

SUPPORTING STATEMENT:
OMB CONTROL NUMBER 0704-0290
“Armed Forces Participation in Public Events”
DD 2535 & DD 2536

A. JUSTIFICATION

1. NEED FOR THE INFORMATION:

DoD units and agencies must collect information from event sponsors who request military support per DoD Instruction 5410.19, paragraph 6.4, “The DoD Components shall use current DoD support request forms, such as DD Form 2535, "Request for Military Aerial Support," and DD Form 2536, "Request for Armed Forces Participation in Public Events (Non-aviation)," in evaluating and processing requests from event sponsors for support by the Military Services in community relations activities. The information entered into those forms by the sponsors of an event must provide sufficient information for evaluating the level of DoD support applicable for the event and overall compliance with the requirements of this Instruction.” In addition, DODI 5410.19, paragraph 6.5 states, “Requests from local event sponsors for community relations support by the Military Services shall be addressed to the nearest military installation and forwarded, if required, with applicable recommendations, to the applicable approval level through normal chain of command procedures.”

2. USE OF THE INFORMATION:

Installation and command public affairs offices will use the collected information to evaluate public affairs requests. The community relations staff will compare the information against DoD standards to determine if Armed Forces participation is authorized and then determine if assets are available. The information is then placed into unit files and destroyed in accordance with agency’s records disposition schedule. The information is not shared with other staffs or agencies except on a need to know basis. Typically, the only data shared is information necessary for the tasked unit to arrive at the proper location at the correct time with the requested support.

3. USE OF INFORMATION TECHNOLOGY

Both forms are available online in fillable fileable format. DoD receives 90% of all submissions electronically.

4. NON-DUPLICATION

The Office of the Assistant Secretary of Defense for Public Affairs and its counterpart Service staffs are the only organizations having responsibility for public affairs matters. Information required to determine eligibility for community relations support of public events is sufficiently unique to preclude duplication of this collection of information elsewhere in the Department of Defense.

5. BURDEN ON SMALL BUSINESS

This is no significant impact on small business entities.

6. LESS FREQUENT COLLECTION

DoD will be unable to conduct its community relations program if it cannot collect information necessary to evaluate the propriety of military participation in public events. Collection cannot be conducted less frequently because each request is, in and of itself, unique and must be evaluated on a case-by-case basis.

7. PAPERWORK REDUCTION ACT GUIDELINES

There are no special circumstances. The data collection will be conducted in a manner consistent with the guidelines in 5 CFR 1320.5(d)(2).

8. CONSULTATION AND PUBLIC COMMENTS

An Office of the Assistance Secretary of Defense for Public Affairs notice appeared in the Federal Register, dated Monday, April 1, 2013, soliciting comments (see page 4 attached), but no one responded to the announcement.

9. GIFTS OR PAYMENT

No payments or gifts will be made to respondents.

10. CONFIDENTIALITY

The forms specify that “All data will be handled on a ‘For Official Use Only’ basis.”

11. SENSITIVE QUESTIONS

No questions of a sensitive matter are included in the request format.

12. ESTIMATION OF RESPONDENT BURDEN

Estimates of Response Burden and Annual Cost to the Respondent

a. Respondent Burden:

(1) DD Form 2536

Responses per Respondent:	1
Number of Respondents:	45,000
Hours per Response:	0.33
Annual Burden:	14,850 hrs

(2) DD Form 2535

Responses per Respondent:	1
Number of Respondents:	6,000
Hours per Response:	0.5
Annual Burden:	3,000 hrs

Estimated Average Annual Burden

Number of Respondents:	51,000
Responses per Respondent:	1
Total Annual Responses:	51,000
Average Hours per Response:	0.35 (Total annual hours divided by total annual responses equals average hours per response)*51000

Total Annual Burden:	17,850 (Total annual responses times average hrs per response equals annual burden)
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b. Annual Cost to Respondent

Hourly pay for respondents: \$13.95

(1) DD Form 2536: 45,000 forms @ 0.33 hrs per form = \$207,157.50

(2) DD Form 2535: 6,000 forms @ 0.5 hrs per form = \$41,850

Total annual cost to respondents: \$249,007.50

13. RESPONDENT COSTS OTHER THAN BURDEN HOUR COSTS

There are no additional costs to respondents. No start-up costs are required.

14. COST TO FEDERAL GOVERNMENT

Total annual cost to the Federal Government is estimated at \$355,725. This includes the manpower costs of processing and responding to the 51,000 annual inquiries (30 minutes per 45,000 inquiries [DD Form 2536] at \$13.95 per hour; and 30 minutes per 6,000 inquiries [DD Form 2535] at \$13.95 per hour). Printing of forms is not required because the forms are available through electronic media. The Federal Government currently incurs all of these costs.

15. REASONS FOR CHANGE IN BURDEN

This is an extension of a previously approved collection. There has been no change in burden since the last submission.

16. PUBLICATION OF RESULTS

Collected information will not be published in any form.

17. NON-DISPLAY OF OMB EXPIRATION DATE

This office requests that the expiration date for OMB approval of the information collection be displayed.

18. EXCEPTIONS TO “CERTIFICATION FOR PAPERWORK REDUCTION”

This office seeks no exception to the certification statement identified in Item 19 of the OMB Form 83-I.

B. STATISTICAL METHODS

This collection of information does not employ statistical techniques.