

**SUPPORTING STATEMENT FOR OMB 0701-0114 APPLICATION FOR
ESTABLISHMENT OF AIR FORCE JUNIOR ROTC UNIT**

A. JUSTIFICATION

1. Need for the Information Collection

The server page is used to collect information from schools desiring to host an Air Force Junior ROTC (AFJROTC) unit. It is used to evaluate and determine if the applicant meets established criteria. The governing directives are AFI 36-2010 and 2031 U.S.C, Title 10.

2. Use of Information

a. Jeanne M. Holm Center for Officer Accessions and Citizen Development (Holm Center) /JR uses this data as supporting evidence of the school's qualifications to host a JROTC unit. Holm Center personnel use the collected data to determine school enrollment, drop-out rate, graduation rate, and location of school. The consequence to Federal program and policy activities if the information is not collected is that schools will have no avenue to make an application for an AFJROTC unit. The server page is maintained by one office (Holm Center /JROS). When applicants inquire as to how to apply for an AFJROTC unit, they are referred to a web site in order to access the server page containing the online application. Once completed, a database is automatically updated on the host server with a particular school's information to keep track of its standing in the application process.

b. The annual nomination and rank ordering of schools qualified to host AFJROTC units is derived from the application on file, by using information from the data collected on the server page, and results of the visit by the Holm Center representative. Without this information, the nomination and selection system would lose objectivity and credibility.

c. This server page has only been used to provide scoring, combined with reports of visit, in determining the competitiveness and rank of the school prior to selecting a school to host an Air Force Junior ROTC unit.

3. Use of Technology

This server page exclusively uses electronic collection techniques as a form of information technology. The data collected by server page is input into a database and used by Air Force Junior ROTC personnel to generate a priority listing of eligible candidates.

4. Non-duplication

Holm Center /JR Division is a unique organization within the Air Force; therefore, this data collection instrument is one of a kind and not duplicated by any other office.

5. Burden on Small Business

The collection of information by this server page does not involve small business or other small entities.

6. Less Frequent Collections

No duplication. This server page is used as the first step in the process of selecting schools to host AFJROTC units. The submission of the data by the school is voluntary. The consequence to Federal program and policy activities if the information is not collected is that schools will have no avenue to make application for an AFJROTC unit. Frequency of collections does not apply.

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. No comments were received. The Council on Secondary School Affairs (COSSA), a panel of civilian educators who serve as an advisory panel to Air Force Junior ROTC reviewed the application server page and unanimously concurred with the frequency of collection and the clarity of instructions.

9. Gifts or Payments

No payments or gifts will be made to respondents.

10. Confidentiality

No confidential information is involved in this collection.

11. Sensitive Questions

No sensitive questions are asked in the collection of information.

12. Respondent Burden and its Costs

a. 40 applicants are estimated to complete the application annually; there is one response per applicant; and 40 X 30 minutes = 20 annual burden hours. Several respondents were contacted and their estimate of completing the form was 30 minutes.

Number of Respondents: 40
Frequency of Response: 1
Total Annual Response: 40
Hours per Response: 30 minutes
Total Burden Hours: 20

b. Out of Pocket Cost to Respondent

Wage of Respondent (\$20.00 per hr x 30 min x 40 respondents) = \$400.00
Total cost to Respondents = \$400.00

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. The total cost to the Government:

Printing costs = \$0 (all information accessed stored electronically)

Personnel cost = \$140.00 (1 civilian \$14.00 per hour) X 10 (40 forms at 15 minutes review per form)

Total \$140.00

b. Cost for postage = \$0 (all information accessed and stored electronically)

c. Total cost to Government is \$140.00

15. Reasons for Change in Burden

No change in the burden.

16. Collections of Information

Reports of this collection 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.