

Supporting Statement for Paperwork Reduction Act Submission

DEA Form 316- Intent to Participate and DEA Form 316a- Red Ribbon Week Patch Activity Report

OMB Approval Number 1117-\_\_\_\_\_

Part A. Justification

1. Necessity of Information:

The Red Ribbon Week Patch is an annual initiative designed to be implemented during Red Ribbon Week (October 23-31) to give Boy Scouts and Girl Scouts the opportunity to earn a patch by attending an anti-drug education session, hosting a Red Ribbon Week campaign, and taking a drug-free pledge. The Drug Enforcement Administration (DEA) aims to engage a total of 20,000 Boy Scouts and Girl Scouts in this initiative. In order to implement this program, the DEA will need to collect information from Boy Scout units and Girl Scout troops in two separate online forms.

Both forms are to be completed by the Boy Scout or Girl Scout troop leader. The head counts of youth participating in the initiative are collected but no information regarding individual identification of minors (name, address, phone, age) is collected. The Intent to Participate online form is completed before Red Ribbon Week (October 23-31) and the Red Ribbon Week Patch Activity Report online form is completed upon completion of all activities.

The Intent to Participate Form, DEA-316-will assist to determine regional location and number of potential Boy Scout units and Girl Scout troops intending to participate in the initiative for the current fiscal year. The DEA-316 is to be completed by the Boy Scout or Girl Scout troop leader.

The Red Ribbon Week Patch Activity Report, DEA-316a- will assist to validate the completion of the patch requirements by the Boy Scout units and Girl Scout troops to be awarded the patches. Upon submission of the Activity Report to [DemandReduction@usdoj.gov](mailto:DemandReduction@usdoj.gov), the patches will be mailed to the Boy Scout unit or Girl Scout troop contact person. The DEA-316a is to be completed by the Boy Scout or Girl Scout troop leader. This contact person is also the same contact that will have submitted the Intent to Participate form.

2. Needs and Uses:

The Intent to Participate online form will assist to determine regional location and number of potential Boy Scout units and Girl Scout troops intending to participate in the initiative for the current fiscal year. The Red Ribbon Week Patch Activity Report online form will assist to validate the completion of the patch requirements by the Boy Scout units and Girl Scout troops. In addition, the Activity Report online form will assist the DEA to measure performance goals, compile a resource list of Red Ribbon Week activities for future participants, and draft an internal report on the program's achievements. A summary of the performance measures may be available for public dissemination upon request. The list of samples of Red Ribbon Week activities compiled from the Activity Report may be posted on the [www.GetSmartAboutDrugs.com](http://www.GetSmartAboutDrugs.com) and the [www.Justthinktwice.com](http://www.Justthinktwice.com) websites.

3. Use of Technology:

The Red Ribbon Week Patch program relies on the use of the Internet, the burden is significantly reduced because the preferred method of application and reporting is to be accomplished via the online reporting process. The head counts of youth participating in the initiative are collected but no information regarding individual identification of minors (name, address, phone, age) is collected.

4. Efforts to Identify Duplication:

The collection of this information is unique to DEA for participation in the Red Ribbon Week Patch program. The information required to be provided is readily available to the Scout leaders from their direct participation in the qualifying activities for the patch thus limiting the impact of the burden for the reporting process.

5. Methods to Minimize Burden on Small Business:

There is no burden within the category of a small business. The Scout leaders completing the forms are public volunteers.

6. Consequences of Less Frequent Collection:

The program participants are encouraged to complete and submit the Intent to Participate form. The Intent to Participate online form is not a required component. Many participants begin planning and execute their Red Ribbon Week activities to earn the patch and forget to submit the Intent to Participate online form. In addition, typically, with these types of volunteer programs a percentage of individuals that submit the Intent to Participate online form do not complete the program requirements. Participants are made fully aware that patches are limited and disseminated on a first-come, first-served basis.

