

SUPPORTING STATEMENT - PART A

Application Forms Booklet, Naval Reserve Officers Training Corps Scholarship Program – OMB Control 0703-0026

Summary of Changes from Previously Approved Collection

Application Forms Booklet, Naval Reserve Officers Training Corps Scholarship Program – OMB Control 0703-0026: Summary of Changes

- Three new Statements of Understanding (SOU) are added to the packet, but do not increase the burden significantly (an additional 5 minutes per Respondent) as each applicant has the option to complete 1 of the 3 forms (SOU's are not mandatory in the process). The selected form contains no new information, and applicants are solely acknowledging/certifying statements of understanding specific to their scholarship option choice.
 - o 1533/112 - CERTIFICATIONS AND STATEMENTS OF UNDERSTANDING FOR NAVAL RESERVE OFFICER TRAINING CORPS APPLICATIONS
 - o 1533/129 - CERTIFICATIONS AND STATEMENTS OF UNDERSTANDING FOR NAVAL RESERVE OFFICER TRAINING CORPS **NURSE APPLICATIONS**
 - o 1533/154 - CERTIFICATIONS AND STATEMENTS OF UNDERSTANDING FOR NAVAL RESERVE OFFICER TRAINING CORPS **MARINE OPTION APPLICATIONS**

1. Need for the Information Collection

The Naval Reserve Officers Training Corps (NROTC) program has the responsibility of selecting the highest quality candidates to receive a NROTC scholarship. The information collected supports assessment of an applicant's eligibility for a NROTC Scholarship, and is necessary to ensure that the NROTC Selection Board has the information needed to select the best-qualified candidates. Information includes, but is not limited to, the applicant's background, academic performance, extra circular activities, physical readiness, leadership experience and moral character. In order to make this assessment, it is necessary to have information from the applicant, high school administrators, teachers and other adults. This information supports an analysis of the applicant's eligibility for an NROTC Scholarship. The authority to request this information is contained in 5 U.S.C. § 301 (Authorizing Departmental Forms and Regulations); 10 U.S.C. §2103 (Eligibility for Membership), and Executive Order 9397 (Use of Social Security Numbers). 10 U.S.C. §2103 permits the Navy to provide financial assistance to eligible applicants. 5 USC §301 allows the Department of the Navy to provide for regulations for the NROTC program and to preserve records. Executive Order 9397 allows a federal agency to utilize social security number to identify individuals.

2. Use of the Information

Members of the public who are high school students, prospective college students, and college students that are interested in applying for an NROTC Scholarship access an online application. Interested individuals are made aware of the NROTC scholarship program through word of mouth, or sometimes through recruiters who visit schools to spread information about the program. The applicants access and fill out the application on-line by registering for a password-protected account at <http://www.nrotc.navy.mil/apply.html>. Once registered, the applicant is then required to log in with their registered user ID and password in the Agency's internet access point via the following website: https://netfocus.netc.navy.mil/gateway/sso.aspx?RedirectUrl=/NROTC/candidate_app/login.aspx.

Once the applicant has successfully authenticated, the applicant is directed to the first page of the NROTC Scholarship Application. The online application consists of two forms: "NSTC 1533/101: Drug Statement for Naval Reserve Officer Training Corps Application," and "NSTC 1533/102 Debarment and Suspension from Receipt of Federal Assistance Statement for National Naval Reserve Officers Training Corps Application."

Three forms are optional: "NSTC 1533/112 Statement of Understanding, Navy"; "NSTC 1533/129 Statement of Understanding, Nurse"; and "NSTC 1533/154 Certifications and Statements of Understanding, Marine Option." They are part of the application process, but they are only certifications or statements of understanding, the respondent is not providing new information. In addition, respondents are not given the opportunity to refute any information in the certification. Additional burden time is very small, and – depending on the choice of the applicant to complete an optional form or not – may be non-existent.

As part of the online application process, the applicant completes the form "NSTC 1533/157 Applicant Interview Form", and also provides links to chosen high school administrators, teachers, and other adults well acquainted with the applicant, to complete online evaluations. The forms are: "NSTC 1533/155 Request for Secondary School Transcript"; "NSTC 1533/156 Math/Science/English Teacher Evaluation of Applicant"; and "NSTC 1533/158 Other Official's Evaluation of Applicant."

In cases where applicants cannot access the internet, they can request assistance from Navy Recruiters to fill out the forms if online is not an option. The completed applications are used by formal selection board to determine applicant's eligibility and qualifications for an NROTC Scholarship. Lack of such information would severely

limit the NROTC Selection Board's knowledge of an applicant's potential for success in college.

If applicants are selected, a standard letter is sent out, but tailored to the applicant. For non-selected applicants, a standard letter is also sent. Both letters are included in the PRA submission.

Applicants are apprised of the status of their application via the website.

3. Use of Information Technology

99% of the applications are expected to be completed and reviewed electronically. For individuals that cannot access the internet, forms will be provided by and returned to the recruiter by hand or U.S. Mail.

