

**SUPPORTING STATEMENT
FOR
OMB 0701-0105
(AFROTC FORM 20)**

A. JUSTIFICATION

1. Need for the Information Collection

Title 10 U.S.C., Section 2104 and Section 2107 establishes eligibility standards for students to join the Air Force Reserve Officer Training Corps (ROTC) at participating colleges and universities. Air Force Officer Training and Accession Schools Instruction (AFOATSI) 36-2011, Administration of AFROTC Cadets, paragraph 1.4.2 establishes the procedures for joining the program and specifies the use of AFROTC Form 20, Application for AFROTC Membership, to collect data to determine eligibility.

2. Use of Information

The collected data are used by Air Force ROTC detachments to determine individual eligibility for membership in Air Force ROTC in accordance with Title 10, U.S.C., Sections 2104 and 2107, and AFI 36-2011. These data are reviewed by detachment personnel to determine if individual applicants meet membership eligibility requirements.

In the past, the information was used to determine if applicants meet all requirements.

3. Use of Technology

This form will not involve the use of automated, electronic, mechanical, or other technological collection techniques. Data from the form will be inputted into a student management database by Air Force ROTC personnel.

4. Non-duplication

No similar data collection process exists which would support the uses described above in paragraph 2.

5. Burden on Small Business

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

6. Less Frequent Collections

This collection occurs only once when an individual applies to join Air Force ROTC. Failure to collect would result in the inability to determine if applicants meet the eligibility requirements for the program. There are no technical or legal obstacles to reduce this burden.

7. Special Circumstances

There are no special circumstances. The collection of information is consistent with the guidelines in Title 5, Code of Federal Regulations, Section 1320.5(d)(2).

8. Consultation and Public Comments

The 60 day Federal Register notice was published. No comments were received as a result of the Federal Register Notice.

9. Gifts or Payments

No payments or gifts will be made to respondents.

10. Confidentiality

The form contains the Privacy Act Statement and is processed in accordance with the provisions of this law and the Freedom of Information Act.

The SSN is used for identification/tracking purposes. The Department has not yet provided a plan for moving to another unique identifier other than the SSN. If the military system changes, using another unique identifier, then the Air Force and other military institutions will follow suit.

11. Sensitive Questions

There are no sensitive questions asked in this collection of information.

12. Respondent Burden and its Costs

- a. Number of respondents: Approximately 12,000 per year.
- b. Frequency of Response: One response per applicant.
- c. Annual Hour Burden: 4000 hours (estimated 20 minutes per applicant times 12,000 applicants equals 4000 hours).

Individual burden hour is based on past observation.

Estimated Total Annualized Cost: 4000 X \$9.00 per hour (\$3.00 per 20 minutes) = \$36,000 per year

13. Respondent Costs Other than Burden Hour Cost:

None

14. Cost to the Federal Government

- a. Estimated personnel expenses: \$21.00 per hour x 1.25 hours x 12,000 respondents = \$315,000 per year.
- b. Total cost for printing is \$720.00 (12,000 forms at \$0.06) the form is available to Air Force ROTC detachments as an electronic form. There is no shipping cost.
- c. Total cost to the government is \$315,720.00

15. Reasons for Change in Burden

No change in burden.

16. Publication of Results

Reports of this collection of information 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.

18. Certification Statement

No exceptions to the certificate statement are being requested.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS:

Statistical methods are not employed for this collection of information.