

SUPPORTING STATEMENT – PART A

A. JUSTIFICATION

1. Need for the Information Collection

The information collection requirement is necessary to notify the United States of America Vietnam War Commemoration's Commemorative Partner Program of Commemorative Partner's results of their event. The form will be used by both civilian and military organizations. The Commemorative Partner Program (CPP) is designed to support federal agencies, State, local, civilian and military communities, international governments, veterans' organizations, civic groups, industries, educational institutions, libraries, museums, business and other organizations in assisting a grateful nation in commemorating the Vietnam War. Commemorative Partners are asked to plan and conduct at least two appropriate events and activities each year during the 2015-2017 timeframe that will "thank and honor" our veterans and their families in a memorable, but dignified and honorable manner. Events and activities must meet one or more of the Congressionally-mandated objectives of the program.

2. Use of the Information

The United States of America Vietnam War Commemoration Commemorative Partner Program is a voluntary program for organizations to assist a grateful nation in thanking and honoring our Vietnam Veterans and their families. After-Action Reports on events held by Commemorative Partners are purely voluntary, but will inform the program as to the nationwide efforts and success to thank and honor our Vietnam Veterans. Information to be collected includes: Commemorative Partner Program Organization Name; Address of Organization; Date(s) of Event; Location(s) of Event; Estimated Attendance; Number of Vietnam Veterans Recognized; Number of Vietnam Veteran Families Recognized; and additional comments such as "lessons learned" as a result of conducting the event. The information collected will be used for program evaluation, internal general purpose statistics, audit, and program planning and management purposes. If authorized by the Commemorative Partner, picture, videos and other media coverage of their events may be posted on the Commemoration's website for all veterans and their families to see the nation-wide efforts being done to thank and honor them.

3. Use of Information Technology

The majority of the information collected will involve the use of technological collection techniques; specifically electronic response submission. We estimate that 98% of respondents will submit information via email or fax. Respondents will be encouraged to submit information electronically rather than in hard copy form. Respondents will be able to submit information

more quickly and at a lower cost by emailing or faxing the information rather than sending it in the mail.

4. Non-duplication

This is a new collection. There is no existing information which can be used, or modified for use, for the purposes of this collection.

5. Burden on Small Business

The information collection will not impact small businesses or other small entities.

6. Less Frequent Collection

The Vietnam War Commemoration After-Action Report form is used to notify the Commemoration of the results of events held by Commemorative Partners. If the information collection is not conducted, or is conducted less frequently, the United States of America Vietnam War Commemoration's Commemorative Partner Program will not receive valuable information on the results of events held by Commemorative Partners. The absence or reduction of this information would greatly impact Commemoration program planning and management as well as mission accomplishment and program evaluation.

7. Paperwork Reduction Act Guidelines

We do not foresee any circumstance that would cause information to be collected in a manner that is inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments

The 60-day Federal Register notice published February 7, 2013 (78 FR 9036). No comments were received.

9. Gifts or Payment

No gifts or payment will be provided to respondents.

10. Confidentiality

Information collected will be protected to the extent of the law. The Commemoration is promising no confidentiality. DoD is not retrieving by personal identifying information;

therefore, it has been determined by the OSD/JS Privacy Officer that there is no Privacy Act System of Records Notice (SORN) requirement.

11. Sensitive Questions

Not applicable - no sensitive questions will be asked of respondents.

12. Respondent Burden, and its Labor Costs

We estimate 5,000 respondents annually at a rate of one annual response per respondent. We estimate that the average burden per response will be 15 minutes based on the length of the form and the amount of information requested from respondents. We estimate total annual burden hours to be 1,250.

13. Respondent Costs Other Than Burden Hour Costs

- a. There will be no capital or start-up costs to respondents.
- b. There will be no operation or maintenance costs to respondents.

14. Cost to the Federal Government

We estimate the total cost to the Federal Government to be \$54,272 per year. We estimate 5,000 respondents annually at a rate of one annual response per respondent. We estimate that the average burden per response will be 15 minutes based on the length of the form and the amount of information requested from respondents. Based on this information, we estimate total annual burden hours to be 1,250. Using the 2012 General Schedule (GS) Locality Pay Table for the Washington-Baltimore-Northern Virginia, DC-MD-VA-WV-PA, at GS 11, Step 5, \$33.92/hour multiplied by 1,250 annual hours equals \$42,400 annually. To this number, we added 28% fringe (or \$11,872 per year) to arrive at a final cost of \$54,272 per year.

15. Reasons for Change in Burden

This is a new collection.

16. Publication of Results

The results of the information collection will not be published for statistical use.

17. Non-Display of OMB Expiration Date

We are not requesting approval to omit display of the expiration date of OMB approval on the instrument of collection.

18. Exceptions to "Certification for Paperwork Reduction Submissions"

Not applicable - the Commemoration can certify all provisions of Item 19.a of OMB Form 83-I.