<u>SUPPORTING STATEMENT – PART A</u>

<u>USMA ADMISSIONS PROCEDURES – 0702-0060</u>

A. <u>JUSTIFICATION</u>

Summary of Changes from Previously Approved Collection

- *We have Combined OMB control number 0702-0060, 0702-0061 & 0702-0062.*
- *Burden will increase due to the combination of ICRs*

1. <u>Need for the Information Collection</u>

The United States Military Academy (USMA) is under the immediate supervision and control of the Department of the Army (Section 4334(a), Title 10, United States Code (10 USC 4334(a)). It operates under the jurisdiction of the Chief of Staff, United States Army (Department of the Army General Order No. 3, 10 February 1977). It is funded as a separate operating agency (DFAS-IN Manual 37-100). The mission of USMA is to educate, train, and inspire the Corps of Cadets so that each graduate is a commissioned leader of character committed the values of duty, honor, country; professional growth throughout a career as an officer in the United States Army; and a lifetime of selfless service to the nation.

This information collection is required to guide qualified candidates through the successful completion of the USMA Admissions Process. The data assists the USMA Department of Admissions, the Admissions Committee, and the Academic Board in determining the candidates who will annually fill the incoming USMA class.

This collection is authorized by Title 10, United States Code, Section 4346 which outlines the requirements for admission to the United States Military Academy, and Army Regulation 210-26, "United States Military Academy". Finally, the collection of this data complies with 5 CFR 1320.9.

2. <u>Use of the Information</u>

Due to the advent of USMA technology, the collection of information for Pre-Candidates **(0702-0060)**, Candidates **(0702-0061)** and Accepted Candidates **(0702-0062)** are now collected from the single on-line Department of Admissions website. Henceforth, based on this electronic modernization upgrade and intersection of information this collection is updated to reflect a single collection **(0702-0060)** that encompasses all three distinct phases: Pre-Candidate Procedures, Candidate Procedures, and Accepted Candidate Procedures.

<u>Pre-Candidate Procedures</u>

During the pre-candidate phase of the USMA Admissions process, student information is obtained through on-line responses to advertising campaigns and inquiries via the Department of Admissions website, which permit potential candidates to request information on the US Military Academy. This initial student information is received via the Electronic Request for Information (ERI). Once the ERI is processed, the

individual's name and email address are forwarded to the local USMA Admissions representative so that he or she can answer questions and give the candidate a local USMA point of contact. All other information is retained in the Directorate of Admissions database until the potential candidate completes a Candidate Questionnaire (CQ). The purpose of the ERI is to build and maintain contact with a group of individuals who may eventually be evaluated for admission to West Point.

When an individual decides to apply for admission to West Point, he or she is required to complete a CQ. The CQ is an on-line (electronic) tool that allows a potential candidate to provide relevant information to determine if they meet the minimum qualifications for admission to West Point and if they are competitive for admission. Prior to completing individuals are considered "pre-candidates" until they have completed the Candidate Questionnaire and are determined to be competitive for admission to West Point. Interested applicants will navigate to the Department of Admissions website: www.westpoint.edu/admissions, to begin the process. Once on the website, interested applicants will click on the apply link which reflects the dates the application window will be open, as well as the basic requirements for starting an application. Once the applicant determines that he or she meets the basic requirements, he or she will then click on the start application radio button, which takes them to the CQ. The on-line CQ has been revised by our IT Directorate to include the Agency Disclosure Notice (ADN), Privacy Act Statement (PAS) and instructions as displayed on the provided draft.

The CQ collects the following data for application of admission to USMA: applicant's name, SSN, gender, contact information, race, ethnicity, citizenship, Congressional District, high school, class rank, standardized test scores, sport and other extracurricular participation, Military service, release of information authorization, remarks, and interest in attended other institutions, and competing for a Reserve Officer Training Corps (ROTC) scholarship.

The Directorate of Admissions at USMA utilizes the data collected from the CQ to evaluate the admissibility of potential candidates for USMA. Once an applicant completes the CQ, he or she will receive an email thanking them for their interest in the U.S. Military Academy (a copy of the thank-you email is provided with this PRA package for OMB review). Additionally, applicants receive an email containing their unique West Point ID and password which will allow them to access their information and continue the admissions process via their candidate portal.

