

Supporting Statement Outline – Sample

**NOTE: Complete Part A for all ICR Requests**

SUPPORTING STATEMENT – PART A

A. JUSTIFICATION

1. Need for the Information Collection

Title 10 U.S.C., Section 2107(a)(2) establishes eligibility standards for the selection of individuals to participate in Air Force Reserve Officer Training Corps (ROTC) college scholarship/financial assistance programs. Air Force ROTC Instruction (AFROTCI) 36-2011, Air Force Reserve Officer Training Corps, 24 August 2012, paragraph 3 establishes the procedures for the program and specifies the use of [www.afrotc.com](http://www.afrotc.com), to apply for an Air Force ROTC 4 year high school college scholarship and to collect data to determine eligibility and select individuals.

2. Use of the Information

The collected data are used by Air Force ROTC College Scholarship Selection Boards to determine individual's eligibility for a scholarship in accordance with Title 10, U.S.C., Section 2107 and AFROTCI 36-2011 and to select the best qualified individuals from the pool of applicants to receive scholarship. Selection factors include all the data collected on the [afrotc.com](http://afrotc.com) web site, high school grade-point-average, standardized test scores, and interview results. These data are reviewed by selection boards composed of senior Air Force officers. The number of applicants (approximately 15,000 each year) far exceeds the number of scholarships available (approximately 1,400 each year), making a comprehensive screening and evaluation process necessary to ensure the best qualified applicants are selected.

In the past this data has been used by selection boards to ensure that the Air Force selects the best qualified applicants for ROTC program.

3. Use of Information Technology

The on-line application is available at website [www.afrotc.com](http://www.afrotc.com). It is accessible on-line from 1 June to 1 December of each year. Collection is 100% electronic.

4. Non-duplication

No similar data collection process exists which would support the uses described above in paragraph 2. In June 1997, representatives from the Air Force, Army and Navy met at Pensacola Naval Air Station, Pensacola, Florida to discuss the possibility of using one standard application form for all three branches of the Armed Forces. Application packages were compared at that time. Academic majors play a key role in the selection process for Air Force

ROTC scholarships, while the Army and the Navy base their selections on other factors. Because of these differences, no agreement could be reached on a standardized application.

5. Burden on Small Business

This collection does not affect small businesses or other small entities.

6. Less Frequent Collection

This collection occurs only once for each high school graduating class. Failure to collect would result in the termination of the scholarship program. There are no technical or legal obstacles to reduce this burden.

7. Paperwork Reduction Act Guidelines: Special Circumstances

There are no special circumstances. The collection of information is consistent with the guidelines in Title 5, Code of Federal Regulations, Section 1320.5(d)(2).

8. Consultation and Public Comments

The 60 day Federal Register notice was published on 29 November 2012. No comments were received as a result of the Federal Register Notice.

9. Gifts or Payment

No payments or gifts will be made to respondents.

10. Confidentiality

The systems of records notice is F036 AETC J. The form contains the Privacy Act statements and is processed in accordance with the provisions of this law and the Freedom of Information Act. 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-108, "Responsibilities for the Maintenance of Records about Individuals by Federal Agencies" are upheld. We are a military institution and all records for the Department of Defense are stored and tracked by Privacy Act information. To ensure consistency the AFROTC-RRUC started using a Cadet Personal ID number as an alternative to their Social Security number information as a way of bringing across the data that is stored in the Cadet Management system and historical data. Since these individuals are going to be sworn into the military we must abide by the military regulations governing their personnel, medical, and other records. If the military system changes, using PIDs for each member of the Armed Forces, then our organization and other military institutions would follow suit.

11. Sensitive Questions

SSAN, PII and demographics is asked but this is part of the application. Justification and privacy standards are in place to protect the applications.

12. Respondent Burden, and its Labor Costs

a. Estimation of Respondent Burden

Number of respondents: Approximately 15,000 per year  
Frequency of Response: One response per applicant  
Annual Hour Burden: 7,500 hours (estimated 30 minutes per applicant times 15,000 applicants equals 7,500 hours)

b. Labor Cost of Respondent Burden

Estimated Total Annualized Cost: - 7,500 X \$9.00 per hour = \$67,500 per year. The per hour rate is based on the national hourly rate for a labor worker.

13. Respondent Costs Other Than Burden Hour Costs

There is no additional cost to the Respondent

14. Cost to the Federal Government

Total annual cost for operating and maintaining the online application process is \$50,000.

Total cost for postage is \$6,850.

Applicants that become eligible from the initial 15,000 applicants are sent a letter to follow for their interview. 4,000 eligible applicants: \$0.45 per envelope for 4,000 applications, \$1,800.00; applicants selected, selected to reboard and non selected are sent a letter of board outcome: \$0.45 per envelope for 1,400 selects, 1,000 reboards and 2,600 non-selects, \$2,250; \$2.00 per envelope for 1,400 selects, \$2,800.00).

Total wage cost for support staff is \$120,000. This includes the average hourly pay of a GS-05 of \$16.00 multiplied by the number of hours spent on each applicant (0.5 hours) times the number of projected applicants (15,000).  $\$16.00 \times 0.5 \times 15,000 = \$120,000$ .

Total cost to the government is \$176,850.00.

15. Reasons for Change in Burden

The burden has decreased because the number of anticipated respondents has decreased and the on line web site is used in conjunction with the recruiting efforts within

AFROTC.

16. Publication of Results

Reports of this collection of information will not be published for statistical purposes.

17. Non-Display of OMB Expiration Date

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

18. Exceptions to "Certification for Paperwork Reduction Submissions"

No exceptions to the certificate statement are being requested.