

**Supporting Statement
For
National Security Education Program Service Agreement Report and Service Agreement
(DD Form 2753 and DD Form 2752)
0704-0368**

A. JUSTIFICATION

1. Need for the Information Collection

The David L. Boren National Security Education Act (NSEA), Title VIII of Public Law 102-183, Sec. 802(b), as amended, directs the Secretary of Defense to carry out a program to award undergraduate scholarships and graduate fellowships, as well as grants to U.S. institutions of higher education. Accordingly, the National Security Education Program (NSEP) was established. In exchange for funding support, all NSEP award recipients agree to work in qualifying national security positions.

The NSEA included language that created the National Security Education Trust Fund and required an annual report on its status. The trust fund supported NSEP funding and administrative costs from FY1992 through FY2005. In FY2006 NSEP began receiving an annual appropriation instead of funding through the Trust Fund. Based on its statute, NSEP receives its annual appropriation through two sources: the Department of Defense annual appropriations process and a transfer from the Office of the Director of National Intelligence.

Both DD Form 2752, “National Security Education Program (NSEP) Service Agreement for Scholarship and Fellowship Awards” and the DD Form 2753, “National Security Education Program (NSEP) Service Agreement Report (SAR) for Scholarship and Fellowship Awards” are designed to appropriately collect information from NSEP award recipients.

2. Use of Information

NSEP oversees the Boren Scholarships and Fellowships, Language Flagship, and English for Heritage Language Speakers programs among other initiatives. Through a cooperative agreement, the Institute of International Education (IIE), as the administrative agent, currently administers these scholarship, fellowship, and grant programs. Individuals who receive NSEP scholarship and fellowship assistance enter into an agreement to work for the Federal Government in an agency with national security responsibilities as identified by NSEP. This provision is mandated in the NSEA. NSEP uses information submitted by award recipients to monitor compliance with this service agreement.

All recipients submit an application for their award, and sign a statement at the time of award acknowledging their service agreement. Every awardee is required to submit a report annually to update their status towards fulfilling the service obligation. If this information is not collected, neither the administrative agent nor the program director would be able to fulfill the provision stipulated in the Act requiring the service agreement.

3. Improved Information Technology

The collection instruments for these reports are constructed so as to require minimal inputs on a pre-formatted sheet. NSEP aggregates and correlates data where appropriate using automated data processing. Individual respondents are able to complete and submit the required forms directly via PDF online or can print, complete, and submit via regular mail.

4. Efforts to identify Duplication

All information to be collected is unique, as it relates directly to each recipient awarded through the program. No duplication of information requirements can be identified. The information required is generated based on the students who win awards, agree to NSEP terms and conditions, and participate in NSEP's programs. The information is not available elsewhere.

5. Methods Used to Minimize Burden on Small Entities

The collection of information does not have a significant impact on small businesses or other entities.

6. Less Frequent Collection

All students who receive awards under NSEP's programs incur a federal service obligation. Recipients are required to submit a Service Agreement Report (SAR), DD Form 2753, on an annual basis until their service obligation is completed in full. SARs ensure compliance with the provisions of the service agreement. Less frequent reporting would result in a loss of continuity with award recipients.

7. Special Circumstances

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. Agency 60-Day Federal Register Notice and Consultation Outside the Agency

The 60-day Federal Register Notice published in the Federal Register on 05/07/14 in Volume 79, page 26212. No comments were received.

The 30-day Federal Register Notice published in the Federal Register on 10/02/14 in Volume 79, page 59479.

This data collection requirement has been discussed with personnel from multiple Federal departments and agencies, academics from over 1,000 institutions of higher education, and personnel from numerous foundations that make similar awards for academic study. NSEP has continued ongoing consultation with these offices since the inception of the program in December 1991.

9. Payments to Respondents

No payments or gifts will be provided to respondents.

10. Confidentiality

A Privacy Act Statement is provided at the top of both forms.

11. Sensitive Questions

Personal Identifying Information: Respondents are advised that their data are for official use only and will be maintained and used in strict confidence in accordance with Federal law and regulations. They are also advised that procedures are in place to protect the confidentiality of the information. Paper forms are secured to protect Personally Identifiable Information in accordance with DoD regulations.