Candidate Procedures

During the Candidate phase of the USMA Admissions process, student information obtained via the Candidate Questionnaire is used to inform the decisions by Admissions Department personnel on whether to allow potential candidates to continue the USMA admissions process. If a candidate is determined not to be competitive for admission, no further information is collected, and the information collected via the CQ is retained in the Directorate of Admissions database for the rest of the Admissions cycle. The reason the information is retained is to allow non-competitive candidates the opportunity to continue the admission process should they improve their files. Candidates determined to be competitive for admission are granted access to the Candidate Kit (CK). Once a candidate is granted access to the CK the information from the CQ is transferred to form the basis of a candidates USMA admissions file.

Candidates who are competitive for admission to USMA are granted access to the CK on or about 1 August of the year they are applying for admission. In order to gain access to the CK, candidates will navigate to the Directorate of Admissions website at www.westpoint.edu/admissions, to begin the process. Once a candidate gains access to the website, he or she will log into his or her portal using the unique candidate

ID and password they were provided when they completed the CQ. Once the correct login information is validated, the candidate is directed to their portal page home screen which will show the candidate the progress he or she has made on their USMA application. The candidate completes the various portions within the CK at his or her own pace and can also monitor when the request for academic information and the school official evaluations have been completed by guidance counselors and designated individuals. The on-line CK has been revised by our IT Directorate to include the Agency Disclosure Notice (ADN), Privacy Act Statement (PAS) and instructions as displayed on the provided draft.

The CK replaced the following forms: USMA 21-16, USMA 21-23, USMA 21-25, USMA 21-26, USMA 5-520, USMA 5-2, USMA FL 480-1, USMA FL 481, USMA 546, and USMA 689

The CK represents the actual application a candidate must complete to compete for admission to West Point, and without it, the Directorate of Admissions, the Admissions Committee, and the Academic Board would be unable to effectively select the most qualified applicants for admission to the United States Military Academy.

Also covered under this collection are the candidate admissions interviews conducted on behalf of the Directorate of Admissions by USMA Field Force representatives. These interviews allow the Directorate of Admissions and the Admissions Committee to make more informed decisions on some candidates.   The interview is not a mandatory requirement but is encouraged if there is a field force representative living near the candidate. Of the approximately 15,000 candidates who open a file, approximately 4000 of them actually sit for an interview. Once the interviews are conducted, the field force representative then uploads the West Point Admissions Interview Report form into the candidate's portal page.

Accepted Candidate Procedures

During the Accepted Candidate phase of the USMA Admissions process, student information is obtained via the on-line (electronic) Candidate Questionnaire (CQ) and Candidate Kit (CK). This information informs the Admissions Committee on whether to offer candidates an Appointment of Admission to the United States Military Academy. If a candidate is denied an appointment, his or her information is retained in the Directorate of Admissions database, which resides within the Academy Management System (AMS), for the rest of the admission cycle (which runs from August through June). This procedure is in place in the event a candidate chooses to re-apply for admission during the next admissions cycle. Candidates who are offered admissions must log onto the USMA Admissions website at https://candidate.westpoint.edu/, and either accept or decline the offer of admission. If a candidate declines his/her selection/offer, his/her file is closed, and the information is retained in the AMS database for a maximum of five years in the event the candidate decides to apply for admission at a later date. Candidates who accept their offers must submit all required information as directed in the Instructions for Candidates Accepted Admission booklet, which they can access via their candidate portal page.

Once candidates accept their offers of admission, they are granted additional electronic access to various admissible materials via their established candidate portal. Candidates gain access to their portal using their unique candidate ID and password provided when they complete their Candidate Questionnaire (CQ). Once the correct login information is validated, the candidate is directed to their portal page home screen which will show the candidate the progress he or she has made towards the completion of the forms required prior to reporting as a New Cadet. The candidate completes the various portions within the Admissible kit (Admit Kit) by downloading, printing, and completing the following forms:

- USMA Form 6-154, Certificate of Authorization
- Parents' Statement of Consent, USMA Form 5-519 (completed only if candidate is not 18 prior to USMA Reception day)

- DD Form 2813 Department of Defense Active Duty/Reserve/Guard/Civilian Forces Dental Examination

