

**Supporting Statement
for 0704-0368,
National Security Education Program Service Agreement Report and Service Agreement,
(DD Form 2752 and DD Form 2753)**

A. JUSTIFICATION

1. **Need for the Information Collection.**

The David L. Boren National Security Education Act, Title VIII of Public Law 102-183, Sec. 802(b), as amended, directs the Secretary of Defense to carry out a program to award undergraduate scholarships and graduate fellowships and grants to U.S. institutions of higher education. Funding for the Program is provided by the National Security Education Trust Fund established by the United States Treasury.

The DD Form 2752, “National Security Education Program (NSEP) Service Agreement for Scholarship and Fellowship Awards,” and the DD Form 2753, “National Security Education Program (NSEP) Service Agreement Report (SAR) for Scholarship and Fellowship Awards,” are designed to appropriately collect this information.

2. **Use of Information.**

The National Security Education Program Office administers the Program. Non-Government administrative agents under contract to the Program Office administer the scholarship and fellowship programs. Individuals who receive scholarship and fellowship assistance must enter into an agreement to work for the Federal Government in an agency with national security responsibilities, as identified by the National Security Education Program Office. This provision is mandated in the Act. The designated administrative agent will use information submitted by the award recipients to monitor compliance with their service agreements. The recipients will have already submitted an application for the award and will sign a statement at the time of award acknowledging their service agreement. They are required to submit two reports annually to update their status towards fulfilling the service obligation. If this information is not collected, neither the administrative agent nor the program director, would be able to fulfill a provision, stipulated in the Act, requiring the service agreement.

3. **Improved Information Technology.**

The collection instruments for these reports will be constructed so as to require minimal inputs on a pre-formatted sheet. The administrative agents will use automated data processing to aggregate and correlate data, where appropriate. Individual respondents will be able to complete the forms required of them on-line or printed at home, at their leisure.

4. **Efforts to Identify Duplication.**

All information to be collected will be unique as it relates to each individual served by the program. No duplication of information requirements can be identified. The information required will be generated as a result of awards made by the provisions of this program. The information is not available elsewhere.

5. **Methods Used to Minimize Burden on Small Entities.**

The collection of information does not have a significant impact on small businesses or other entities.

6. **Consequences of Not Collecting the Information or Collecting Less Frequently.**

If collection of this information was stopped, NSEP's ability to maintain records and report the progress to Congress on a regular basis would be severely affected. Awards under this program will be made to individuals for study at colleges and universities. All students who receive awards under this program will incur a federal service obligation. The recipient is required to submit, on a semi-annual basis, a Service Agreement Report (SAR), DD Form 2753, until the federal service obligation is fulfilled. The reports are necessary in order to insure compliance with the provisions of the service agreement. Less frequent reporting would result in a loss of continuity with affected recipients.

7. **Special Circumstances.**

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. **Agency 60-Day Federal Register Notice and Consultation Outside the Agency.**

The 60-day Federal Register Notice was published on Thursday, September 30, 2010 (FR Vol. 75, No. 189, pages 60421-60422. No comments were received.

This data collection requirement has been discussed with numerous personnel from five Federal Departments and Agencies, administrators and academicians from over 1000 institutions of higher education, and personnel from several foundations that make similar awards for academic study. There has been continuing consultation between the National Security Education Program and these offices since the inception of the program in December 1991.

9. **Payments to Respondents.**

No payments or gifts will be provided to respondents.

10. Assurance of Confidentiality.

A Privacy Act Statement is provided at the top of both forms. DD Form 2752 Routine Uses: In the case of a recipient in default of a service agreement, information may be disclosed to consumer reporting agencies to report credit information; and, to other governmental agencies or private organizations to facilitate collection of amounts owed the government. Information is also subject to review through computer matching programs with other agencies to help collect any delinquent debt incurred as a result of the NSEP.

DD Form 2753 Routine Uses: To authorized Federal hiring officials to facilitate the recruiting of National Security Education Program award recipients into Federal service for the purpose of fulfilling NSEP's mission. To the Boren Forum, the non-profit NSEP alumni organization to confirm the name, award year and type of award of NSEP award recipients.

11. Personally Identifiable Information (PII), Social Security Number (SSN), Privacy Impact Assessment (PIA), System of Records Notice (SORN).

PII: Respondents are advised that their data are For Official Use Only and will be maintained and used in accordance with Federal law and regulations. Procedures are in place to protect the information. The paper forms will be secured to protect PII in accordance with DoD regulations.

SSN: The SSN is the unique identifier used to identify the individual internally and to facilitate reporting to the Department of Treasury and the consumer reporting agencies in the event of default. Without the SSN, there would not be a way to determine the correct individual's financial record. On the DD Form 2753, only the last four digits of the SSN are requested in order to track recipients in the case that their name and/or address changes.

Sensitive Questions: N/A

PIA: PIA, National Security Education Program Scholar and Fellow Support System.

SORN: Note: The existing SORN is numbered as "DHRA 06" and is currently accessed at <http://privacy.defense.gov/notices/osd/DHRA06.shtml>, however, the SORN number is being renumbered to "DHRA 09." Since the OMB Expiration Date for both draft forms, DD Form 2752 and DD Form 2753, is being revised the corrected URL for the renumbered SORN number has been added to the Principal Purpose(s) sections of the Privacy Act Statement for both forms. The new link will be accessible soon.

12. Estimates of Annual Response Burden and Labor Costs for Hour Burden to the Respondent for Collection of Information.

Estimate of Respondent Burden:

For DD Form 2752:

Number of Respondents:

250

Frequency of Responses:	1
Total Annual Responses:	250
Burden Per Response:	10 minutes
Total Burden Hours:	41.7 hours
Average Cost Per Respondent: (GS-5 @ \$13.22 hour):	\$1.32 (10 minutes)
Total Respondents Cost:	\$330.50

For DD Form 2753:	
Number of Respondents:	1400
Frequency of Responses:	1
Total Annual Responses:	1400
Burden Per Response:	10 minutes
Total Burden Hours:	233
Average Cost Per Respondent: (GS-5 @ \$13.22 hour):	\$1.32 (10 minutes)
Total Respondents Cost:	\$1,850.80

The administrative agent under contract to NSEP, not the respondents, provides the information on DD Form 2752. The administrative agent certifies the accuracy of the information on each form. This annual reporting is required for award recipients.

13. Estimates of Other Cost Burden for the Respondent for Collection of Information.

- a. There is no capital start-up cost associated with this information collection.
- b. There are no operational or maintenance costs associated with this information collection.

14. Estimates of Cost to the Federal Government.

The annualized cost to the Government of data collection related to the Service Agreement is estimated to be \$2,514.88.

Reviewing time per response:	5 minutes
Estimated responses per year:	1650
Total annual review time:	137.5 hours
Average hourly wage of reviewer:	\$18.29
Total Government cost:	\$2,514.88

15. Reasons for Change in Burden.

The change in burden is due to changing the frequency to annual vice semi-annual.

16. Publication of Results.

Numerical information generated as a result of these semi-annual reports may be published as aggregate numbers. This information would be included in the annual report to the

President and to the Congress on the conduct of this program, as required by Title VIII, Section 806 of Public Law 102-183, as amended: The David L. Boren National Security Education Act of 1991. This report is due annually at the time that the Presidents' budget for the next fiscal year is submitted to Congress.

17. **Approval Not to Display Expiration Date.**

We do not seek approval not to display the expiration date for OMB approval of the information collection.

18. **Exceptions to "Certification for Paperwork Reduction Submission."**

No exceptions to the certification statement are being sought.

B. **COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS**

This collection of information does not employ statistical methods.