

SUPPORTING STATEMENT: 0702-0021

Application and Contract for Establishment of a Junior Reserve Officers' Training Corps Unit

A. Justification:

1. Need for Information Collection. The Junior Reserve Officers' Training Corps (JROTC) is designed for physically fit citizens attending a participating school. Educational institutions that desire to host a Junior ROTC unit may make application using DA Form 3126. The program provides unique educational opportunities for young citizens through their participation in a Federally sponsored curriculum while pursuing their civilian education. Students develop citizenship, leadership, communication skills, an understanding of the role of the U.S. Army in support of national objectives, and an appreciation for the importance of physical fitness. Title 10, United States Code, Section 2031 and 32 CFR 542 (both attached) provide for the establishment of units by the Department of the Army at public and private secondary schools.
2. Use of Information. The DA Form 3126 is completed by an applicant school and countersigned by a representative of the Secretary of the Army. The contract establishes the mutual agreement between the educational institution and the U.S. Government. The Commanding General, U.S. Army Human Resources Command is responsible for administration and policy pertaining to the JROTC program. The Commanding General, U.S. Army Cadet Command manages and executes the program through Brigade Commanders who are responsible for the operation and training of units within their assigned areas. Data provided on the DA Form 3126 is used to determine which schools are invited to host a unit, to establish a fair and equitable distribution of units throughout the Nation, and to identify selection criteria such as enrollment potential, capacity of the institution to conduct the program, educational accreditation, and the ability of the school to comply with statutory and contractual obligations.
3. Improved Information Technology. Since the number of respondents is relatively low (70), and the information requested is simple and readily available, improved information technology was not considered as it would likely result in a more complex and burdensome collection.
4. Efforts to Identify Duplication. Similar information is not available elsewhere.
5. Methods Used to Minimize Burden on Small Entities. Collection of this information does not have a significant impact on small businesses.
6. Consequences of Not Collecting the Information. The information is collected only when a school requests to establish a new unit. Information provided by the school administrator serves as the basis for selection and the signed application/contract becomes a legal document, whereby the Government agrees to provide personnel and resources.
7. Special Circumstances. There are no special circumstances that require this collection to be conducted in a manner inconsistent with the guidelines established in 5 CFR 1320.5(d)(2).
8. Agency 60-Day Federal Register Notice and Consultations. This information was published in the Federal Register November 25, 2008, Volume 73, Number 228, page 71627; a copy of which is attached. No comments have been received.
9. Payments to Respondents. No payment or gift will be provided to respondents.

10. Assurance of Confidentiality. No personal information subject to the Privacy Act is requested. No assurance of confidentiality is provided; the document becomes a legal instrument. However, all information is stored in a secure area and only authorized personnel have access to it.

11. Sensitive Questions. No questions of a sensitive nature, such as sexual behavior and attitudes, or religious beliefs, will be asked.

12. Estimate of Response Burden and Annual Cost to Respondent.

Number of respondents:	70
Responses per respondent:	1
Number of responses:	70
Response time:	1 hour
Cumulative annual response time:	70 hours

Based on a salary equivalent to a GS-12, step 5, @ \$39.70 per hour x 70 hours: \$2779.00. This is only an estimate due to the broad spectrum of administrative salaries.

13. Estimates of Cost Burden to Respondent. Other than the costs associated with the burden of gathering data and completing the form discussed above, there are no other additional capital, start-up, or operational maintenance costs (O&M) imposed on the respondents.

14. Estimated Annualized Cost to the Federal Government. Annual cost to the Government for the processing of applications is estimated to be \$1264.90. The estimate is based on an average of one hour spent on each application/contract by a GS-5, step 5, @ \$18.07 per hour ($\18.07×70 hours = \$1075.17) and a 15 percent overhead (\$189.73).

15. Change in Burden. This is a reinstatement, without change, of a previously approved collection for which approval has expired.

16. Publication Plans/Time Schedule. There are no plans to publish the information collected.

17. Approval Not to Display Expiration Date. Approval not to display an expiration date is not being sought.

18. Exceptions to the Certification Statement. No exceptions to the certification statement are being sought.

B. Collections of Information Employing Statistical Methods: This collection of information does not employ the use of any statistical methods.