

## 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. West Point candidates provide personal background information that allows the West Point Admissions Committee to make subjective judgments on academic and non-academic experiences to determine qualification for admission to West Point. Approximately 12,000 to 13,000 applicant files are opened each year and about 4,500 are evaluated by the admissions committee during each admissions cycle.
3. Applicants who make the first cut based on the information provided on USMA FORM 21-27 are called candidates and are sent a "candidates kit". This kit contains the following forms:
  - I. School Official's Evaluation of Candidate (USMA FORM 21-16)
  - II. Request for Secondary School Transcript (USMA FORM 21-23)
  - III. Candidate Personal Data Record, (USMA FORM 21-25)
  - IV. Candidate Activities Record, (USMA FORM 21-26)
  - V. Candidate Essay, (USMA FORM 5-520)
  - VI. Employer's Evaluation of Candidate, (USMA FORM 5-518)
  - VII. Application Withdrawal Request, (USMA FORM FL 481)
  - VIII. Change of Personal Data, (USMA FORM FL 546)
  - IX. Supplemental Information Sheet, (USMA FORM 5-1)
  - X. USMA Candidate Fitness Assessment Score Sheet, (USMA FORM 5-26)
  - XI. Request for Final Transcript, (USMA FORM 5-515)
  - XII. Fall Senior Year Grades, (USMA FORM FL 480-1)

The forms in the Candidate Kit represent the actual application to West Point, and without them, the Directorate of Admissions would be unable to effectively select among the applicant pool desiring an offer.

Once we receive completed kits from candidates we often find that some information is missing. The most common element of information that comes up missing is the Cadet Fitness Assessment scores. We inform candidates that they are missing these scores with USMA FORM FL 520, Request for the CFA.

If applicants are missing other elements of the kit, we tell them on USMA FORM FL 261, Request for Additional Information.

Admissions Participants across the country conduct interviews for us to help determine the quality of our candidates. They relay that information to our admissions office on USMA FORM FL 21-8, USMA Admissions Interview Report. Without this form, we could not evaluate the interview.

Cadets who make public appearances in order to spread the word about West Point also often talk to candidates. They relay relevant information back to us on USMA FORM 21-14, Cadet Public Appearance Participant Information. Without this form, regional commanders deciding on the quality of an applicant's file might have insufficient information.

Candidates require a nomination in order to enter West Point. Individuals may receive a nomination to West Point by participating in various ROTC programs. ROTC officials fill out USMA FORM 5-497, Recommendation for ROTC Nomination to USMA, to do this. Without this form, we would not list the names of several qualified applicants.

4. Due to the increasing popularity and ease of internet use, a high percentage of our applications are completed via the admissions website. The information requested online is the same as that which is requested through the business reply card, USMA FL 375.
5. An Admissions Committee reviews information collected to prevent duplication.
6. This collection does not involve small businesses or other entities.

7. The collection of this data is required in order to provide essential items for each incoming class. It includes high school academic transcript information, instructor recommendations, personal data, activities record, candidate statements, physical aptitude test record and other information. The data provides the Admissions Office a means of evaluating a candidate to determine eligibility for admission. If collection were not conducted, it would not permit the proper evaluation of each candidate for admission. Additionally, some data received validates legal requirements for admission.
8. There are no special circumstances. The information will be collected in a manner consistent with the guidelines of 5 CFR 1320.6.
9. The 60-day Federal Register notice was published on 24 July 2009, Vol. 74, No. 141, Pages 36680. 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.
10. There is no payment or gift provided to respondents.
11. 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.
12. 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.

13. Number of respondents is approximately: (see chart on following page)

	Number Responding	Response Time	Burden Hours
USMA FORM 21-16	19,950	8 minutes	2,660 hours
USMA FORM 21-23	6,650	8 minutes	887 hours
USMA FORM 21-25	6,650	18 minutes	1,995 hours
USMA FORM 21-26	6,650	18 minutes	1,995 hours
USMA FORM 5-520	3,425	42 minutes	2,397 hours
USMA FORM 5-518	6,700	10 minutes	1,117 hours
USMA FORM FL 481	6,700	5 minutes	558 hours
USMA FORM 5-2	6,700	15 minutes	1,675 hours
USMA FORM 5-26	6,700	25 minutes	2,791 hours
USMA FORM 5-515	6,700	15 minutes	1,675 hours
USMA FORM FL 480-1	6,700	5 minutes	558 hours
USMA FORM FL 520	550	5 minutes	46 hours
USMA FORM FL 261	550	5 minutes	46 hours
USMA FORM 21-14	550	15 minutes	137 hours
USMA FORM 21-8	550	15 minutes	137 hours
USMA FORM 5-497	100	15 minutes	25 hours
<b>TOTAL</b>	<b>85,825</b>	<b>224 minutes</b>	<b>18,699 hours</b>

Total public burden time is 2,717 hours. Response time is based upon pre-test given to the Admissions Committee Staff.

14. There are no capital or start-up costs associated with this information collection.
15. 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.

- 16.

	Personnel Cost	20% Overhead Cost	Printing Cost
USMA FORM 21-16	\$11,073	\$2,215	\$1,540
USMA FORM 21-23	\$18,454	\$3,691	\$385
USMA FORM 21-25	\$3,691	\$738	\$385
USMA FORM 21-26	\$3,691	\$738	\$385
USMA FORM 5-520	\$1,900	\$380	\$385
USMA FORM 5-518	\$18,593	\$3,719	\$385
USMA FORM FL 481	\$9,297	\$1,859	\$77
USMA FORM 5-2	\$27,889	\$5,578	\$385
USMA FORM 5-26	\$18,593	\$3,719	\$385
USMA FORM 5-515	\$3,719	\$744	\$385
USMA FORM FL 480-1	\$9,297	\$1,859	\$77
USMA FORM FL 520	\$764	\$153	\$77
USMA FORM FL 261	\$764	\$153	\$77
USMA FORM 21-14	\$2,290	\$458	\$77
USMA FORM 21-8	\$2,290	\$458	\$77
USMA FORM 5-497	\$417	\$83	\$77
<b>TOTAL</b>	<b>\$132,722</b>	<b>\$26,545</b>	<b>\$5,159</b>

17. This is a reinstatement of a previously approved collection of information for which approval has expired.
  18. Results will not be published for statistical purposes.
  19. Approval not to display the expiration date is not being sought.
  20. There are no exceptions to the certification statement being sought.
- B. This collection of information does not employ statistical methods.