- Immunization Record – USMA Form 40-1

- Vision Examination Form – USMA Form 5-490

- USMA Form 5-521, Police Records Check

- USMA Form 6-153, Request for Final Transcripts

- DA Form 3685 JUMPS Pay Election Form

- Tattoo Data Form

Candidates will then upload their completed forms into their established candidate portal or send them either electronically or mail them to the Department of Admissions via the U.S. Postal Service or other delivery service. In addition to completing the aforementioned forms, admitted candidates also submit information through their portal page. Admitted candidates complete this information at their own pace and can ensure the information has been received and process by the USMA Admissions office by logging in and checking the dashboard on their individual portal pages. This transparency is necessary so in the event a form does not make it to the Admissions office, the candidate and inquire with the admissions officer, dentist, local law enforcement agency, or school official as to the status. This ensures a candidate's acceptance into USMA is not jeopardized due to a missing form. The on-line portions of the Admit Kit have been revised to include the most updated Agency Disclosure Notice (ADN), Privacy Act Statement (PAS) and instructions as displayed on the provided draft.

The on-line portions of the Admit Kit replaced the following forms: USMA Form 5-499, USMA 5-489, USMA 2-66. Biographical information, as well as travel, uniforms sizes, and computer preferences continue to be collected electronically, but now reside within the candidate's on-line portal.

The information collected through the Admit Kit represents the final information required from candidates prior to them showing up on West Point Reception Day. This information ensures the candidates transition from high school students to members of the Corps of Cadets goes as smoothly and seamlessly as possible.

3. <u>Use of Information Technology</u>

100 percent of the Admissions data is collected on-line through the USMA Admissions website. Candidates provide this required information by either completing an on-line entry form or a fillable PDF version of the form, and either uploading the form back onto their Candidate Portal or submitting to their admissions officer via fax machine. All Admissions data is maintained in the Directorate of Admissions database managed by USMA's Systems Engineering Branch. The database and database interfaces are managed under the Academy Management System (AMS).

4. Non-duplication

There is minimal duplication from respondents. The only duplication of information collection occurs when candidates complete the Candidate Personal Data Record (CPDR). Some basic personal information (name, age, date of birth, high school graduation year) is required that was already collected when the candidate completed the Candidate Questionnaire. This duplication is required due to the management of information between two databases – one for all candidates and one for candidates competitive for admission. There are no systems readily available that collect, nor can be modified to collect, the information requested from this collection. Additionally, some basic personal information may be duplicated (name, date of birth, etc.) when a candidate completes a form that is printed from their Candidate Portal, and then uploaded back onto the USMA Admissions website. Implementation of the on-line Candidate Portal and electronic admissions process has significantly decreased the collection of personal data.

5. Burden on Small Business

This information collection does not impose a significant economic impact on a substantial number of small businesses or entities.

6. Less Frequent Collection

Failure to conduct the collection of this data would negatively impact the US Military Academy's means of establishing a candidate base for admitting qualified candidates. West Point receives 75,000 inquires each year from students in elementary to high school grades. Additionally, each year, over 15,000 candidates are granted access to the CK (with approximately 4500 working it to completion). Limiting the use of these data gathering programs would hinder the Academy's ability to select the best and brightest students for admission. Finally, failure to conduct the collection of this data would negatively impact the US Military Academy's ability to smoothly transition admitted candidates in the Corps of Cadets. Limiting the use of this data gathering program would significantly increase the amount of time and effort required by USMA receive and integrate New Cadets into their new formations; thus, taking away training time that would otherwise be utilized completing Basic Office Leader Course (BOLC) Level -1 tasks.

7. Paperwork Reduction Act Guidelines

There are no special circumstances. The information will be collected in a manner consistent with the guidelines of 5 CFR 1320.5(d) (2).

8. Consultation and Public Comments

Part A: PUBLIC NOTICE

a. A 60-DAY Federal Register Notice (FRN) for the collection published on 10 October 2019. The 60-Day FRN citation is 84 FRN 54596.

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

A 30-DAY Federal Register Notice (FRN) for the collection published on 19 December 2019. The 30-Day FRN citation is 84 FRN 69725.

