

## **SUPPORTING STATEMENT: 0702-0073**

### *U.S. Army ROTC 4-Year College Scholarship Application*

#### A. Justification

1. Need for Information Collection. The Army ROTC Program produces approximately 80 percent of the newly commissioned officers for the U.S. Army. The Army ROTC scholarship is an incentive to attract men and women to pursue educational degrees in the academic disciplines required by the Army. The application forms, though digital, is the means to collect the needed information from high school students to ensure the high quality of commissioned officers and meet the legal authority for implementing the program and collecting the required information. A copy of the appropriate sections is attached.
2. Use of Information. The applications are available through the Internet. Applicants are high school students. After the application is completed, it is submitted to Headquarters, Cadet Command for review and screening. The applicants' high school will be sent an email requesting they verify certain information contained on the high school students' application. Applicants' information is distributed to 270+ college and university Army ROTC departments for selection of scholarship recipients. Applicants are eligible for a four-year or three year advance designee scholarship.
3. Improved Information Technology. Improved information is used to the maximum extent possible. Applicants must now apply over the Internet to HQ, Cadet Command. With the improved technology, 100% of applications are being submitted online or electronically. Information on applications is available to schools for review over the Internet.
4. Efforts to identify Duplication. No similar information is available elsewhere. Verification of activities, academic progression and authentication by school officials is necessary to ensure accuracy of information not available elsewhere.
5. Methods Used to Minimize Burden on Small businesses. Collection of this information does not have a significant impact on small businesses.
6. Consequences of Not Collecting the Information. The information is collected annually. If the academic, educational and extracurricular background of potential applicants were not collected, a more burdensome academic examination would be required to screen highly qualified prospective applicants. Failure to collect this information to screen highly qualified prospective applicants. Failure to collect this information would severely constrain the Army's capability of selecting highly qualified officer candidates.
7. Special Circumstances. There are no special circumstances that require this collection to be conducted in a manner inconsistent with the guidelines in 5 CFR 1320.5(d)(2).

8. Agency 60-Day Federal Register Notice and Consultations. This information collection was published in the federal register on November 21, 2013, Volume 78, Number 225, page 69837; copy attached. No comments were received. Telephone conversations and written comments with Professors of Military Science at each host school provide the basis for outside consultations.

9. Payments to respondents. No payment or gift will be provided to the respondents.

10. Assurance of Confidentiality. The information collection will fully comply with the *Privacy Act of 1974* and Office of Management and Budget requirements for maintenance of records. Army Privacy Act System Of Record Notice A0145-1 TRADOC. Privacy Impact Assessment is: [http://ciog6.army.mil/Portals/1/PIA/AAC-IAA\\_23JUN2010.pdf](http://ciog6.army.mil/Portals/1/PIA/AAC-IAA_23JUN2010.pdf)

11. Sensitive Questions. No questions of a sensitive nature, such as sexual behavior and attitude, or religious beliefs will be asked. Items of physical description; i.e.; race, gender, etc., are requested for information purposes only and are not a factor in determining eligibility. Results of data collected provide essential descriptive statistical data used for program management and planning.

12. Estimates of response Burden and Annual Cost to the Respondent.

Number of respondents: 11,369  
Responses per respondent: 1  
Number of Responses: 11,369  
Response Time: 45 minutes  
Annual Response: 8,526

Based on a salary equivalent of 4 GS-07 Step 5, 1 GS-09 Step 5 and 1 GS-11 Step 5, at an average of \$23.53 per hour times 8,526 hours: \$200,616.78. However, this is an estimate due to the vast differences in student employment activities.

13. Estimates of Cost Burden to the Respondent. Other than the costs associated with the burden discussed above, there are no additional capital, start-up, or operational maintenance costs (O&M) imposed on the respondents.

14. Estimates Annualized Cost to the Federal Government. Annual cost to the Government for the processing of the applications is estimated at \$484,238.00.

Processing and Administration	484,238
IT Support and Equipment	20,625
Printing and Mail Support	65,000

15. Changes in Burden. This is a review of a previously approved collection of information for which approval will expire.

16. Publication Plans/Time Schedule. There are no plans to publish the information collected.

17. Approval Not to Display Expiration Date. Approval not to display an expiration date is not being sought.

18. Exceptions to the Certification Statement. No exceptions to the certification statement are being sought.

B. Collections of Information Employing Statistical Method

This collection of information does not employ statistical methods.