

**Supporting Statement For
National Museum of the United States Air Force Application/Registration
AF IMT 3569, V1
OMB 0701-0127**

A. JUSTIFICATION

1. Need for the Information Collection

The collection of information is necessary to provide the United States Air Force Heritage Program (USAFHP) with the means to recruit, select, and assign individuals within the volunteer program. The Museum is dependent on volunteers for its daily operation to visitors and advancement of work projects. Volunteers contributed 91,500 hours of time at one USAFHP facility alone, equivalent to 44 person years of productivity and \$1,650,660 savings to the federal government. The use of NMUSAFHP volunteers is authorized by Title 10 USC 81, Section 1588. The information collection's use is mandated and regulated within the U.S. Air Force by AFI 84-103, Chapter 3.

2. Use of Information

General public applicants interested in becoming USAFHP volunteers complete AF IMT Form 3569. The completed form includes basic personal data, emergency point of contacts, career skill lists, and selection of Museum jobs and availability to perform Museum jobs. Completed applications are screened by the Volunteer Program Manager to assess the incumbents' skills, availabilities and job interests as related to the Museum. AF IMT Form 3569 is routed to selected Museum staff for review and pre-selection based on the information provided. Selected incumbents are interviewed for specific work positions. Placement and scheduling data is recorded on AF IMT Form 3569. The completed form for each volunteer selected is permanently filed in the Museum's Volunteer Program Office. Reference to pertinent information such as emergency point of contact is made as it is needed. Applications of those without assignment remain on file in the Volunteer Program Office for six months.

3. Use of Technology

Other methods were considered; however there is no technological alternative. The data requested and the means of obtaining it have been reduced to the simplest level and do not involve the use of any technological collection techniques. The data is collected at the Museum and the applicants provide it as they complete the form without the need of outside assistance. Because of a low number of respondents, there is no cost-effective means of complying with the Government Paperwork Elimination Act.

4. Non-duplication

An internal study was conducted to review and eliminate redundancy on all candidate screening and selection processes.

5. Burden on Small Business

The collection of this information does not impact small businesses or other small entities.

6. Less Frequent Collections

This is a one time collection for each person. Data is collected only once for each applicant; it cannot be collected less frequently.

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 on March 28, 2013. No comments were received. Personal and telephone contacts were made to USAF museums and agencies, non-Air Force Museums, and nonprofit agencies for the purpose of examining and comparing different methods used to collect written, personal information from new volunteers.

9. Gifts or Payments

There are no gifts or payments provided to the respondents.

10. Confidentiality

The information collected is handled, stored and disposed of in accordance with existing Department of Defense procedures for safeguarding official information. We also certify that the Privacy Act of 1974 and OMB Circular A-130 are upheld.

11. Sensitive Questions

No sensitive questions are asked in the collection of information.

12. Respondent Burden and its Costs.

- a. The annual hour burden for respondents is 49.5 hours. This was derived by taking the number of respondents, approximately 198, then multiplying this figure by the 15 minutes required by the candidate to complete a form.
- b. The annual cost to respondents is \$892. This was derived by taking the number of respondents, approximately 198, and multiplying this figure by \$18.04, the average hourly rate of a retired person and 15 minutes.

Number of Respondents:	198 per annum
Frequency of Response:	1
Total Annual Response:	198
Minutes per Response:	15
Total Burden Hours:	50 hours

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 \$3,120. This is based on the average hourly wage of (\$30.) and the approximate amount of time (1/2 hour) spent on each Air Force Form 3569. One half of an hour x (\$30 per hour) x 198 forms = \$2,970. Also included in the total is \$150 estimated for overhead and printing.

15. Reasons for Change in Burden

This is an extension of a previously approved collection. No change in burden.

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 not to display the expiration date of this information collection.

18. Certification Statement

There are no exceptions to the certification statement.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

Statistical methods are not employed for this collection of information.