Part B: CONSULTATION

b. Significant input and information was received from Admissions Officers, members of Admissions Committee, and candidates in relation to the continued use and burden relative to collection of information for this system of records. It is determined that the information is only maintained in one database and used accordingly as outlined in section 2 of this Supporting Statement.

9. Gifts or Payment

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

10. Confidentiality

A draft copy of the Systems of Records Notice (SORN) - U.S. Military Academy Management System (AMS), A0351-17b USMA - has been provided with this package for OMB review.

Information collected is protected under the Privacy Act of 1974 as amended. Respondents are assured confidentiality through the Privacy Act Statements on the applicable collection documents (please see item #2). The AMS system abides by the Department of Defense cyber security policies and requirements. The AMS system is located in secure facilities and is adequately protected on secure servers. Electronically and optically stored records are maintained in fail-safe system software with protected access. The web pages are protected by Secure Layer (SSL, i.e. HTTPS). Records are accessible only to authorized persons with a need-to-know who are properly screened, cleared and trained to perform official duties. Access is controlled by role-based controls leveraging active directory authentication. Buildings employ alarms or rooms that are security-controlled areas accessible only to authorized personnel. The information is protected by unique login and passwords which prevents access, browsing and misuse of personal data by unauthorized users.

A draft copy of the PIA (Academy Management System (AMS) DA 03899 Sections 1 and 2 have been provided with this package for OMB review.

The records retention of cadets who are commissioned becomes part of his/her Official Military Personnel File. Records on individuals not commissioned are destroyed after 5 years. Microfilmed records maintained by USMA, on individuals who graduate, are permanent; hard copy files are destroyed after being microfilmed.

11. Sensitive Question,

During the Pre-candidate phase of the USMA Admissions process, questions regarding gender, race, and ethnicity are asked. These questions are necessary because West Point strives to maintain a class composition of top scholars, leaders and athletes of all genders and ethnicities. We fully believe that a diverse collegiate environment helps stimulate the educational experience for all cadets within the United States Military Academy. 10 U.S.C. 3013 and 4334 outline the authority to collect this information. All race, ethnicity, and gender information are obtained in a manner consistent with the Tabulation Working Group of

the Interagency Committee for the Review of Standards Data on Race and Ethnicity's (December 15, 2000) guidance in the Provisional Guidance on the Implementation of the 1997 Standards for Federal Data on Race and Ethnicity.

During the Candidate phase of the USMA Admissions process, questions about gender are asked. USMA does not ask candidate's religious preference, nor do we ask if they have a disability as the disability issue is addressed during the medical screening process which is administered by the Department of Defense Medical Examination Review Board (DODMERB). These questions are necessary because West Point strives to maintain a class composition of top scholars, leaders and athletes of both genders. We fully believe that a diverse collegiate environment helps stimulate the educational experience for all cadets within the United States Military Academy. 10 U.S.C. 3013 and 4334 outline the authority to collect this information.

During the Accepted Candidate phase of the USMA Admissions process, questions about gender and religious preference are asked. These questions are necessary because West Point strives to maintain a class composition of top scholars, leaders and athletes of all genders and religious backgrounds. We fully believe that a diverse collegiate environment helps stimulate the educational experience for all cadets within the United States Military Academy. 10 U.S.C. 3013 and 4334 outline the authority to collect this information. All gender and religious preference information is obtained in a manner consistent with current OMB standards.

A Social Security Number Justification Memo is provided in this package to grant authority for SSN collection.

12. Respondent Burden, and its Labor Costs

a. Estimation of Respondent Burden – USMA Admissions Procedures

Number of respondents is approximately (reference charts below)

	Number of Respondents	Number of Responses per Respondent	Number of Total Annual Responses	Response Time (Amount of time needed to complete the collection instrument	Respondent Burden Hours (Total Annual Responses multiplied by Response Time) Please compute
Electronic Request for Information	60,000	1	60,000	5 Minutes (.0833 Hours)	5,000 Hours
Candidate Questionnaire	15,000	1	15,000	20 Minutes (.33 Hours)	5,000 Hours

