

**SUPPORTING STATEMENT – PART A**  
**For 0704-0368,**  
**National Security Education Program (NSEP) Service Agreement Report for**  
**Scholarship and Fellowship Awards,**  
**(DD Form 2752 and DD Form 2753)**

**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 on the NSEP award recipients.

**2. Use of the 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.

Once a scholarship is awarded, the IIE creates a record based on their submission data. Throughout the period of award, all award recipient data is stored and maintained by the IIE. The information on the DD Form 2752 is provided by the administrative agent under contract to the NSEP, not the award recipients. The administrative agent certifies the accuracy of the information on each form.

Upon the completion of the award period, IIE uses a secure electronic transfer method to transfer the award recipient data to NSEP. This award recipient data is then stored in the NSEPnet system maintained by NSEP.

Upon transfer of the records into the NSEPnet system, every awardee is required to update their records, and then submit reports annually that update their status towards fulfilling the service obligation using the DD Form 2753. This annual reporting is mandatory for award recipients. The service requirement data collected via the NSEPnet system captures the data fields specified in the DD Form 2752 and DD Form 2753. The data is saved in the active system until the awardee demonstrates that they have met their obligation in fulfilling the service requirement.

### **3. Use of Information Technology.**

At this time, 99.6% of all form responses are collected electronically via the NSEPnet data collection system. Using the NSEPnet portal, respondents are given access to the forms for both electronic submission, and the printable PDF form. Individual respondents have the option to complete and submit the required forms directly via PDF online or they can print, complete, and submit via regular mail. NSEP aggregates and correlates data where appropriate using automated data processing.

### **4. Non-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. Burden on Small Businesses**

This information collection does not impose a significant economic impact on a substantial number of small businesses or 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. **Paperwork Reduction Act Guidelines**

This collection of information does not require collection to be conducted in a manner inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2).

## 8. **Consultation and Public Comments**

### Part A: PUBLIC NOTICE

The 60-day Federal Register Notice was published on Thursday, May 31, 2018. The 60-Day FRN citation is 83 FRN 24980.

No comments were received during the 60-Day Comment Period.

The 30-day Federal Register Notice was published on Friday, August 17, 2018. The 30-Day FRN citation is 83 FRN 41068.

### Part B: CONSULTATION

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. **Gifts or Payment**

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

## 10. **Confidentiality**

PAS: The Privacy Act Statement is provided at the top of both the DD Form 2752 and the DD Form 2753.

SORN: Yes, the National Security Education Program Records do require a SORN. The active link to the current SORN is <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570561/dhra-09/>

PIA: PIA, National Security Education Program Scholar and Fellow Support System, is attached.

Records Retention and Disposition Schedule: 30-year retention approval granted by the National Archives and Records Administration under retention disposition number N1-330-13-03, NSEP will retain and destroy records for an approved number of years after last action.

## 11. Sensitive Questions

SSN: A Social Security Number Justification Memo is included with this package.

## 12. Respondent Burden and its Labor Costs

### a. Estimation of Respondent Burden:

#### **1. DD Form 2752**

a. Number of Respondents:	250
b. Number of Responses per Respondent:	1
c. Number of Total Annual Responses:	250
d. Response Time:	.167 hours (10 Minutes)
e. Respondent Burden Hours:	41.67

#### **2. DD Form 2753**

a. Number of Respondents:	1400
b. Number of Responses per Respondent:	1
c. Number of Total Annual Responses:	1400
d. Response Time:	.167 hours (10 Minutes)
e. Respondent Burden Hours:	233.33 hours

#### **3. Total Submission Burden**

a. Total Number of Respondents:	1650
b. Total Number of Total Annual Responses:	1650
c. Respondent Burden Hours:	275 hours

### b. Labor Cost of Respondent Burden

#### **1. DD Form 2752**

a. Number of Total Annual Responses:	250
b. Response Time:	.167 hours (10 Minutes)
c. Respondent Hourly Wage:	\$13.72
d. Labor Burden per Response:	\$2.29
e. Total Labor Burden:	\$572.50

#### **2. DD Form 2753**

a. Number of Total Annual Responses:	1400
b. Response Time:	.167 hours (10 Minutes)
c. Respondent Hourly Wage:	\$13.72
d. Labor Burden per Response:	\$2.29
e. Total Labor Burden:	\$3,206.00

#### **3. Overall Labor Burden**

a. Total Number of Annual Responses:	1650
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b. Total Labor Burden: \$3,778.5

The Respondent hourly wage was determined by using the Department of Labor Wage Website (<http://www.dol.gov/dol/topic/wages/index.htm>) and OPM's 2018 General Schedule (GS) Salary Calculator (<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2018/general-schedule/>)

### 13. **Respondent Costs Other Than Burden Hour Costs**

There are no annualized costs to respondents other than the labor burden costs addressed in Section 12 of this document to complete this collection. The anticipated burden hour costs take into account the small number of awardees who may choose to submit the form via paper.

### 14. **Cost to the Federal Government**

#### a. **Labor Cost to the Federal Government**

##### 1. **DD Form 2752**

a. Number of Total Annual Responses:	250
b. Processing Time per Response:	.08 hours (5 minutes)
c. Hourly Wage of Worker(s) Processing Responses:	\$21.61
d. Cost to Process Each Response:	\$1.73
e. Total Cost to Process Responses:	\$432.5

##### 2. **DD Form 2753**

a. Number of Total Annual Responses:	1400
b. Processing Time per Response:	.08 hours (5 minutes)
c. Hourly Wage of Worker(s) Processing Responses:	\$21.61
d. Cost to Process Responses:	\$1.73
e. Total Cost to Process Responses:	\$2,442

##### 3. **Overall Labor Burden to Federal Government**

a. Total Number of Annual Responses:	1650
b. Total Labor Burden:	\$2,857.5

The Respondent hourly wage was determined by using OPM's 2017 General Schedule (GS) Salary Calculator (<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2017/general-schedule-gs-salary-calculator/>).

#### b. **Operational and Maintenance Costs**

a. Equipment:	\$0
b. Printing:	\$0
c. Postage:	\$0

- d. Software Purchases: \$0
- e. Licensing Costs: \$0
- f. Other: \$230,000 NSEPnet (50% of annualized costs for NSEP information systems)
- g. Total (P: add A through F in this section): \$230,000

- 1. Total Operational and Maintenance Costs: \$230,000
- 2. Total Labor Cost to the Federal Government: \$2857.50
- 3. Total Cost to the Federal Government (P: Add 1 and 2 in this section): \$232,857.50

**15. Reasons for Change in Burden.**

There is a slight increase in the number of respondents. NSEP has increased the total number of awardees, which in turn increases the same level of burden across additional individuals.

**16. Publication of Results.**

Numerical information generated as a result of these semi-annual reports may be published as aggregate numbers. This information would be included in the annual report to the President and to the Congress on the conduct of this program, as required by Title VIII, Section 806 of Public Law 102-183, as amended: The David L. Boren National Security Education Act of 1991. This report is due annually at the time that the Presidents' budget for the next fiscal year is submitted to Congress.

**17. Non-Display of OMB Expiration Date**

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

**18. Exceptions to "Certification for Paperwork Reduction Submission"**

We are not requesting any exemptions to the provisions stated in 5 CFR 1320.9.