

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. Student information is obtained through the use of business reply cards on posters and in publications, permitting potential candidates to request information on the US Military Academy. This initial student information received is retained in a file until an additional response is received by potential candidates. The purpose of this activity is to obtain a group of applicants who eventually may be evaluated for admission to West Point. This pre-candidate phase is used primarily to identify potential candidates. Individuals who are not on our database or have only requested admissions material from us are called "pre-candidates". They remain pre-candidates until their first questionnaire has been screened and they are determined to be competitive. Pre-candidates can request general information about West Point in a variety of ways, from one of our recruiting posters, brochures, etc. Each of these requests for information from the public is sent in to us on USMA FORM FL 375, Request for Information. Each of these forms is coded at the bottom in order to determine which recruiting mediums are providing the most responses. Students can also respond directly online through a web address in order to reduce postage costs and to expedite the process for both parties. Without the use of USMA FORM FL 375, interested individuals would be unable to contact and express interest in West Point expeditiously.

We use Form FL 723 in our advertising brochures sent to individuals with high College Board scores. It is a mail-back card that also requests information about West Point and differs from the card above in that the interested individual can correct the mailing address listed on the brochure that we mail them. Students can also respond online at the website provided on the business reply card. This helps reduce postage costs. Without this form, we would be unable to contact highly qualified high school students about the West Point

opportunity.

Individuals who inadvertently send us more than one request for information on one of the mail-back cards listed above are sent a notification that they have done so on USMA FORM FL 450. Without this form, the possibility exists that we could send out multiple application packets.

Admissions Participants in the field can help us to identify pre-candidates. They initially get on to our database by providing information on USMA FORM 21-27. The background information received on this collection is used for the screening of 11,000 applicants. Applicants who do not meet qualification standards are eliminated via this screening form, reducing the candidate pool to the range of 6,000 to 7,000 applicants. The candidate completes and mails the form. This form is also used online at the admissions website <http://admissions.usma.edu>. Without this screening tool, USMA would spend a great deal of time and money nurturing candidates through the application process who have no probability of being offered admission.

3. A high percentage of those responding do so through the admissions website. This method of requesting information has increased in popularity quite drastically with each year. The information requested online is the same as that which is requested through the business reply card, USMA FL 375.
4. There is duplication from student respondents. However this is avoided by matching new requests to those already uploaded to the mail-back database.
5. This collection does not involve SB's or other mail entities.
6. Failure to conduct the collection of this data would negatively impact the US Military Academy's means of establishing a candidate base for admitting qualified candidates. West Point receives 50-60,000 responses each year from students in elementary to high school grades, limiting the use of this data gathering program would hinder the Academy's ability to select the best and brightest students for admission.

7. There are no special circumstances. The information will be collected in a manner consistent with the guidelines of 5 CFR 1320.6.
8. The 60-day Federal Register notice was published on 24 July 2009, Volume 74, No. 141, Pages 36680 and 36681. Copy attached. No comments were received. 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 they turn-over so frequently. However, ideas based on consultations with guidance counselors and other high school officials who advise our candidates are often incorporated in the information collected. A list of these high school officials is not kept.
9. There is no payment or gift provided to respondents.
10. All information collected on candidates is stored in secure data bases 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 FL 375	20,000	5 minutes	1,667 hours
USMA FORM FL 723	10,000	5 minutes	833 hours
USMA FORM FL 450	500	5 minutes	42 hours
USMA FORM 21-12	100	15 minutes	25 hours
USMA FORM 21-27	500	18 minutes	150 hours
TOTAL	31,100	48 minutes	2,717 hours

Total public burden time is 2,717 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.

	Personnel Cost	20% Overhead Cost	Printing Cost
USMA FORM 534	\$27,750	\$5,550	\$77
USMA FORM 5-499	\$13,875	\$2,775	\$77
USMA FORM 5-490	\$694	\$139	\$77
USMA FORM 2-66	\$417	\$84	\$77
USMA FORM 847	\$2,498	\$500	\$77
Total	\$45,234	\$9048	\$385

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

16. Results will not be published for statistical purposes.

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

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

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