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

NROTC Scholarships are awarded on an annual basis at the start of each academic year. Applicants are required to complete the application for the academic year in which they apply. If the information was collected less frequently, the Navy would be unable to award new scholarships on an annual basis.

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 Friday, August 30, 2019. The 60-Day FRN citation is 84 FRN 45744.

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

A 30-Day Federal Register Notice for the collection published on Thursday, December 19, 2019. The 30-Day FRN citation is 84 FRN 69732.

Part B: CONSULTATION

Periodic discussions are held among NROTC staff; Commander, Navy Recruiting Command Recruiters; and respondents to obtain input regarding the data collected. No complaints have been received about the application.

9. Gifts or Payment

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

10. Confidentiality

A Privacy Act Statement is required and is listed on the forms.

A draft copy of the SORN N01130-1 and Navy Recruiting System, has been provided with this package for OMB's review.

A draft copy of the PIA, Naval Education and Training Future Officer and Citizenship User System (NETFOCUS), has been provided with this package for OMB's review.

Records Retention and Disposition Schedule:

Records are retained and destroyed in accordance to the Record Management Manual (SECNAV M-5210.1). There are various requirements under this regulation for record retention and disposal, which depend on the type of record in question.

11. Sensitive Questions

No information of a sensitive nature is required beyond that of race/ethnicity (which is optional), gender, and drug use/abuse. Social Security Number (SSN) is collected and required at the time of application to ensure proper identification of the applicants in situations where multiple applicants have the same name. An SSN justification memo is included in this PRA package. The information concerning race/ethnicity and gender is used for statistical analysis of the NROTC program. Minority applicants can be actively pursued to encourage submission of application. These items are essential to an efficient, cost effective, objectives-oriented recruiting campaign. No service or benefits are denied to potential applicants based on this information. The drug statement is used to determine previous drug use and whether applicant meets Navy/Marine Corps requirements for a commissioning program.

With regard to the social security number required on the teacher evaluation form, the SSN is used to distinguish between applicants with the same name. This is covered in the SSN justification that has been submitted with the PRA package.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

1) NSTC 1533/101

Drug Statement for Naval Reserve Officer Training Corps Application

- a) Number of Respondents: 14,000
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 14,000
- d) Response Time: 20 minutes
- e) Respondent Burden Hours: 4,666 hours

2) NSTC 1533/102

Debarment and Suspension from Receipt of Federal Assistance Statement for National Naval Reserve Officer's Training Corps Application

- a) Number of Respondents: 14,000
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 14,000
- d) Response Time: 20 minutes
- e) Respondent Burden Hours: 4,666 hours

3) NSTC 1533/112

Certifications and Statements of Understanding for Naval Reserve Officer Training Corps Applications

- a) Number of Respondents: 10,000
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 10,000
- d) Response Time: 5 minutes
- e) Respondent Burden Hours: 14 hours

4) NSTC 1533/129

Certifications and Statements of Understanding for Naval Reserve Officer Training Corps Applications – Nurse

- a) Number of Respondents: 1,000
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 1,000
- d) Response Time: 5 minutes
- e) Respondent Burden Hours: 1.4 hours

5) NSTC 1533/154

Certifications and Statements of Understanding for Naval Reserve Officer Training Corps Applications – Marine

- a) Number of Respondents: 3,000
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 3,000
- d) Response Time: 5 minutes
- e) Respondent Burden Hours: 4 hours

6) NSTC 1533/155

Request for Secondary School Transcript

- a) Number of Respondents: 14,000
 - b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 14,000
 - d) Response Time: 20 minutes
 - e) Respondent Burden Hours: 4,667 hours
- 7) NSTC 1533/156
Math/Science/English Teacher Evaluation of Applicant
- a) Number of Respondents: 14,000
 - b) Number of Responses Per Respondent: 2
 - c) Number of Total Annual Responses: 28,000
 - d) Response Time: 50 minutes
 - e) Respondent Burden Hours : 23,333 hours
- 8) NSTC 1533/157
Applicant Interview Form
- a) Number of Respondents: 14,000
 - b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 14,000
 - d) Response Time: 20 minutes
 - e) Respondent Burden Hours: 4,666 hours
- 9) NSTC 1533/158
Other Official's Evaluation of Applicant
- a) Number of Respondents: 14,000
 - b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 14,000
 - d) Response Time: 20 minutes
 - f) Respondent Burden Hours: 4,666 hours
- 7) Total Submission Burden
- a) Total Number of Respondents: 14,000
 - b) Total Number of Annual Responses: 112,000
 - c) Total Respondent Burden Hours: 46,666 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) NSTC 1533/101
Drug Statement for Naval Reserve Officer Training Corps Application
- a) Number of Total Annual Responses: 14,000
 - b) Response Time: 20 minutes
 - c) Respondent Hourly Wage: \$7.25
 - d) Labor Burden per Response: \$2.42
 - e) Total Labor Burden: \$33,833

