

SUPPORTING STATEMENTS

A. JUSTIFICATION

1. All persons interested in entering the U.S. Navy/Navy reserve in a commissioned status must provide various personal data in order for a Selection Board to determine their qualifications for naval service and for specific fields of endeavor which the applicant intends to pursue. Title 10, USC 591 establishes the qualifications to become an officer of a reserve component. Title 10, USC 600 provides information on enlisted reserves to be selected for training as officer candidates. Title 10, USC 2107 establishes the qualifications for financial assistance for specially selected members. Title 10, USC 6019 establishes that officers of vessels must be U.S. citizens.
2. Information is provided by the applicant and used by a Selection Board to determine applicant's qualifications for a commission.
3. The burden involved in this collection of information consists of the time required for the prospective applicant to complete a four page application. The time for the prospective applicant to respond should be 30 minutes. Information can be provided by the applicant only. Accordingly, improved information technology would not reduce the burden for the applicants.
4. A complete review of forms used for processing of officer applicants was conducted in conjunction with this report and the following was discovered:
 - a. The majority of the information requested by the Application for Commission in the U.S. Navy/U.S. Navy Reserve, NAVCRUIT 1131/2, OMB Report Symbol 0703-0029 is already provided on the Questionnaire for National Security Positions, SF 86, OMB Report Symbol 3206-0005.
 - b. We have cancelled the NAVCRUIT 1131/2 and are replacing it with the Application Processing and Summary Record, NAVCRUIT 1131/238. This form contains the few additional items that are lacking on the SF86.
5. The collection of information does not impact small business or other small entities.

6. The collection of information is based on an individual's desire to apply for a commission and the need to adequately staff the U.S. Navy and U.S. Navy Reserve. Without this information there would be no basis by which to evaluate the applicant for commission. Information is collected on an "on occasion" basis; therefore, it is not possible to reduce the frequency of collection.

7. No Paperwork Reduction Act imposed guidelines must be exceeded. Collection is consistent with the guidelines in 5 CFR 1320.5(d).

8. A copy of notice published in the Federal Register, Vol. 75, No. 82, Thursday, April 29, 2010, Notices is attached. No public comments were received. The Navy Recruiting Command's Application Processing and Summary Record has been designed and developed by persons knowledgeable with the Navy's requirements to determine the qualifications of applicants. The Selection Board and Navy recruiters hold periodic discussions with applicants to obtain their input regarding the data requested, and there have been no complaints about the application.

9. No payment or gift will be provided to respondents.

10. Information is collected on a continual basis and is not reported or published. Applicants are informed in writing (through the Privacy Act statements on the form) that the request for information is covered under the Privacy Act, and that the information will be used only in evaluating their suitability for a commission in the U.S. Navy or U.S. Navy Reserve. If the applicant is commissioned, the information is retained in the applicant's service record. If the individual is rejected and not commissioned in the Navy, the information is destroyed

11. No information of a sensitive nature is required in the reference application.

12. Estimate of information collection burden:

Number of respondents:	Approx. 14,000
Number of responses per respondent:	1
Annual burden hours:	7,000
Response burden:	30 minutes
Response frequency:	On occasion
Total burden:	7,000 hours

The estimated annual cost to each respondent is \$18.00, allowing for 30 minutes (average wage rate/hr \$24.00 for First Class Petty Officers).

13. There will be no additional cost burden to respondents.

14. Estimates of annualized costs to the Federal Government follow:

Personnel:	\$19,800
Operating costs	
Equipment:	None
Overhead:	None
Electronic:	None
 Total:	 \$19,800

Personnel time (15 minutes each at \$24.00 per hour) = Government personnel costs. There are no overhead costs. Printing costs are actual costs.

15. This is a revision, of a previously approved collection for which approval has expired.

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

17. Approval is not sought for avoiding display of the expiration date for OMB approval.

18. There will be no exceptions to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions", of OMB Form 83-1.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS:

The collection of this information does not employ statistical methods.