TOTAL	75,000	1	75,000	25 Minutes (.4133 Hours)	10,000 Hours

Estimation of Respondent Burden Hours – Candidate Procedures (CK)					
	Number of Respondents	Number of Responses per Respondent	Number of Total Annual Responses	Response Time (Amount of time needed to complete collection instrument)	Respondent Burden Hours (Total annual responses multiplied by response time) Please compute these into hours
School Official's Evaluation (4 SOEs per candidate)	20,000	1	20,000	10 minutes (.1667 Hours)	3,334 hours
Request for Academic Information	5,000	1	5,000	10 minutes (.1667 Hours)	834 hours
Candidate Personal Data Record	5,000	1	5,000	10 minutes (.1667 Hours)	834 hours
Candidate Activities Record	5,000	1	5,000	10 minutes (.1667 Hours)	834 hours
Candidate Statements	5,000	1	5,000	45 minutes (.75 Hours)	3,750 hours
USMA FORM 5-518 – Employer's Evaluation	3,000	1	3,000	10 minutes (.1667 Hours)	500 hours
Supplemental Information	4,000	1	4,000	10 minutes (.1667 Hours)	533 hours
Candidate Fitness Assessment	5,000	1	5,000	60 minutes (1 Hour)	5,000 hours
Admissions Interview Report	1,800	1	1,800	30 minutes (.5 Hours)	900 hours
TOTAL	53,800		53,800	195 Minutes	16,519 hours

					(3.2502 Hours)	

Estimation of Respondent Burden Hours – Accepted Candidate Procedures					
	Number of Respondents	Number of Responses per Respondent	Number of Total Annual Responses	Response Time (Amount of time needed to complete the collection instrument)	Respondent Burden Hours (Total Annual Responses multiplied by Response Time) Please compute these into hours
USMA FORM 6-154	1250	1	1250	3 Minutes	63 Hours
USMA FORM 5-519	1250	1	1250	5 Minutes	105 Hours
DD Form 2813	1250	1	1250	3 Minutes	63 Hours
USMA Form 40-1	1250	1	1250	15 Minutes	313 Hours
Vision Screening Form 5-490	1250	1	1250	5 Minutes	105 Hours
Police Record Check, USMA Form 5-521	1250	1	1250	5 Minutes	105 Hours
USMA FORM 5-515	1250	1	1250	5 Minutes	105 Hours
DA Form 3685	1250	1	1250	10 Minutes	209 Hours
Tattoo Data Form	1250	1	1250	5 Minutes	105 Hours
TOTAL	**11,250**	1	**11,250**	**56 Minutes**	**1173 Hours**
Overall Total for Admissions Process	**140,050**		**140,050**	**276 Minutes** (4.60 Hours)	**27,692 Hours**

    b. <u>Labor Cost of Respondent Burden</u>

Utilizing the United States Department of Labor Wage and Hours Division's Federal Minimum Wage of $7.25 (effective July 24th 2009, https://www.dol.gov/whd/flsa/) it is estimated the annual labor costs to respondents during the pre-candidate phase of the USMA Admissions process are $72,501

Labor Costs of Respondent Burden - Pre-Candidate Procedures (CO)					
	Number of	Response Time per	Respondent Hourly	Labor Burden	Total Labor Burden
Electronic Request for	60,000	5 Minutes	7.25/Hour	$.6041	$36,246
Candidate Questionnaire	15,000	20 Minutes	$7.25/Hour	$2.417	$36,255
Total	**75,000**	**25 Minutes**	**$7.25/Hour**	**$3.02**	**$72,501**

Utilizing the United States Department of Labor Wage and Hours Division's Federal Minimum Wage of $7.25 (effective July 24th 2009), https://www.dol.gov/whd/flsa/ it is estimated the annual labor costs to respondents during the candidate phase of the USMA Admissions process are $115,118.