- 2) NSTC 1533/102
Debarment and Suspension from Receipt of Federal Assistance Statement for National Naval Reserve Officer's Training Corps Application
 - a) Number of Total Annual Responses: 14,000
 - b) Response Time: 20 minutes
 - c) Respondent Hourly Wage: \$7.25
 - d) Labor Burden per Response: \$2.42
 - e) Total Labor Burden: \$33,833

- 3) NSTC 1533/112
Certifications and Statements of Understanding for Naval Reserve Officer Training Corps Applications
 - a) Number of Total Annual Responses: 10,000
 - b) Response Time: 5 minutes
 - c) Respondent Hourly Wage: \$7.25
 - d) Labor Burden per Response: \$0.60
 - e) Total Labor Burden: \$6,042

- 4) NSTC 1533/129
Certifications and Statements of Understanding for Naval Reserve Officer Training Corps Applications – Nurse
 - a) Number of Total Annual Responses: 1,000
 - b) Response Time: 5 minutes
 - c) Respondent Hourly Wage: \$7.25
 - d) Labor Burden per Response: \$0.60
 - e) Total Labor Burden: \$604.00

- 5) NSTC 1533/154
Certifications and Statements of Understanding for Naval Reserve Officer Training Corps Applications – Marine
 - a) Number of Total Annual Responses: 3,000
 - b) Response Time: 5 minutes
 - c) Respondent Hourly Wage: \$7.25
 - d) Labor Burden per Response: \$0.60
 - e) Total Labor Burden: \$1,813

- 6) NSTC 1533/155
Request for Secondary School Transcript
 - a) Number of Total Annual Responses: 14,000
 - b) Response Time: 20 minutes
 - c) Respondent Hourly Wage: \$27.00
 - d) Labor Burden per Response: \$9.00
 - e) Total Labor Burden: \$126,000

- 7) NSTC 1533/156

Math/Science/English Teach Evaluation of Applicant

- a) Number of Total Annual Responses: 28,000
- b) Response Time: 50 minutes
- c) Respondent Hourly Wage: \$27.00
- d) Labor Burden per Response: \$22.50
- e) Total Labor Burden: \$630,000

8) NSTC 1533/157

Applicant Interview Form

- a) Number of Total Annual Responses: 14,000
- b) Response Time: 20 minutes
- c) Respondent Hourly Wage: \$7.25
- d) Labor Burden per Response: \$2.42
- e) Total Labor Burden: \$33,833

9) NSTC 1533/158

Other Official's Evaluation of Applicant

- a) Number of Total Annual Responses: 14,000
- b) Response Time: 20 minutes
- c) Respondent Hourly Wage: \$7.25
- d) Labor Burden per Response: \$2.41
- e) Total Labor Burden: \$33,833

10) Overall Labor Burden

- a) Total Number of Annual Responses: 112,000
- b) Total Labor Burden: \$899,791.00

The \$7.25 per hour wage estimate applied to the Respondent Hourly Wage for NSTC 1533/101, NSTC 1533/102, NSTC 1533/158, and NSTC 1533/157 is the federal minimum wage as reported by the U.S. Department of Labor as of November 2019 (<https://www.dol.gov/general/topic/wages/minimumwage>).

The \$27.00 per hour wage estimate is derived from the median annual salary (\$57,200) for secondary education teachers as reported by the Department of Labor as of October 2016 (<https://www.bls.gov/ooh/education-training-and-library/mobile/high-school-teachers.htm>).

13. Respondent Costs Other than Burden Hour Costs

1. Cost of Mailing Application

- a. Estimated Cost per Response: \$7.05
- b. Number of Responses: 140
- c. Total: \$987.00

14. Cost to the Federal Government

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

- 1) Applications Processed
 - a) Number of Total Annual Responses: 14,000
 - b) Processing Time per Response: 2 hours
 - c) Hourly Wage of Worker(s) Processing Responses: \$21.00
 - d) Cost to Process Each Response: \$42.00
 - e) Total Cost to Process Responses : \$588,000

- 2) Overall Labor Burden to the Federal Government
 - a) Total Number of Annual Responses: 14,000
 - b) Total Labor Burden: \$588, 000

Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
 - a) Equipment: \$0
 - b) Printing: \$0
 - c) Postage: \$0
 - d) Software Purchases: \$0
 - e) Licensing Costs: \$0
 - f) Other: \$750,000.00 (costs of operating the application website)

- 2) Total Operational and Maintenance Cost: \$750,000

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$588,000.00
- 2) Total Operational and Maintenance Costs: \$750,000.00
- 3) Total Cost to the Federal Government: \$1,338,000.00

15. Reasons for Change in Burden

Three new Statements of Understanding (SOU) are added to the packet, but do not increase the burden significantly (an additional 5 minutes per Respondent) as each applicant has the option to complete 1 of the 3 forms (SOUs are not mandatory in the process). The selected form contains no new information, and applicants are solely acknowledging/certifying statements of understanding specific to their scholarship option choice.

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.