The program requires participants to submit a one-time online Red Ribbon Week Patch Activity Report confirming completion of activities, outlining their qualifying anti-drug prevention activities carried out by the Boy Scout unit or Girl Scout troop, and identifies the requested number of patches for the unit or troop. The Girl Scout or Boy Scout leader completes the online form. Scout leaders may submit a completed Red Ribbon Week Patch Activity Report and receive their requested patches without having submitted the Intent to Participate online form.

7. Special Circumstances Influencing Collection:

This information collection is voluntary. No Boy Scout unit, Girl Scout troop, or individual Scout or leader, is required to participate. For those Boy Scout or Girl Scout units or troops wishing to participate, the DEA requires that each Scout leader report the activities conducted to meet the program requirements and identify the number of patches needed for the unit or troop. This reporting is required only one time during the calendar year. There are no special circumstances that apply to this collection.

8. Reasons for Inconsistencies with 5 CFR 1320.6:

There are no inconsistencies with the Paperwork Reduction Act.

9. Payment or Gift to Claimants:

There are no such gifts or payments to respondents. Program participants take a drug free pledge, attend an educational anti-drug session, and host a Red Ribbon Week activity to earn a Red Ribbon Week patch from the DEA.

10. Assurance of Confidentiality:

The DEA adheres to the Privacy Act policies and regulations in handling the contact information for the Scouting troops.

11. Justification for Sensitive Questions:

Questions of a sensitive nature are not included in reporting requirements.

12. Estimate of Hour Burden

Intent to Participate Form (electronic only)  
Number of Respondents: 200 volunteer Scout leaders  
Frequency of Response: Annual (1 time only)  
Average time per response: 2 minutes  
Total annual responses: 200  
Total annual burden: 6.6 hours

Please note: Less than half of the Scouting leaders may submit an Intent to Participate online form for volunteer programs.

Activity Report (electronic only)

Number of Respondents: 500 volunteer Scout leaders (qualifying the involvement of 20,000 youth participants)

Frequency of Response: Annual (1 time only)

Average time per response: 10 minutes

Total annual burden: 83.3 hours

Total annual responses: 700

Total annual burden: 89.9hours

Labor hour burden:

DEA assumes a wage rate for the public of \$20.37 based on the BLS average civilian wage rate for December 2008.

90 hours \* \$20.37 per hour = \$1,833.30

13. Estimate of Cost Burden:

As this collection is submitted electronically, there are no costs involved.

14. Estimated Annualized Costs to Federal Government:

Contact Person: Sonia Klukas; [Sonia.E.Klukas@usdoj.gov](mailto:Sonia.E.Klukas@usdoj.gov)

Analysis: 1 Program Specialist (GS-14): 5% of time= \$5,850.00

Cost of Shipping: These costs are incorporated in the overall operating budget for Demand Reduction Section. No breakdown figures are available.

Cost of envelopes: These costs are incorporated in the overall operating budget for the DEA. No breakdown figures are available.

Purchase of Patches: \$10,000

Estimated Total Cost: \$15,850.00

All costs to the government for operation of the DEA Red Ribbon Week Patch program, including the above costs are encompassed in the DEA operations budget as identified by Department of Justice and Related Agencies Appropriations Act.

15. Reasons for Change in Burden:

This is a new collection for a new DEA Demand Reduction Program.

16. Plans for Publication:

A summary highlighting sample Red Ribbon Week activities and types of anti-drug education may be compiled and published on the DEA external websites,

[www.Justthinktwice.com](http://www.Justthinktwice.com) and [www.Getsmartaboutdrugs.com](http://www.Getsmartaboutdrugs.com). This summary may be compiled from the program information gathered through the Activity Reports. The purpose of publishing this information is to offer future program participants ideas for Red Ribbon Week activities.

17. Expiration Date Approval:

DEA will display the current date of expiration on the Intent to Participate and Activity Report online forms.

18. Exception to the Certification Statement:

There are no exceptions to the certification statement.

Part B. Statistical Methods

The Drug Enforcement Administration does not employ statistical methods in this information collection.