

Supporting Statement for Paperwork Reduction Act Submission

DEA Form 316a- Red Ribbon Week Patch Activity Report

OMB Approval Number 1117-0051

Part A. Justification

1. Necessity of Information:

The Red Ribbon Week Patch is an annual initiative designed to be implemented during Red Ribbon Week (October 23-31) to give Boy Scouts and Girl Scouts the opportunity to earn a patch by attending an anti-drug education session, hosting a Red Ribbon Week campaign, and taking a drug-free pledge. The Drug Enforcement Administration (DEA) aims to engage a total of 15,000 Boy and Girl Scouts in this initiative. In order to implement this program, the DEA will need to collect information from Boy Scout units and Girl Scout troops in one online form.

The form is to be completed by the Boy Scout or Girl Scout troop leader. The head counts of youth participating in the initiative are collected but no information regarding individual identification of minors (name, address, phone, age) is collected. The Red Ribbon Week Patch Activity Report online form is completed upon completion of all activities.

The Red Ribbon Week Patch Activity Report- will assist to validate the completion of the patch requirements by the Boy Scout units and Girl Scout troops to be awarded the patches. Upon submission of the Activity Report to Community.Outreach@usdoj.gov, the patches will be mailed to the Boy Scout unit or Girl Scout troop contact person. The form is to be completed by the Boy Scout or Girl Scout troop leader.

2. Needs and Uses:

The Red Ribbon Week Patch Activity Report online form will assist to validate the completion of the patch requirements by the Boy Scout units and Girl Scout troops. In addition, the Activity Report online form will assist the DEA to measure performance goals, compile a resource list of Red Ribbon Week activities for future participants, and draft an internal report on the program's achievements. A summary of the performance measures may be available for public dissemination upon request. The list of samples of Red Ribbon Week activities compiled from the Activity Report may be posted on the www.GetSmartAboutDrugs.com websites.

3. Use of Technology:

The Red Ribbon Week Patch program relies on the use of the Internet, the burden is significantly reduced because the preferred method of application and reporting is to be accomplished via the online reporting process. The head counts of youth participating in the initiative are collected but no information regarding individual identification of minors (name, address, phone, age) is collected.

Efforts to Identify Duplication:

The collection of this information is unique to DEA for participation in the Red Ribbon Week Patch program. The information required to be provided is readily available to the Scout leaders from their direct participation in the qualifying activities for the patch thus limiting the impact of the burden for the reporting process.

4. Efforts to Identify Duplication

The submitted activity report is reviewed for completeness; any duplication would be noted and addressed during the review process of the activity report.

5. Methods to Minimize Burden on Small Business:

There is no burden within the category of a small business. The Scout leaders completing the forms are public volunteers.

6. Consequences of Less Frequent Collection:

The program requires participants to submit a one-time online Red Ribbon Week Patch Activity Report confirming completion of activities, outlining their qualifying anti-drug prevention activities carried out by the Boy Scout unit or Girl Scout troop, and identifies the requested number of patches for the unit or troop. The Girl Scout or Boy Scout leader completes the online form. Scout leaders may submit a completed Red Ribbon Week Patch Activity Report and receive their requested patches.

7. Special Circumstances Influencing Collection:

This information collection is voluntary. No Boy Scout unit, Girl Scout troop, or individual Scout or leader, is required to participate. For those Boy Scout or Girl Scout units or troops wishing to participate, the DEA requires that each Scout leader report the

activities conducted to meet the program requirements and identify the number of patches needed for the unit or troop. This reporting is required only one time during the calendar year. There are no special circumstances that apply to this collection.

8. Public Comments and Consultations:

There are no inconsistencies with the Paperwork Reduction Act.

9. Payment or Gift to Claimants:

There are no such gifts or payments to respondents. Program participants take a drug free pledge, attend an educational anti-drug session, and host a Red Ribbon Week activity to earn a Red Ribbon Week patch from the DEA.

10. Assurance of Confidentiality:

The DEA adheres to the Privacy Act policies and regulations in handling the contact information for the Scouting troops.

11. Justification for Sensitive Questions:

Questions of a sensitive nature are not included in reporting requirements.

12. Estimate of Hour Burden

Activity Report (electronic only)

Number of Respondents: 450 volunteer Scout leaders (qualifying the involvement of 11,000 youth participants)

Frequency of Response: Annual (1 time only)

Average time per response: 10 minutes

Total annual burden: 75 hours

Total annual responses: 450

Total annual burden: 75 hours

Labor hour burden:

DEA assumes a wage rate for the public of \$23.86 based on the BLS average civilian wage rate for December 2016.

75 hours * \$23.86 per hour = \$1,789.50

13. Estimate of Cost Burden:

As this collection is submitted electronically, there are no costs involved.

14. Estimated Annualized Costs to Federal Government:

Analysis: 1 Program Analyst (GS-13): 5% of time= \$5,688.00

Cost of Shipping: These costs are incorporated in the overall operating budget for Community Outreach and Prevention Support Section. No breakdown figures are available.

Cost of envelopes: These costs are incorporated in the overall operating budget for the DEA. No breakdown figures are available.

Purchase of Patches: \$7,650.00

Estimated Total Cost \$13,338.00

All costs to the government for operation of the DEA Red Ribbon Week Patch program, including the above costs are encompassed in the DEA operations budget as identified by Department of Justice and Related Agencies Appropriations Act.

15. Reasons for Change in Burden:

The project has been relocated to one website www.GetSmartDrugs.com.

16. Plans for Publication:

A summary highlighting sample Red Ribbon Week activities and types of anti-drug education may be compiled and published on the DEA external website, www.Getsmartaboutdrugs.com. This summary may be compiled from the program information gathered through the Activity Reports. The purpose of publishing this information is to offer future program participants ideas for Red Ribbon Week activities.

17. Expiration Date Approval:

DEA will display the current date of expiration on the Activity Report online form.

18. Exception to the Certification Statement:

There are no exceptions to the certification statement.