

SUPPORTING STATEMENT - PART A

Air Force Recruiting Information Support System – Total Force (AFRISS-TF)

0701-0150

Summary of Changes from Previously Approved Collection

- Aside from minor authorization updates and a more detailed data collection description, the main change with this Collection is that we are now collecting and processing applicant information for all three Air Force Components (Active, Guard, and Reserve)
- *In Section 12, increased the applicant burden and showed the burden for the recruiter*
- *Expanded on Section 14, added equipment costs to show a fuller picture of cost*

1. Need for the Information Collection

The Air Force (AF) Active, Air National Guard (ANG), and Air Force Reserve Command (AFRC) duty field recruiters have a need to collect information on prospective enlistees for all recruiting accessions: enlisted, line officer, and health professions. The information collected provides necessary information to determine if an applicant meets qualifications established for active duty requirements. The following codes and Executive Orders provides the authority to collect and assess the information: Title 10 Armed Forces, USC 503 Enlistments: Recruiting Campaigns, compilation of directory information and USC 521 Authorized to prescribe total strengths of officers on active duty and officer strengths in various categories; 10 USC 9013, Secretary of the Air Force; 10 USC 3013, Secretary of the Army; 10 USC 5013, Secretary of the Navy; 10 USC 10174, Air Force Reserve Command; 10 USC 10202 Regulations Subtitle E Reserve components; 10 USC 10110, Air Force Reserve: composition; 10 USC 10205, Members of Ready Reserve: requirement of notification of change of status; 10 USC 275, Restriction on direct participation by Military Personnel; 10 USC 504, Persons not qualified; 10 USC 508, Reenlistment: qualifications; 10 USC 510, Enlistment incentives for pursuit of skills to facilitate national service; 10 USC 1071 Chap 55, Medical and dental Care; 10 USC 1209, Transfer to inactive status list instead of separation; 10 USC 1553, Review of discharge or dismissal; 10 USC 2105, Advanced training, failure to complete or to accept commission; 10 USC 2107, Financial assistance program for specially selected members; DoD Directive 1145.2, United States Military Entrance Processing Command; Army Regulation 601-270/Air Force Regulation 33-7/Marine Corps Order P1100.75A, Military Entrance Processing Station (MEPS); USMEPCOM Regulation 680-3, U.S. Military Processing Command Integrated Resources

System (USMIRS); Air Force Policy Directive 36-20, Accession of Air Force Military Personnel, Air Force Instruction 36-2110, Total Force Assignments, and E.O. 9397 (SSN), as amended.

2. Use of the Information

Recruiting requires the collection of specific information on prospective Air Force Active, Air National Guard, and Air Force Reserve Command enlistees, officers, and health profession personnel entering into duty. The information is used to create the initial personnel record that is used to prescreen and qualify their fit for service and ultimately induction into one of the three Air Force commands. The information is also collected to process security clearances for those individuals requiring clearances for sensitive and classified positions. The potential recruit completes the SF 86 “Questionnaire for National Security Positions” via hardcopy. The SF 86 is cleared under OMB Control Number 3206 0005. Once complete, the recruiter then types the information into AFRISS-TF. This is typically done the same day, but if the applicant needs more time to fill out their SF-86, they can schedule a return appointment.

The recruiter asks the potential recruit the first series of questions that will be used to determine if the applicant is eligible for service and they will input the answers into the recruiting IT system (AFRISS-TF). These questions are asked verbally at the recruiting station. The initial questions are: 1) are you a U.S. Citizen, 2) are you a conscientious objector, 3) do you have any law violations, 4) are you prior service, 5) are you within physical standards, 6) have you graduated high school or equivalent, 7) any illegal drug use, 8) any dependents, 9) do you have a SSN card. If the answers to any of these questions disqualify the applicant, the process stops here, otherwise the recruiter then asks for the remaining required information and inputs the responses into AFRISS-TF. This entire process takes place in the recruiter’s office with the applicant sitting at the recruiter's desk. The recruiter is logged into AFRISS-TF and fills in the responses. Screenshots of AFRISS-TF with all of the applicable fields are included with this information collection request.

3. Use of Information Technology

The Air Force Recruiting Information Support System – Total Force (AFRISS-TF) provides a comprehensive integration, interface, and standardization of all programs that manage personnel resources in support of the recruiting mission. The system is used to build initial personnel records on prospective recruits for all recruiting accessions. The system extends automated capabilities out to the individual recruiter, the flight, the squadron, and the groups for all three Air Force commands. It provides an automated interface to the Military Entrance Processing Station (MEPS) where applicants undergo physical, testing, verification interviews, and tentative job reservation that can be entered into AFRISS-TF. It also provides an automated interface to the Military Personnel Data System (MILPDS) where the applicant’s record becomes an official Department of Defense record. It also provides reporting capabilities at all levels of management to make informed decisions on recruiting practices. All (hundred percent) information collected is electronic.