Labor Costs of Respondent Burden - Candidate Procedures (CK)					
	Number of Respondents	Response Time per Response	Respondent Hourly Wage	Labor Burden Per Response	Total Labor Burden

	Number of Respondents	Response Time per Response	Respondent Hourly Wage	Labor Burden Per Response	Total Labor Burden
School Official's Evaluation (4 SOEs	20,000	10 minutes (.1667 Hours)	$7.25/Hour	$1.209	$24,180
Request for Academic	5,000	10 minutes (.1667 Hours)	$7.25/Hour	$1.209	$6,045
Candidate Personal Data Record (CPDR)	5,000	10 minutes (.1667 Hours)	$7.25/Hour	$1.209	$6,045
Candidate Activities	5,000	10 minutes	$7.25/Hour	$1.209	$6,045
Candidate	5,000	45 minutes	$7.25/Hour	$5.438	$27,190
USMA FORM 5-518 – Employer's	3,000	10 minutes (.1667 Hours)	$7.25/Hour	$1.209	$3,627
Supplemental Information (SI)	4,000	10 minutes (.1667 Hours)	$7.25/Hour	$1.209	$4,836
Candidate Fitness Assessment (CFA)	5,000	60 minutes (1 Hour)	$7.25/Hour	$7.250	$36,250
Admissions Interview Report	1,800	30 minutes (.5 Hours)	$7.25/Hour	$3.625	$900
TOTAL	**53,800**	**195 Minutes (3.2502 Hours)**	**$7.25/Hour**	**$3.02**	**$115,118**

Utilizing the United States Department of Labor Wage and Hours Division's Federal Minimum Wage of $7.25 (July 24th 2009, http://dol/gov/topic/wages/minimumwagt.htm) it is estimated the annual labor costs to respondents during the accepted candidate phase of the USMA Admissions process are $9,958.

Labor Costs of Respondent Burden

	Number of Respondents	Response Time per Response	Respondent Hourly Wage	Labor Burden Per Response	Total Labor Burden

USMA Form 6-154	1,250	3 Minutes (.05 Hours)	$7.25/Hour	$.37	$453
USMA Form 5-519	1,250	5 Minutes (.083 Hours)	$7.25/Hour	$.60	$752
DD Form 2813	1,250	3 Minutes (.05 Hours)	$7.25/Hour	$.37	$453
USMA Form 40-1	1,250	15 Minutes (.25 Hours)	$7.25/Hour	$1.82	$2,266
USMA Form 5-490	1,250	5 Minutes (.083 Hours)	$7.25/Hour	$.37	$752
USMA Form 5-521	1250	5 Minutes	$7.25/Hour	$.60	$752
USMA Form 5-515	1,250	5 Minutes	$7.25/Hour	$.60	$752
DA Form 3685	1,250	10 Minutes (.167 Hours)	$7.25/Hour	$1.21	$1513
Tattoo Data Form	1,250	5 Minutes (.083 Hours)	$7.25/Hour	$.60	$752
TOTAL	**11,250**	**56 Minutes**	**$7.25/Hour**	**$6.54**	**$8,445**
Overall Total for the Admissions	**140,050**	**276 Minutes** (**4.60 Hours**)	**$7.25/Hour**	**$12.58**	**$196,064**

13. Respondent Costs Other Than Burden Hour Costs

There are no annualized costs to respondents other than the labor burden cost addressed in Section 12 of this document to complete the collection.

14. Cost to the Federal Government

Total cost to the government	Electronic Request	Candidate	Total

Processing Time per Response (in hours)	.0833 Hours (5 Minutes)	.33 Hours (20 Minutes)	**.4133 Hours (25 Minutes)**
Hourly Wage of Worker(s)	$19.01/Hour	$19.01/Hour	**$19.01/Hour**
Costs to Process Each Response (Processing Tine per Response multiplied by Hourly Wage of Worker(s)	$1.58	$6.27	**$7.85**
Total Cost to Process Responses (Costs to Process Each Response Multiplied by Number of Responses	**$94,800**	**$94,050**	**$188,850**

      This wage was taken from the OPM website used for our admission technicians with a salary of a GS-04, Step 5 who process the forms. https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/19Tables/html/NY.aspx.

Labor Costs to the Federal Government

Equipment	Printing	Postage	Software Purchases	Licensing Costs	Other	Total

Total Cost to the Federal Government		
Operational and Maintenance Costs	Labor Cost to the Federal Government	Total Costs (O&M Costs + Labor Costs)

Total costs to the government during the candidate phase of the USMA Admissions process are $323,090 per year ($316,590 for personnel costs and $6,500 for overhead costs).

