

SUPPORTING STATEMENT FOR 0701-0096

A. JUSTIFICATION

1. Need for the Information Collection

Information contained on AF Form 24, Application for Appointment as Reserve of the Air Force or USAF Without Component, supports the Air Force as it applies to direct appointment (procurement) programs for civilian and military applicants. It provides necessary information to determine if an applicant meets qualifications established for appointment to fill authorized ANGUS and USAFR position vacancies and active duty requirements. Eligibility requirements are outlined in AFI 36-2005, Appointment in Commissioned Grades and Designation and Assignment in Professional Categories-Reserve of the Air Force and United States Air Force.

2. Use of Information

Application processing personnel use the information to verify appointment eligibility, appointment grade, and, if applicable, availability for extended active duty. Selection committees use the form and supporting documents to determine suitability for commissioning. If the information was not collected, Air Force efforts to select qualified applicants would be severely hampered.

3. Use of Technology

Collection, at this time, involves no use of information technology. Current plans are to do a cost benefit analysis to determine the best way to improve public access and to comply with the Government Paperwork Elimination Act. We continue to study this area and as soon as we determine that agencies requiring the information are adequately equipped, electronic means of transmission may be utilized.

4. Non-duplication

The Air Force constantly monitors the forms used for its enlistment/commissioning programs for possible duplication of effort. No similar information is available elsewhere that could be used or modified for such us.

5. Burden on Small Business

The collection does not affect small businesses or other small entities

6. Less Frequent Collections

Information cannot be collected less frequently as it is collected only on the occasion that approval is required, usually only once from any one individual.

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. This collection is conducted in a manner consistent with the guidelines in 5 CFR 1320.6. We consulted with several Air Force agencies that use information collected by AF Form 24. There were no major problems that could not be resolved.

9. Gifts or Payments

There are no gifts or payments provided to the respondents.

10. Confidentiality

This information is protected under the Privacy Act of 1974.

11. Sensitive Questions

The sensitive information requested by AF Form 24 (items 25, 26, 27, 28, 29, and 30) is considered necessary to determine applicant's eligibility and to enable selection of the best qualified applicants for appointment as commissioned officers in the Air Force. Applicants for Air Force commissions undergo investigations for security clearance for potential access to classified information. The information permits the applicant to report possible disqualifications, to explain extenuating circumstances, and to request waiver of the disqualifications, if appropriate. Applicants are counseled regarding the use and potential impact of providing the information. The form contains a Privacy Act Statement.

12. Respondent Burden and its Costs

a. 5,899 applicants are estimated to complete the form. There is one response per applicant. $5,899 \times 20 \text{ minutes} = 1,966 \text{ burden hours}$. Several respondents were contacted and their estimated time for completing the form was 20 minutes.

Number of Respondents: 5,899
Frequency of Response: 1
Total Annual Response: 5,899
Minutes per Response: 20
Total Burden Hours: 1,966

b. Out of Pocket Cost to Respondent

Annualized cost to respondents for hour burdens: \$29,490. This assumes a value of \$15 per hour of respondents' time. Since the collection requires 1/3 hour per respondent and we project 5,899 applications, the total burden hours are 1,966. Total estimated cost is \$15 x 1,966 or \$29,490.

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. Total cost to the Federal Government is estimated at \$41,593. This is based on the average hourly wage of an Air Force noncommissioned officer (NCO) (\$21) and the appropriate amount of time (1/3 hour) spent on each AF Form 24 application. One third hour X (\$21 per hour) X 5899 form = \$41,293. Also included in the total is \$300 estimated for overhead and printing.

b. The total cost to the Government:

Printing costs = \$300

Personnel cost = \$41,293 (1 NCO \$21.00 per hour) X 5899 forms X (1/3 hour per form)

Total \$41,593

15. Reasons for Change in Burden

There was no burden change.

16. Collections of Information

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

17. Expiration Date

The Air Force is not seeking an exception to display the expiration date of this information.

18. Certification Statement

There are no exceptions to the Certification for Paperwork Reduction Act Submissions certification statement.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS:

Statistical methods are not employed for this collection of information.