

**SUPPORTING STATEMENT FOR OMB 0701-0XXX
VICTIM/WITNESS FEEDBACK REQUEST**

A. JUSTIFICATION

1. Need for the Information Collection

The information to be derived from a victim/witness feedback sheet sent from the 2nd Air Force Commander (2AF/CC) at the direction of the Headquarters Air Education and Training Command Commander (HQ AETC/CC) to separated Air Force members is required to: 1) determine how effectively the Air Force responded to and provide necessary support for the victims and witnesses in cases brought to court in relation to the events at Lackland Air Force Base, and 2) to identify areas needing improvement. Administering the victim/witness feedback sheet to separated Air Force members will provide data on the usefulness and acceptance of support. Information from separated members may help curb the problem of sexual assault within the Air Force and the Department of Defense, however, the primary goal is to assess the Air Force's effort at assisting the victims and witnesses through the process. .

On 23 January 2013, Air Force Chief of Staff and AETC/CC testified at the House Armed Services Committee Hearing on sexual misconduct at Lackland Air Force Base. AETC/CC stated,

“Every alleged victim, whether the victim of an alleged sexual assault or the victim of an alleged unprofessional relationship, every single victim has been contacted and offered support under the Air Force's Sexual Assault Prevention and Response Program and other services from base agencies such as legal assistance. We will continue to provide this support to any future victims identified as a result of our investigations...because a victim said, "No, I don't need any help." we should go back at some appropriate time interval and re-ask, and re- offer that assistance because time does change people's perceptions of this. So we need to find the right way and time to do that.”

These were Air Force leadership statements made concerning Lackland Air Force Base misconduct incidents and not intended to reflect the intent of the Department of Defense.

2. Use of Information

The information will be collected using a one-page, eight question, paper, and pencil comment sheet. The same comment sheet is provided to both those who identify as victims and witness. However, there are slight differences in the cover letters that accompany this comment sheet. The primary difference can be found in the second and third paragraphs. The letter that will be sent to Victims include sensitive language when referring to the case. The letter that will be sent to the witness is less sensitive when referring to the case, but includes the same information. Information provided will be used by HQ AETC agencies at Joint Base San Antonio Randolph, Texas, to evaluate the effectiveness of the Air Force's assistance to victims and witnesses, and to provide a basis for making improvements. Results could be shared beyond AETC, if appropriate.

3. Use of Information Technology

This victim/witness feedback sheet will not involve the use of automated, electronic, mechanical, or other technological collection tools or techniques. Data from the feedback sheet will not be inputted into a database.

4. Non-duplication

The event associated with the basic training scandal at Joint Base San Antonio Lackland, Texas is a unique situation within the Air Force; therefore, this data collection instrument is one of a kind and not duplicated by any other office.

5. Burden on Small Business

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

6. Less Frequent Collections

The one-time only collection of information from victims/witnesses post-trial proceeding, will allow AETC to better serve and support victims and witnesses in any future trials/hearings related to similar subject matter and to improve the training environment, making it safer for all trainees. The submission of the data by the respondent is voluntary.

7. Paperwork Reduction Act Guidelines

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 16 May 2013, 78 FR 28810. No comments were received as a result of the Federal Register Notice.

9. Gifts or Payments

No payments or gifts will be made to respondents.

10. Confidentiality

The comment sheet provides the opportunity for recipients to provide personal contact information if they wish follow-up contact, but the information is given on a strictly one-time voluntary basis and does not go into a Privacy Act system of records, and therefore does not require a Privacy Act advisory statement. The information collected is handled, stored, and disposed of in accordance with existing Department of Defense procedures for safeguarding official information according to its sensitivity.

11. Sensitive Questions

There are no sensitive questions asked in this collection of information.

12. Respondent Burden and its Labor Costs

- a. Number of respondents: 16 (this is a one-time request).
- b. Frequency of Response: One response per recipient.
- c. Annual Hour Burden: 4 hours (estimated 15 minutes per applicant times 16 respondents equals 4 hours).

Estimated Total Annualized Cost: 16 X \$10.00 per hour = \$160 per year

Average pay grade of the Air Force trainee (victim/witness) is E-1 and IAW Department of Defense Basic Pay Chart – effective January 2013 an E-1 makes an average of \$10.

13. Respondent Costs Other than Burden Hour Cost:

None

14. Cost to the Federal Government

- a. The total cost to the Government:

Printing costs = \$25.92 (16 letters with envelopes)

Cost for postage = \$77.44 (return receipt requested and pre-stamped and addressed return)

Total \$103.36

- b. Personnel cost = \$944.00 (1 GS-14 civilian @ \$59.00 per hour for 16 letters at 30 minutes per letter. Cost includes time to process responses.)

- c. Total cost to Government is \$1047.36

15. Reasons for Change in Burden

No change

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.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS:

Statistical methods are not employed for this collection of information.