

**SUPPORTING STATEMENT FOR OMB 0701-0114 APPLICATION FOR  
ESTABLISHMENT OF AIR FORCE JUNIOR ROTC UNIT OR AFJROTC  
INSTRUCTOR DUTY**

**A. JUSTIFICATION**

1. Need for the Information Collection

Jeanne M. Holm Center for Officer Accessions and Citizen Development (Holm Center) /JR also called "HQ AFJROTC" collects instructor applicant information from interested AFJROTC instructor candidates using an online application process. The information is used to evaluate and determine if the instructor applicant meets established criteria. The governing directives are AFI 36-2010, AFJROTCI 36-2002, and Title 10 U.S.C. 2031. Information is also collected from schools who are interested in applying for an AFJROTC unit using a Unit Application, but that process is not currently automated like the instructor application process.

2. Use of Information

Jeanne M. Holm Center for Officer Accessions and Citizen Development (Holm Center) /JR uses this data as supporting evidence of the school's qualifications to host a JROTC unit and to employ retired military personnel as instructors IAW governing directives. Holm Center personnel use the collected data to determine school enrollment, drop-out rate, graduation rate, location of school, and instructor candidate's qualification. The consequences to Federal program and policy activities if the information is not collected is that schools will have no avenue to make an application for an AFJROTC unit. The server page is maintained by one office (Holm Center /JROS). When applicants inquire as to how to apply for an instructor position, they are referred to a web site in order to access the server page containing the online application. Once completed, the applicant's information is automatically updated on the host server. . Schools interested in establishing a AFJROTC program must apply by downloading an application from the AFJROTC.com website. Once application has been completed, the application is either faxed or e-mailed to HQ AFJROTC. Members of the HQ AFJROTC staff will manually input Unit Application information into the WINGS tracking system. Although this process is not currently automated like the instructor application process, HQ AFJROTC would like to eventually automate the Unit Application process.

The annual nomination and rank ordering of schools qualified to host AFJROTC units is derived from the application on file, by using information from the data collected on Unit Application, and results of the visit by the Holm Center representative. Without this information, the nomination and selection system would lose objectivity and credibility.

This Unit Application on the server page has only been used to provide scoring, combined with reports of visit, in determining the competitiveness and rank of the school prior to selecting a school to host an Air Force Junior ROTC unit.

### 3. Use of Technology

This server page exclusively uses electronic collection techniques as a form of information technology and collection of interested instructor applicant information. The instructor applicant data collected by the server page is input into a database and used by Air Force Junior ROTC personnel to generate lists of instructor candidates. Unit Applications must be faxed or e-mailed to HQ AFJROTC. Instructor applications are completed 100% online.

### 4. Non-duplication

Holm Center/JR Division is a unique organization 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

The collection of information by this server page does not involve small business or other small entities.

### 6. Less Frequent Collections

No duplication. This server page is used as the first step in the process of selecting schools to host AFJROTC units and selecting AFJROTC instructors. The submission of the data by the school and candidates is voluntary. The consequence to Federal program and policy activities if the information is not collected is that schools will have no avenue to make application for an AFJROTC unit. Frequency of collections does not apply.

### 7. Paperwork Reduction Act Guidelines

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

### 8. Consultation and Public Comments

The 60 day Federal Register notice was published on June 11, 2014 (79 FR 33531). 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 collection of information complies with the Privacy Act of 1974. A Privacy Act Statement is provided to the Public prior to collecting their information. A SORN has been published to support the data received (F036 AETC B) "Air Force Junior ROTC Applicant/Instructor System"

PIA – Holm Center Web Intensive New Gains System (WINGS) Application. The PIA has not been published, but Sections 1 and 2 have been provided as part of this submission package.

11. Sensitive Questions

No sensitive questions are asked in the collection of information.

12. Respondent Burden and its Costs

a. 200 applications/applicants are submitted annually from different high schools and candidates; there is one response per applicant; and 200 X 30 minutes = 100 annual burden hours. Several respondents were contacted and their estimate of completing the form was 30 minutes.

Number of Respondents: 200  
Frequency of Response: 1  
Total Annual Response: 200  
Hours per Response: 30 minutes  
Total Burden Hours: 100

b. Labor Cost to Respondent

Wage of Respondent (\$20.00 per hour x 30 min x 200 respondents) = \$2,000.00  
Average pay grade of an Air Force Technical Sergeant (E-6) and IAW Department of Defense Basic Pay Chart – effective January 2014.

Total cost to Respondents = \$2,000.00

13. Cost of Respondent Burden

There are no capital or start-up costs associated with this information collection.

14. Cost to the Federal Government

a. The total cost to the Government:

Printing costs = \$0 (all information accessed stored electronically)  
Personnel cost = \$1,400.00 (1 @ \$14.00 per hour for 200 forms at 30 minutes per form.  
Cost includes time to review form.)  
Total \$1,400.00

b. Cost for postage = \$0 (all information accessed and stored electronically)

c. Total cost to Government is \$1,400.00

15. Reasons for Change in Burden

Previously, the OMB was for establishing an AF Junior ROTC Program at a school but AFJROTC needed to include the hiring of ROTC instructors. This increased the respondents.

16. Collections of Information

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

17. Expiration Date

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

18. Certification Statement

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.