

SUPPORTING STATEMENT 0702-0111

Army ROTC Referral Information

A. JUSTIFICATION

1. NEED FOR THE INFORMATION COLLECTION:

Chapter 103 of Title 10, United States Code, provides the legal authority for implementing the program and collecting the required information. The Army ROTC Program produces approximately 70 percent of the newly commissioned officers for the U.S. Army. Army ROTC must have the ability to attract quality men and women who will pursue college degrees. Currently, there are 275 Recruiting Operations Officers (ROO) located at each of the command's host colleges and universities that conduct recruiting operations to meet this enduring need. Their mission is to find, interview and enroll quality Scholar, Athlete, Leaders (SAL) students for participation. Approximately 21,000 prospects are recruited at the campus level annually.

2. USE OF THE INFORMATION

ROOs will collect ROTC lead information at high school and college campuses and document it using a dedicated automation system designed to store and retrieve personnel data (ROO Zone). www.goarmy.com and a nationally generated recruiting publicity item (RPI) are used to collect the information that will later be transferred to ROO Zone. The purpose of the information is to provide prospect data to a Professor of Military Science to contact individuals who have expressed an interest in Army ROTC. The citizenship question is used as a disqualifier for the ROTC program, as U.S. Citizenship is required for entry into the United States Army. If lead collection was not accomplished, we would suffer a negative impact on the recruiting effort and subsequent commissioning of new officers for the U.S. Army.

3. USE OF INFORMATION TECHNOLOGY

Improved information technology is used to the maximum extent possible. Prospects will be able to access our web site (www.goarmy.co/rotc) to gain additional information about Army ROTC thus enhancing our ability to recruit. It is estimated that we receive approximately 80% of requests through this electronic means. Prospects can also use 1-800-USA-ROTC to add their names to our centralized database. In addition, the Professors of Military Science send prospect information electronically that goes into a national database.

4. NON-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. BURDEN ON SMALL BUSINESS

Collection of this information does not have a significant impact on small businesses.

6. LESS FREQUENT COLLECTION

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 would severely constrain the Army's capability of selecting highly qualified officer candidates.

7. PAPERWORK REDUCTION ACT GUIDELINES

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. CONSULTATION AND PUBLIC COMMENTS

The 60-day information collection notice was published in the Federal Register on January 30, 2014 (79 FR 4891). No comments were received. The 30 day notice published in the Federal Register on March 31, 2014 (79 FR 18019). There is a variation in burden from the 30 Day Notice: The number of participants was adjusted slightly, however the time per response (15 minutes) remains the same. Comments will be accepted through April 30, 2014.

9. GIFTS OR PAYMENTS

No payment or gift will be provided to the respondents.

10. CONFIDENTIALITY

This 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 Records Notice A0145-1 TRADOC applies (66 FR 23899).

11. SENSITIVE QUESTIONS

No questions of a sensitive nature, such as sexual behavior and attitudes, or religious beliefs will be asked.

12. RESPONDENT BURDEN, AND ITS LABOR COSTS

Estimates of Response Burden and Annual Cost to the Respondent

Number of respondents: 21000

Responses per respondent: 1

Number of annual responses: 21000

Response time: 15 minutes

Annual response burden: 5250 hours

Based on the current minimum wage of \$7.25/hour (\$1.81 per 15 minute response), we calculate labor cost (21,000 responses x 1.81) to be \$38,010.

13. RESPONDENT COSTS OTHER THAN BURDEN HOUR COSTS

Other than the costs associated with the burden discussed above, there are no additional capital, start-up, or operational and maintenance costs (O&M) imposed on the respondents.

14. COST TO THE FEDERAL GOVERNMENT

Annual cost to the Government for the processing of the applications is estimated at \$380,408:

Processing and Administration: \$319,238
Development of Application: \$545
IT Support and Equipment: \$20,625
Printing and Mail Support: \$40,000

15. REASONS FOR CHANGE IN BURDEN

The change in burden is due to an overall adjustment of the program numbers. Using more electronic means, we can accurately identify the number of prospects using this program to request information.

16. PUBLICATION OF RESULTS

There are no plans to publish the information collected.

17. NON-DISPLAY OF OMB EXPIRATION DATE

Approval not to display an expiration date is not being sought.

18. EXCEPTIONS TO "CERTIFICATION FOR PAPERWORK REDUCTION SUBMISSIONS"

No exceptions to the certification statement are being sought.

B. COLLETIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

This collection of information does not employ statistical methods.