

SUPPORTING STATEMENT FOR 0701-0150
Air Force Recruiting Information Support System

A. JUSTIFICATION

1. Need for the Information Collection

The Air Force Active, Air National Guard, and Air Force Reserve Command recruiters have a need to collect information on prospective enlistees for all recruiting accessions: enlisted, officer, and health professions. The information collected provides necessary information to determine if an applicant meets qualifications established for active duty requirements. AFPD 36-20, *Accession of Air Force Military Personnel* is the Air Force policy directive that governs the accession of military personnel.

2. Use of Information

Recruiting requires the collection of specific information on prospective Air Force, Air National Guard, and Air Force Reserve Command enlistees, officers, and health profession personnel entering into duty. The information is used to create an initial personnel record that is used to prescreen and qualify enlistees, officers, and health professionals fit for service and ultimately access them into one of the three Air Force commands. The information is also used to process security clearances for those individuals requiring clearances for sensitive and classified positions.

3. Use of Technology

The Air Force Recruiting Information Support System provides a comprehensive integration, interface, and standardization of all programs that manage personnel resources in support of the recruiting mission. The system is used to build initial personnel records on prospective recruits for all recruiting accessions. The system extends automated capabilities out to the individual recruiters. It provides an automated interface to the Military Entrance Processing Center Station where applicants undergo physical, assessment testing, verification interviews, and receive a tentative job reservation that can be entered into the Air Force Recruiting Information Support System. It also provides an automated interface to the Military Personnel Data System where the applicant's records become an official Department of Defense record. The system provides reporting capabilities at all levels of management to make informed decisions on recruiting practices.

4. Non-duplication

The Air Force constantly monitors the process used for its enlistment/commissioning programs for possible duplication of effort. No similar information is available elsewhere that could be used or modified for such use.

5. Burden on Small Business

The collection does not affect small businesses or other small entities.

6. Less Frequent Collections

Information is collected only on the occasion when an individual has an interest in enlisting into the military. As the individual progresses through enlistment, processing more information on or about the individual is required.

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 60-day Federal Register notice was published on November 3, 2005 (Volume 70, Number 212, Page 66821). Copy attached. No comments were received.

9. Gifts or Payments

There are gifts provided to prospective respondents in the form of Air Force, Air National Guard, and Air Force Reserve Command promotional items. No monetary gifts are made.

10. Confidentiality

The information will be handled, stored, and disposed of in accordance with existing Department of Defense procedures for safeguarding official information. This information is protected under the Privacy Act of 1974.

11. Sensitive Questions

The sensitive information requested by the Air Force Recruiting Information Support System is considered necessary to determine applicant's eligibility and to enable selection of the best-qualified applicants for appointment as enlisted and commissioned personnel into the Air Force, Air National Guard, and Air Force Reserve Command. Applicants undergo investigations for security clearance for potential assignment requiring access to classified information. The information permits the applicant to report possible disqualifications, to explain extenuating circumstances, and the ability to request waivers of the disqualifications, if appropriate. Applicants are counseled regarding the use and potential impact of providing the information. Air Force Recruiting Information Support System adheres to the Privacy Act Law.

12. Respondent Burden and its Costs

a. 1,300,000 applicants are estimated to supply data to recruiters. There is one response per applicant. $1,300,000 \times 3 \text{ hours} = 3,900,000$ burden hours. Several recruiters were contacted and their estimated time for completing the data collection was 3 hours.

Number of Respondents: 1,300,000
Frequency of Response: 1
Total Annual Response: 1,300,000
Minutes per Response: 3
Total Burden Hours: 3,900,000

Since a number of forms (DD, AF, and SF) that are integral to this information collection have been approved by OMB for a total of 2,513,587 burden hours, the actual hours requested for approval is as follows:

Actual Requested

Number of Respondents: 1,300,000
Frequency of Response: 1
Total Annual Response: 1,300,000
Minutes per Response: 64 minutes (average)
Total Burden Hours: 1,386,413

b. Out of Pocket Cost to Respondent

Annualized cost to respondents for hour burdens: \$29,250,000. This assumes a value of \$7.50 per hour of respondents' time. Since the collection requires 3 hours per respondent and we project 1,300,000 applications, the total burden hours are 3,900,000. Total estimated cost is $\$7.50 \times 3,900,000$ or \$29,250,000.

Wage of Respondent ($\$7.50 \text{ per hr} \times 3 \text{ hours} \times 1,300,000 \text{ respondents}$) = \$29,250,000

13. Cost of Respondent Burden

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

14. Cost to the Federal Government

a. Total cost to the Federal Government is estimated at \$115,440,000. This is based on the average hourly wage of \$29.60 and the appropriate amount of time (3 hour) spent on each Air Force recruit's collected data. $3 \text{ hours} \times (\$29.60 \text{ per hour}) \times 1,300,000 \text{ recruits} = \$115,440,000$.

b. The total cost to the Government:

Personnel cost ($\$29.60 \text{ per hour} \times 1,300,000 \text{ recruits} \times 3 \text{ hours per recruit's data}$) = \$115,440,000.

15. Reasons for Change in Burden

No change in burden. This is an extension of a previously approved collection of information.

16. Collections of Information

The results for collection of this information will not be published.

17. Expiration Date

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

18. Certification Statement

There are no exceptions to the Certification for Paperwork Reduction Act Submissions certification statement.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS:
Statistical methods are not employed for this collection of information.