

Supporting Statement For  
United States Air Force Academy Candidate Writing Sample  
HQ USAFA/RROI  
USAF Form O-878  
OMB 0701-0147

A. JUSTIFICATION

1. Need for the Information Collection

USAFA Form O-878 implements the provisions of 10 USC 9346. Information collection is necessary in order to evaluate background and aptitude for commissioned service. This data allows the selection panel to evaluate the “whole person” concept. 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 of 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 Technology

This form is completely web-based and stored on a 128 encryption website and server that is housed within the confines of the US Air Force Academy. No outside agencies have access to the data that is collected for each candidate.

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

There are no special circumstances. 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 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 its Costs

The annual hour burden for respondents is 4100 hours. This was derived by taking the number of respondents, 4100, and multiplying this number by the 60 minutes required by the candidate to complete a form.

The annual cost to respondents is \$20,500. This was derived by taking the number of respondents, 4100, and multiplying this figure by \$5.00 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. Cost to the Federal Government

The cost to the federal government is estimated at \$25,366. This estimate was derived by applying a factor of \$23.06 per hour times the 1100 hours estimated for processing and analyzing the information collected.

15. Reasons for Change in Burden

This is an extension request only. There is no Change in Burden from the previously approved extension request.

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.