannot be collected less frequently as it is collected only on the occasion that approval is required, usually only once from any one individual.

7. Paperwork Reduction Act Guidelines

The information is collected on the occasion of a nomination and cannot be collected less frequently. The collection of information will be conducted in a manner consistent with the guidelines in 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments

The 60 day Federal Register notice was published on March 6, 2008 (73 FR 12143-12144). Copy attached. No comments were received. Annually representatives of the three Service Academies meet and discuss the necessary data and format for Members of Congress to make their nominations of individuals to compete for appointment. The form must still be five parts. Persons contacted are as follows:

Ms. Jorja Graves, USMA, 703-325-7414
Ms. Cathy Trebelhorn, USNA, 410-293-1820

9. Gifts or Payments

There are no gifts or payments provided to the respondents.

10. Confidentiality

The information will be handled, stored, and disposed of in accordance with existing Department of Defense procedures for safeguarding official information. This information is protected under the Privacy Act of 1974.

11. Sensitive Questions

There is no sensitive information required.

12. Respondent Burden and its Costs

a. 5,200 applicants are estimated to complete the form. There is one response per applicant. $5,200 \times 30 \text{ minutes} = 2600$ burden hours. Several respondents were contacted and their estimated time for completing the form was 30 minutes.

Number of Respondents: 5,200
Frequency of Response: 1
Total Annual Response: 5,200
Minutes per Response: 30
Total Burden Hours: 2,600

b. Out of Pocket Cost to Respondent

Annualized cost to respondents for hour burdens: 15,600. This assumes a value of \$6 per hour of respondents' time. Since the collection requires 1/2 hour per respondent and we project 5,200 applications, the total burden hours are 2600. Total estimated cost is $\$6 \times 2600$ or \$15,600.

Wage of Respondent ($\$6.00 \text{ per hr} \times 1/2 \text{ hour} \times 5,200 \text{ respondents}$) = \$15,600

13. Cost of Respondent Burden

There are no capital or start-up costs associated with this information collection.

14. Cost to the Federal Government

a. Total cost to the Federal Government is estimated at 108,030. This is based on the average hourly wage of \$41.55 and the appropriate amount of time (1/2 hour) spent on each DoD Form 1870 nomination. $\text{One half-hour} \times (\$41.55 \text{ per hour}) \times 5,200 \text{ forms} = 108,030$. The \$41.55 per hour includes a 25% allowance overhead.

b. The total cost to the Government:

Personnel cost ($\$41.55 \text{ per hour} \times 5,200 \text{ forms} \times (1/2 \text{ hour per form})$) = \$108,030

15. Reasons for Change in Burden

This is an extension of a previously approved collection for which the burden has decreased due to a decrease in the number of respondents.

16. Collections of Information

The results for collection of this information will not be published.

17. Expiration Date

The Air Force is not seeking an exception to display the expiration date of this information.

18. Certification Statement

There are no exceptions to the Certification for Paperwork Reduction Act Submissions certification statement.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

Statistical methods are not employed for this collection of information.