DD Form 2752 Routine Uses: Should a recipient default on his/her service agreement, information may be disclosed to the U.S. Department of Treasury to report credit information and to other governmental agencies or private organizations to facilitate collection of amounts owed the government. Information is also subject to review through computer matching programs with other agencies to help collect any delinquent debt incurred as a result of participation in an NSEP program.

DD Form 2753 Routine Uses: To authorized Federal hiring officials to facilitate the recruiting of National Security Education Program award recipients into Federal service for the purpose of fulfilling NSEP's Congressionally-mandated mission. To IIE, NSEP's administrative agent to confirm NSEP award recipients' name, award year, and award type. To the Boren Forum, the independently managed and operated 501(c)3 non-profit organization for NSEP alumni to confirm NSEP award recipients' name, award year, and award type.

Social Security Number: Award recipients' SSN is the unique identifier used to identify each individual internally and to the U.S. Department of Treasury. Without the SSN, there would not be a way to determine the correct individual's financial record.

On the DD 2753, only the last four digits of the SSN are requested in order to track recipients should their name and/or address change.

Privacy of Impact Assessment (PIA): <http://www.dhra.mil/webfiles/docs/PIA/DHRA%2009.DLNSEO.NSEP.2.28.2014.pdf>

Systems of Records Notice (SORN): <http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/6691/dhra-09.aspx>

12. Estimates of Annual Response Burden and Labor Costs for Hour Burden to the Respondent for Collection of Information

Estimate of Respondent Burden:

Form DD 2752:

Number of Respondents:	250 annually
Frequency of Responses:	1
Total Annual Responses:	250 annually
Burden Per Response:	10 minutes
Total Burden Hours:	41.7 hours
Average Cost Per Respondent: (GS-5 @ \$13.22 hour)	\$1.32 (10 minutes)
Total Respondents Cost:	\$330.50

Form DD 2753:

Number of Respondents:	1400 annually
Frequency of Responses:	1
Total Annual Responses:	1400 annually
Burden Per Response:	10 minutes
Total Burden Hours:	233
Average Cost Per Respondent: (GS-5 @ \$13.22 hour)	\$1.32 (10 minutes)
Total Respondents Cost:	\$1,850.80

Total Respondent Burden:

Number of Respondents:	1650 annually
Frequency of Responses:	1
Total Annual Responses:	1650 annually
Burden Per Response:	10 minutes
Total Burden Hours:	275 hours
Average Cost Per Respondent: (GS-5 @ \$13.22 hour)	\$1.32 (10 minutes)
Total Respondents Cost:	\$2,182

NSEP's administrative agent, not the respondents, provides NSEP the information on DD Form 2752. The administrative agent certifies the accuracy of the information on each form. This annual reporting is mandatory for award recipients.

13. Estimates of Other Cost Burden for the Respondent for Collection of Information

- a. There is no capital start-up cost associated with this information collection.
- b. There are no operational or maintenance costs associated with this information collection.

14. Estimates of Cost to the Federal Government

The annualized cost to the Government of data collection related to the Service Agreement is estimated to be \$2,514.88.

Reviewing time per response:	5 minutes
Estimated responses per year:	1650
Total annual review time:	137.5 hours
Average hourly wage of reviewer:	\$18.29
Total Government cost:	\$2,514.88

15. Reasons for Change in Burden

This is an extension of a current collection. The estimates for this collection are consistent with those of the previous submission.

16. Publication of Results

Numerical information, e.g., amount of award, generated as a result of the DD Forms may be published as aggregate figures. For example, numerical data are included in NSEP's annual report to the White House and to Congress on the conduct of the program, as required by Title VIII, Section 806 of Public Law 102-183, as amended. This report is due annually at the time that the President's budget for the next fiscal year is submitted to Congress.

17. Approval Not to Display Expiration Date

NSEP does not seek approval not to display the expiration date for OMB approval of the information collection.

18. Exceptions to "Certification for Paperwork Reduction Submission"

NSEP does not seek exceptions to the certification statement.