4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source.

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

Information is collected only on the occasion when an individual has an interest in enlisting into the military.

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

A 60-Day Federal Register Notice (FRN) for the collection published on 19 June 2018. The 60-Day FRN citation is 83 FR 28415 FRN 28415 (1 page).

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

A 30-Day Federal Register Notice for the collection published on Tuesday, June 30, 2020. The 30-Day FRN citation is 85 FR 39169 FRN 39169.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the Federal Register was conducted for this submission.

9. Gifts or Payment

There are gifts provided to prospective respondents in the form of Air Force Active, ANG and AFRC promotional items. No monetary payments are made.

10. Confidentiality

Recruiters provide an Air Force Recruiting Service Disclosure memorandum to all applicants for them to read and sign. It goes over the Privacy Act Statement and a Credit Check Disclosure Notice.

A draft copy of the SORN, SORN F036 AETC R, has been provided with this package for OMB's review.

A draft copy of the Air Force Recruiting Information Support System - Total Force Privacy Impact Assessment (PIA), has been provided with this package for OMB's review.

All records maintained in this system are currently placed on a hold status, meaning all records cannot be deleted until the National Archives and Records Administration (NARA) adjudicates the submitted disposition instructions via ERA submission on 19 April 2019.

11. Sensitive Questions

The sensitive information required by AFRISS-TF is considered necessary to determine applicant's eligibility and to enable selection of the best-qualified applicants for appointment as enlisted and commissioned personnel into the Active, ANG, and AFRC. Applications undergo investigations for security clearance for potential assignment requiring access to classified information. The information permits the applicant to report possible disqualifications, to explain extenuating circumstances, and the ability to request waivers of the disqualifications, if appropriate. Applicants are counseled regarding the use and potential impact of providing the information. AFRISS-TF adheres to the Privacy Act Law. We have included a copy of our signed Social Security Number Justification Memo in this package.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

1) Collection Instrument(s):

AFRISS-TF

- a) Number of Respondents: 100,000
- b) Number of Responses Per Respondent: 15
- c) Number of Total Annual Responses: 1,500,00
- d) Response Time: 3 hours
- e) Respondent Burden Hours: 4,500,000 hours

2) Total Submission Burden (Summation or average based on collection)

- a) Total Number of Respondents: 100,000
- b) Total Number of Annual Responses: 1,500,000
- c) Total Respondent Burden Hours: 4,500,000 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument(s)

AFRISS-TF

- a) Number of Total Annual Responses: 1,500,000
- b) Response Time: 12 minutes
- c) Respondent Hourly Wage: \$7.25
- d) Labor Burden per Response: \$1.45
- e) Total Labor Burden: \$2,175,000

2) Overall Labor Burden

- a) Total Number of Annual Responses: 1,500,000
- b) Total Labor Burden: \$2,175,000

The Respondent hourly wage was determined by using the [Department of Labor Wage Website] (<http://www.dol.gov/dol/topic/wages/index.htm>)

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.

14. Cost to the Federal Government

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

1) Collection Instrument(s)

AFRISS-TF

- a) Number of Total Annual Responses: 1,500,000
- b) Processing Time per Response: .2 hours
- c) Hourly Wage of Worker(s) Processing Responses: \$29.60
- d) Cost to Process Each Response: \$5.92
- e) Total Cost to Process Responses: \$8,880,000

2) Overall Labor Burden to the Federal Government

- a) Total Number of Annual Responses: 1,500,000
- b) Total Labor Burden: \$8,880,000

Part B: OPERATIONAL AND MAINTENANCE COSTS

1) Cost Categories

- a) Equipment: \$4,000,000
- b) Printing: \$0
- c) Postage: \$0
- d) Software Purchases: \$580,000
- e) Licensing Costs: \$0
- f) Other: \$3,900,000

2) Total Operational and Maintenance Cost: \$8,480,000

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

1) Total Labor Cost to the Federal Government: \$8,880,000

2) Total Operational and Maintenance Costs: \$8,480,000

3) Total Cost to the Federal Government: \$17,360,000

15. Reasons for Change in Burden

The burden has increased since the previous approval due to the inclusion of all recruiting forms for Air Force Active Duty, Air National Guard, and Air Reserve applicants.

16. Publication of Results

The results of this information collection will not be published.

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 Submissions”

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