Labor Costs to the Federal Government										
	SOE	RAI	CPDR	CAR	CS	USMA 5-518	SI	CFA	AIR	Total
Number of Responses	20,000	5,000	5,000	5,000	5,000	3,000	4,000	5,000	1,800	53,800
Processing Time per Response (in hours)	.1667 Hours (10 Minutes)	.1667 Hours (10 Minutes)	.1667 Hours (10 Minutes)	.1667 Hours (10 Minutes)	.75 Hours (45 Minutes)	.1667 Hours (10 Minutes)	.1667 Hours (10 Minutes)	1 Hour (60 Minutes)	.5 Hours (30 Minutes	3.2502 Hours (195 Minutes)
Hourly Wage of Worker(s) Processing Responses *	$19.01/ Hour	$19.01/ Hour	$19.01/ Hour	$19.01/ Hour	$19.01/ Hour	$19.01/ Hour	$19.01/ Hour	$19.01/ Hour	$19.01/ Hour	$19.01/ Hour
Costs to Process Each Response (Processing Time per Response multiplied by Hourly Wage of Worker(s) Processing Responses)	$3.17	$3.17	$3.17	$3.17	$14.26	$3.17	$3.17	$19.01	$9.50	$61.79
Total Cost to Process Responses (Costs to Process Each Response Multiplied by Number of Responses	$63,400	$15,850	$15,850	$15,850	$71,300	$9,510	$12,680	$95,050	$17,100	$316,590

*This wage was taken from the OPM website used for our admission technicians with a salary of a GS-04, Step 5 who process the forms. https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/19Tables/html/NY.aspx.

Operational and Maintenance Costs						
Equipment	Printing	Postage	Software Purchases	Licensing Costs	Other	Total

Operational and Maintenance Costs	Labor Cost to the Federal Government	Total Costs (O&M Costs + Labor Costs)

Total costs to the government during the accepted candidate phase of the USMA Admissions process are $27,013 per year ($21,613 for personnel costs and $5400 for overhead costs).

Labor Costs to the Federal Government									
	USMA Form 6-154	USMA Form 5-519	DD Form 2813	USMA Form 40-1	USMA Form 5-490	USMA Form 5-521	USMA Form 5-515	DA Form 3685	Tattoo Questionnaire	Total
Number of Responses	1250	1250	1250	1250	1250	1250	1250	1250	1250	11,250
Processing Time per Response (In Hours)	.05 Hours (3 Minutes)	.083 Hours (5 Minutes)	.05 Hours (3 Minutes)	.25 Hours (15 Minutes)	.083 Hours (5 Minutes)	.083 Hours (5 Minutes)	.083 Hours (5 Minutes)	.167 Hours (10 Minutes)	.083 Hours (5 Minutes)	1.1 hours (66 Minutes)
Hourly Wage of Worker(s) Processing Responses	$18.56	$18.56	$18.56	$18.56	$18.56	$18.56	$18.56	$18.56	$18.56	$18.56
Costs to Process Each Response (Processing Time per Response Mulltiplied by Hourly Wage of Worker(s) Processing Responses)	$0.93	$1.54	$0.93	$4.64	$1.54	$1.54	$1.54	$3.09	$1.54	$17.29
Total Costs to Process Responses (Cost to Process Each Response Multiplied by the Number of Responses	$1,163	$1,925	$1,163	$5,800	$1,925	$1,925	$1,925	$3,863	$1,925	$21,613

*This wage was taken from the OPM website, used for our admission technicians with salary of a GS-04, Step 5 who process the forms. https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/19Tables/html/NY.aspx

Equipment	Printing	Postage	Software Purchases	Licensing Costs	Other	Total

Total Cost to the Federal Government		
Operational and Maintenance Costs	Labor Cost to the Federal Government	Total Costs (O&M Costs + Labor Costs)
$5400	$21,613	$27,013

Total overall costs to the federal government for this combined collection are $545,590 ($527,190 for personnel costs, and $18,400 for overhead costs).

15. Reasons for Change in Burden

This collection combines three individual collections (0702-0060, 0702-0061 & 0702-0062) that were previously separated into one combined collection. The burden hours for this new collection have decreased overall due to the implementation of new processes to collect this information electronically. The same information is being collected; however, the elimination of paper-based forms has reduced the processing time on the part of Admissions personnel. Additionally, the cost associated with producing and mailing out candidate forms have been eliminated.

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