

SUPPORTING STATEMENT – PART A

A. JUSTIFICATION

1. Need for the Information Collection

The information collection is necessary to notify the United States of America Vietnam War Commemoration's Commemorative Partner Program of Commemorative Partner's planned events for inclusion on the Commemoration's events calendar, and to request event support from the program. The Commemorative Partner Program (CPP) is designed to support federal agencies, State, local, civilian and military communities, international governments, veterans' organizations, civic groups, industries, educational institutions, libraries, museums, business and other organizations in assisting a grateful nation in commemorating the Vietnam War. Commemorative Partners are asked to plan and conduct at least two appropriate events and activities each year during the 2015-2017 timeframe that will "thank and honor" our veterans and their families in a memorable, but dignified and honorable manner. Events and activities must meet one or more of the Congressionally-mandated objectives of the program.

2. Use of the Information

The United States of America Vietnam War Commemoration Commemorative Partner Program is a voluntary program for organizations to assist a grateful nation in thanking and honoring our Vietnam Veterans and their families. Requests for event support and notification of planned events are purely voluntary, but will inform the program as to the nationwide efforts and success to thank and honor our Vietnam Veterans. Information to be collected includes: Commemorative Partner Program Organization name; Event Point of Contact; Year; Tentative Date(s); Planned Event; Planned Activities; and Requested Support (materials). The information collected will be used for program planning and management, program evaluation, internal general purpose statistics, and program audit purposes.

3. Use of Information Technology

The majority of the information collected will involve the use of technological collection techniques; specifically electronic response submission. We estimate that 98% of respondents will submit information via email or fax. Respondents will be encouraged to submit information electronically rather than in hard copy form. Respondents will be able to submit information more quickly and at a lower cost by emailing or faxing the information rather than sending it in the mail.

4. Non-duplication

This is a new collection. There is no existing information which can be used, or modified for use, for the purposes of this collection.

5. Burden on Small Business

The information collection will not impact small businesses or other small entities.

6. Less Frequent Collection

The Vietnam War Commemoration Commemorative Planned Events form is used to notify the Commemoration of planned events to be held by Commemorative Partners. The form can also be used by Commemorative Partners to request event support. If the information collection is not conducted or is conducted less frequently, the United States of America Vietnam War Commemoration's Commemorative Partner Program will not receive requests for events. This would impact the quality of events held by Commemorative Partners. It would also impose stress on relationships between the Commemoration and Commemorative Partners because of reduced communication and collaboration. Furthermore, the absence or reduction of this information would impact Commemoration program planning and management as well as mission accomplishment and program evaluation.

7. Paperwork Reduction Act Guidelines

We do not foresee any circumstance that would cause information to be collected in a manner that is inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments

The 60-day Federal Register notice published February 7, 2013 (78 FR 9036). No comments were received.

9. Gifts or Payment

No gifts or payment will be provided to respondents.

10. Confidentiality

Information collected will be protected to the extent of the law, the organization is promising no confidentiality. DoD is not retrieving by personal identifying information; therefore, it has been determined by the OSD/JS Privacy Officer that there is no Privacy Act System of Records Notice

(SORN) requirement. However, a release/consent form will be provided to Commemorative Partners desiring to submit pictures, videos or other media to the Commemoration for public viewing.

11. Sensitive Questions

Not applicable - no sensitive questions will be asked of respondents.

12. Respondent Burden, and its Labor Costs

We estimate 10,000 respondents annually at a rate of one annual response per respondent. We estimate that the average burden per response will be 15 minutes based on the length of the form and the amount of information requested from respondents. We estimate total annual burden hours to be 2,500.

13. Respondent Costs Other Than Burden Hour Costs

- a. There will be no capital or start-up costs to respondents.
- b. There will be no operation or maintenance costs to respondents.

14. Cost to the Federal Government

We estimate the total cost to the Federal Government to be \$108,544 per year. We estimate 10,000 respondents annually at a rate of one annual response per respondent. We estimate that the average burden per response will be 15 minutes based on the length of the form and the amount of information requested from respondents. Based on this information, we estimate total annual burden hours to be 2,500. Using the 2012 General Schedule (GS) Locality Pay Table for the Washington-Baltimore-Northern Virginia, DC-MD-VA-WV-PA, at GS 11, Step 5, \$33.92/hour multiplied by 2,500 annual hours equals \$84,800 annually. To this number, we added 28% fringe (or \$23,744 per year) to arrive at a final cost of \$108,544 per year.

15. Reasons for Change in Burden

This is a new collection.

16. Publication of Results

The results of the information collection will not be published for statistical use.

17. Non-Display of OMB Expiration Date

We are not requesting approval to omit display of the expiration date of OMB approval on the instrument of collection.

18. Exceptions to "Certification for Paperwork Reduction Submissions"

Not applicable - the Commemoration can certify all provisions of Item 19.a of OMB Form 83-I.