

Supporting Statement

A. Justification

1. Title 10, USC 4346 provides requirements for admission of candidates to the US Military Academy. The US Military Academy (USMA) strives to motivate outstanding potential candidates to apply for admission to USMA. Once candidates are found, USMA collects information necessary to nurture them through successful completion of the application process. The collection of this data complies with 5 CFR 1320.9.

2. The Admissions Office and other agencies at the U.S. Military Academy require information on candidates who have received an offer of admission to determine supply orders for uniform items, eye glasses and essentials. Information is required for preparation of travel arrangements for the incoming class. Once an offer of admission to West Point is made, an individual accepts the offer by sending USMA FORM 534, Appointment (Offer of Admission) Acceptance. Without this form, tracking of the incoming cadets would be impossible. Once a completed USMA FORM 534 is received, Admissions is signaled to deliver a publication entitled "Instructions for Candidates Offered Admission". This pamphlet helps prepare candidates to report on Reception Day. Several mail-back forms are incorporated into this publication to help them prepare. They are as follows:
 - i. Birth Certificate Information, USMA FORM 5-499
 - ii. Vision Survey, USMA FORM 5-490
 - iii. Biographical Data, USMA FORM 2-66
 - iv. Uniform Date, USMA FORM 847
 - v. Declination of Appointment, USMA FORM 5-489
 - vi. Statement of Consent, USMA FORM 5-519
 - vii. Carlson Wagonlit Travel Form, USMA FORM 8-2
 - viii. Certificate of Authorization, USMA FORM 6-154
 - ix. Request for Finals Transcripts, USMA FORM 5-515
 - x. Immunization Record Form, USMA FORM 5-516
 - xi. Fall Senior Year Grades, USMA FORM FL 480-1

Also included in this pamphlet is a Mailback card that allows candidates to request information about ROTC in case they choose to decline West Point's offer. This card is prepared by ROTC Cadet Command. Previously it was listed as USMA form FL 689. It has been reprinted at the request of the ROTC Cadet Command without a listed form number on the business reply card.

3. A high percentage of our applications are completed via the admissions website due to the increasing popularity of internet use. The information requested online is the same as that which is requested through the business reply card, USMA FL 375.

4. Admissions Office Personnel and other staff agency personnel review information collected to prevent duplication.
5. This collection of data does not have a significant impact on small businesses or other entities.
6. The collection of this data is required in order to provide essential items for each incoming class. If collection were not conducted, it would lengthen the time to outfit each candidate for the rigorous summer of military training all incoming cadets are required to complete.
7. There are no special circumstances. The collect of information will be conducted in a manner consistent with guidelines in 5 CRF 1320.5(d)(2).
8. Information is collected from a different group of high school juniors and seniors each year. Therefore, it is not feasible to consult with the group since there is such frequent turnover. However, ideas based on consultations with guidance counselors and other high school officials who advise our candidates are often taken into consideration. A list of these officials is not maintained. The 60 day Federal Register notice was published on 24 July 2009, Volume 74, No. 141, Pages 36677-36678. Copy attached. No comments were received.
9. No payment of gift is provided to respondents.
10. All information collected on candidates is stored in secure databases with access granted to authorized-personnel only. For accepted candidates, records become part of the Cadet's Personnel Record, described by System Notice A0709.01DAPE-a permanent record. The records of candidates not accepted for admission are destroyed either on expiration of age eligibility or after 3 years, whichever is later. System Notice A0709.01aDAPE applies.
11. Questions about gender and ethnicity are applied within many of these forms. These questions are necessary because West Point strives to maintain a class composition of top scholars, leaders, athletes, of all genders and ethnicities. We fully believe that a diverse collegiate environment helps stimulate the educational experience for all cadets within the United States Military Academy. Candidates with outstanding qualifications in one or more areas and those who have extenuating social, financial, or ethnic disadvantages which create limited athletic, academic, or leadership opportunities receive special consideration for admission to the incoming class. An explanation about the collection of this information is provided in various Admissions literature to include the catalog.
12. Number of respondents is approximately: (see chart on following page)

	Number Responding	Response Time	Burden Hours
USMA FORM 534	1,350	5 minutes	113 hours
USMA FORM 5-499	1,350	5 minutes	113 hours
USMA FORM 5-490	1,350	5 minutes	113 hours
USMA FORM 2-66	1,350	5 minutes	113 hours
USMA FORM 847	1,350	5 minutes	113 hours
USMA FORM 5-489	1,350	5 minutes	113 hours
USMA FORM 5-519	1,350	5 minutes	113 hours
USMA FORM 8-2	1,350	5 minutes	113 hours
USMA FORM 6-154	1,350	5 minutes	113 hours
USMA FORM 5-515	1,350	5 minutes	113 hours
USMA FORM 5-516	1,350	5 minutes	113 hours
USMA FORM 689	1,000 (ROTC FORM)	5 minutes	83 hours
USMA FORM 5-26	1,350	5 minutes	113 hours
USMA FORM 480-1	1,350	5 minutes	113 hours
Totals:	18,550	70 minutes	1,552 hours

Total public burden time is 1,487 hours. Response time is based upon pre-test given to the Admissions Committee Staff.

13. There are no capital or start-up costs associated with this information collection.
14. Cost data were computed as follows: The cost of employee work per hour times the number of hours per year yielded personnel costs both for the hours spent checking the forms and the hours spent scanning them into the data base, if applicable. Overhead cost was computed at a rate of 20% of the personnel costs per form. Printing costs are actual costs.
- 15.

	Personnel Cost	20% Overhead Cost	Printing Cost
USMA FORM 534	\$1,874	\$375	\$84
USMA FORM 5-499	\$1,874	\$375	\$84
USMA FORM 5-490	\$1,874	\$375	\$84
USMA FORM 2-66	\$1,874	\$375	\$84
USMA FORM 847	\$1,874	\$375	\$84
USMA FORM 5-489	\$1,874	\$375	\$84
USMA FORM 5-519	\$1,874	\$375	\$84
USMA FORM 8-2	\$1,874	\$375	\$84
USMA FORM 6-154	\$1,874	\$375	\$84
USMA FORM 5-515	\$1,874	\$375	\$84
USMA FORM 5-516	\$1,874	\$375	\$84
USMA FORM 689	\$1,388	\$278	\$84
USMA FORM 5-26	\$1,874	\$375	\$84
USMA FORM 480-1	\$1,874	\$375	\$84
Totals:	\$25,750	\$5,153	\$1,176

16. This is a reinstatement of a previously approved collection of information for which approval has expired.

17. Results will not be published for statistical purposes.

18. Approval not to display the expiration date is not being sought.

19. There are no exceptions to the certification statement being sought.

B. This collection of information does not employ statistical methods.