

SUPPORTING STATEMENT

A. JUSTIFICATION

1. Need for the Information Collection

USAFA Form 149 implements the provisions of 10 USC 9346. Information collection is necessary in order to provide academic and school background data by a candidate's high school official. Without this information it would be difficult to accurately determine a candidate's academic abilities. Final USAF Academy selections could not be made if reviewing committees are not able to determine whether basic requirements have or have not been met.

2. Use for the Information

The information collected on this form is required by USC 10 and used by Air Force Academy officials to select appointees to the Academy. If the information on this form is not collected, the individual cannot be considered for admittance to the Air Force Academy.

3. Use of the Technology

United States Air Force Academy Form 149 has already been converted to an electronic form. Both the electronic and paper version are being used. This form utilizes the current state of the art scanning equipment to capture preliminary academic information to determine if the applicant needs to correct deficiencies early in the admissions process or can proceed to the next stage on the admissions cycle. This collection is in compliance with the Government Paperwork Elimination Act.

4. Non-duplication

An internal study was conducted to review and eliminate redundancy on all candidate screening and selections processes.

5. Burden on Small Business

The collection of this information does not impact small businesses.

6. Less Frequent Collections

This is a one-time collection for each person who has been sent a candidate kit. If the information is not collected, final eligibility cannot be determined, and therefore, the student cannot be considered for an appointment to the Academy.

7. Paperwork Reduction Act Guidelines

The information is collected on the occasion of an application to the Air Force Academy 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 02 Jun 08. Copy attached. No comments received. The Directors of Admissions of the three service academies periodically meet to discuss the availability of data and report format for the information collected from high school students. In addition to the meetings, the Air Force Academy surveys the freshman class each year to gather input pertaining to form completion.

9. Gifts or Payments

No payments or gifts will be made to respondents.

10. Confidentiality

The information collected is handled, stored, and disposed of in accordance with existing Department of Defense procedures for safeguarding official information. We also certify that the Privacy Act of 1974 and OMB Circular A-108, "Responsibilities for the Maintenance of Records about Individuals by Federal Agencies" are upheld.

11. Sensitive Questions

No sensitive questions are asked in this collection of information.

12. Respondent Burden and Costs

The annual hour burden for respondents is 4925 hours. This was derived by taking the number of respondents, 9,850, then multiplying this number by the estimated 30 minutes required by the candidate to complete a form.

Number of Respondents:	9,850
Frequency of Response:	1
Total Annual Responses:	9,850
Minutes Per Response:	30
Total Burden Hours:	4,925

The annual costs to respondents is 32,013. This was derived by taking the number of respondents, 9,850, then multiplying this figure by the 30 minute completion time at \$6.50 per hour, the average hourly rate of a high school age candidate.

13. Cost of Respondent Burden

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

14. Annual Cost to the Government

The cost to the federal government is \$111,446. This estimate was derived by applying a factor of \$23.06 per hour times the 453 hours estimated for processing and analyzing the information collected. The operational costs associated with this form, and incurred by the agency, is \$101,000. Included are printing costs of \$4000 and mailing cost of \$96,000.

15. Reasons for Change of Information

This is an extension of a previously approved collection. The change in burden is due to a 6 minute increase in the time it takes to complete the form.

16. Collections of Information

Results will not be published for statistical purposes.

17. Expiration Date

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

18. Certification Statement

No exceptions to the certification statement are being requested.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS.

Statistical methods are not employed for this collection of information.