

OASD(PA) DD Form 2535 & DD Form 2536

OMB 83-I Supporting Statement

A. JUSTIFICATION

1. DoD units and agencies must collect information from event sponsors who request military support per DoD Instruction 5410.19, paragraph 6.4, "The DoD Components shall use current DoD support request forms, such as DD Form 2535, "Request for Military Aerial Support," and DD Form 2536, "Request for Armed Forces Participation in Public Events (Non-aviation)," in evaluating and processing requests from event sponsors for support by the Military Services in community relations activities. The information entered into those forms by the sponsors of an event must provide sufficient information for evaluating the level of DoD support applicable for the event and overall compliance with the requirements of this Instruction." In addition, DODI 5410.19, paragraph 6.5 states, "Requests from local event sponsors for community relations support by the Military Services shall be addressed to the nearest military installation and forwarded, if required, with applicable recommendations, to the applicable approval level through normal chain of command procedures."
2. Installation and command public affairs offices will use the collected information to evaluate public affairs requests. The community relations staff will compare the information against DoD standards to determine if Armed Forces participation is authorized and then determine if assets are available. The information is then placed into unit files and destroyed after a locally determined interval. The information is not shared with other staffs or agencies except on a need to know basis. Typically, the only data shared is information necessary for the tasked unit to arrive at the proper location at the correct time with the requested support.
3. The collection of information does not involve information technology. A DoD Web-based portal is being developed that will support electronic submission of all DD 2535s and 2536s, and a complete electronic process management by DoD officials. When that portal is nearing completion, and prior to its deployment, a new OMB clearance request process will be conducted to receive approval for the collection to take place using that portal.
4. The Office of the Assistant Secretary of Defense for Public Affairs and its counterpart Service staffs are the only organizations having responsibility for public affairs matters. Information required to determine eligibility for community relations support of public events is sufficiently unique to preclude duplication of this collection of information elsewhere in the Department of Defense.
5. This is no significant impact on small business entities.
6. DoD will be unable to conduct its community relations program if it cannot collect information necessary to evaluate the propriety of military participation in public events. Collection cannot be conducted less frequently because each request is, in and of itself, unique and must be evaluated on a case-by-case basis.

7. There are no special circumstances. The data collection will be conducted in a manner consistent with the guidelines in 5 CFR 1320.5(d)(2).
8. An Office of the Assistance Secretary of Defense for Public Affairs notice appeared in the Federal Register, dated November 4, 2009, soliciting comments (74 FR 57155), but no one responded to the announcement.
9. No payments or gifts will be made to respondents.
10. The forms specify that "All data will be handled on a 'For Official Use Only' basis."
11. No questions of a sensitive matter are included in the request format.
12. Estimates of Response Burden and Annual Cost to the Respondent

a. Respondent Burden:

(1) DD Form 2536

Responses per Respondent:	1
Number of Respondents:	45,000
Hours per Response:	0.33
Annual Burden:	14,850 hrs

(2) DD Form 2535

Responses per Respondent:	1
Number of Respondents:	6,000
Hours per Response:	0.5
Annual Burden:	3,000 hrs

Estimated Average Annual Burden

Number of Respondents:	51,000
Responses per Respondent:	1
Total Annual Responses:	51,000
Average Hours per Response:	0.35 (Total annual hours divided by total annual responses equals average hours per response)*51000

Total Annual Burden:	17,850 (Total annual responses times average hrs per response equals annual burden)
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b. Annual Cost to Respondent

Hourly pay for respondents: \$13.95

(1) DD Form 2536: 45,000 forms @ 0.33 hrs per form = \$207,157.50

(2) DD Form 2535: 6,000 forms @ 0.5 hrs per form = \$41,850

Total annual cost to respondents: \$249,007.50

13. There are no additional costs to respondents. No start-up costs are required.

14. Total annual cost to the Federal Government is estimated at \$371,635. This includes \$355,725 for the manpower costs of processing and responding to the 51,000 annual inquiries (30 minutes per 45,000 inquiries [DD Form 2536] at \$13.95 per hour; and 30 minutes per 6,000 inquiries [DD Form 2535] at \$13.95 per hour) and mailing costs of \$15,910 (postage). Printing of forms is not required because the forms are available through electronic media. The Federal Government currently incurs all of these costs.

15. This is an extension of a previously approved collection. The significant change in respondent time burden is due to an increase in the number of DD Form 2535 submissions (previously reported as 1,000; actual number is estimated at 6,000 annually); a more accurate reporting of the hours required per DD-2536 response (.33 versus .12); and a slight increase in the number of DD Form 2536 submissions.

16. Collected information will not be published in any form.

17. This office requests that the expiration date for OMB approval of the information collection be displayed.

18. This office seeks no exception to the certification statement identified in Item 19 of the OMB Form 83-I.

B. STATISTICAL METHODS

This collection of information does not employ statistical techniques.