

SUPPORTING STATEMENT - PART A

Naval Academy Candidate Application Package – 0703-0036

Summary of Changes from Previously Approved Collection

- Title changed to Naval Academy Candidate Application Package
- Information Collection (IC) Revisions: The numbers in the IC were updated to reflect changes in pay raises, changes in costs due to inflation, changes in applicant numbers, and additional collection instruments not previously accounted for.
- The burden increased due to the aforementioned increases in cost, applicant number, and additional collection instruments

1. Need for the Information Collection

This information requirement is used to determine the eligibility, competitive standing, and the scholastic and leadership potential of candidates for an appointment to the United States Naval Academy. Without the data collection, information on the whole person qualification of applicants for admissions would not be available. Prior performance, including academic achievements, involvement in extracurricular activities, and performance in leadership positions, has been found to be an excellent predictor of success. Without this information, the Naval Academy's ability to recruit qualified candidates would be seriously impacted. An analysis of the information collected is made by the Admissions Board in order to gauge the qualifications of individual candidates. All candidates are automatically considered for other civilian/naval preparatory programs. Legal authority for this collection is covered in the following authorities:

- 10 U.S.C. 503 – Enlistments: recruiting campaigns; compilation of directory information: Directs the Secretary of the Navy to conduct recruiting campaigns and authorizes the compilation of directory information for potential recruits.
- 10 U.S.C. 2005 – Advanced education assistance: active duty agreement; reimbursement requirements: Defines the Secretary of the Navy's powers in terms of providing advanced education assistance and defines terms of active duty service as reimbursement.
- 10 U.S.C. 347 – International engagement authorities for service academies: Allows the Secretary of each military department to permit persons from foreign countries to receive instruction at the Service Academy under the jurisdiction of the Secretary.
- 10 U.S.C. 8454 – Midshipmen: number: Prescribes the number of midshipmen allowed to attend the Naval Academy.
- 10 U.S.C. 8456 – Midshipmen: nomination and selection to fill vacancies; Defines the nomination quotas from the Navy and Marine Corps, the President of the United States, and the Secretary of the Navy.
- 10 U.S.C. 8458 – Midshipmen: qualifications for admission: Prescribes qualifications for admission including age, citizenship, physical, and mental requirements for admission.

- 10 U.S.C. 8459 – Midshipmen: Agreement for Length of Service; Defines signature requirements and conditions of length of service for midshipmen
- DoDI 1322.22 – Service Academies; Defines DoD policy, responsibilities, and procedures of Service Academies like the United States Naval Academy.
- OPNAVINST 1531.5E – Nominations to the United States Naval Academy for Children of Members of the Armed Forces, Including Reserves, Active, Retired, Disabled or Deceased; Defines conditions for special nominations to the United States Naval Academy for children of active, retired, disabled, or deceased members of the Armed Forces.
- OPNAVINST 1531.6D – Nomination and Admission of Citizens of Foreign Countries to the U.S. Naval Academy; Gives guidance to U.S. Naval Attaché posts regarding nomination of citizens of foreign countries to the United States Naval Academy.
- N01531-1 – USNA Applicants, Candidates, and Midshipmen Records Prescribes guidelines for United States Naval Academy records keeping of applicants, candidates, and midshipmen.
- E.O. 9397 – Social Security Number (SSN). Prescribes protections of documents with Social Security Number information.

2. Use of the Information

Respondents are applicants for admission to the United States Naval Academy (USNA), persons interested in applying for admission to the United States Naval Academy, school officials for those applicants, persons providing recommendations for applicants, Blue and Gold Officers, Embassy or Naval Attachés for international applicants from other countries, and local law enforcement officials.

Respondents who receive and accept an offer of appointment to USNA attend for four years, graduating with Bachelor of Science degrees and commission as Ensigns in the U.S. Navy or Second Lieutenants in the U.S. Marine Corps. Graduates are obligated to serve at least five years. Other respondents such as school officials, attachés, chain of command officials, Blue and Gold Officers, and law enforcement officials respond to the information collection on behalf of a student applicant who is applying and needs recommendations or information validation as a part of the application process.

Prospective applicants are provided USNA Form 1110/7, “Request for Information” cards at various sponsored events, including sports camps, Admissions Roadshows, and Congressional Academy Days. The prospects can provide the same information through the Request for Information online form. Completion of the Request for Information card or online form is voluntary. By completing the card / online form, respondents are consenting to the USNA Office of Admissions (including staff and Blue and Gold Officers) sending them periodic correspondence regarding USNA programs and events. The information collected is not provided to any outside agencies or any departments outside of the USNA Office of Admissions and is used solely for the primary purpose of informing respondents of upcoming USNA Office of Admission events.

In the interest of international and Navy-to-Navy relations, up to 60 students from certain foreign countries may be enrolled at the United States Naval Academy at any given time. The Department of Defense selects the countries that may nominate candidates. The notification by official message initiates the cycle for the selection of foreign candidates eligible to enter the U.S. Service Academies. The message provides general information about the program and lists countries that are invited to nominate candidates. The U.S. Naval Academy sends admissions information to embassies in countries that have been invited to nominate candidates to the Naval Academy. This information includes the message with invitation to nominate, an Information Sheet explaining the admissions process, and instructions for nominating which includes USNA Form 5710/1, "U.S. Embassy Contact and Nomination for International Student Applicants." The completed forms are submitted by the country's Embassy or Naval Attaché via email. Selection of nominees to attend the Academy is made by the Naval Academy International Admissions Board in early April.

To begin the application, the applicant visits the USNA website and clicks "Apply Now." This brings them to the Preliminary Admissions Application. The applicant enters the requested information and then submits the information when complete. The Preliminary Application is not required for applicants that filled out a Summer Seminar Application as the information is already stored in the Admissions system.

After submission, applications are routed to the Admissions Information System Database (AIS). Based on the information in the Preliminary Application, the applicant is assigned a candidate number and sent an official candidate letter. A copy of this letter is provided with this package.

To continue the application, the respondent visits the USNA website and clicks "Portal Login" and logs in with their candidate number and other login information provided in the official candidate letter. The application for admissions to the Naval Academy (USNA Form 1531/3, "U. S. Naval Academy Candidate Application") consists of various sections completed by the applicant, as well as supplementary documents that are provided by either the applicant themselves or teachers, guidance counselors, and other recommenders. The candidate can update their contact information and access each section of the application starting with Candidate Personal Information. The candidate clicks "Save and Continue" for each section to access the data entry page.

In the Candidate Fitness Assessment, English/Math Teacher Evaluations, Candidate Academic Information Assessment, and Additional Recommendations sections of the application, the candidate enters the name and email address of teachers and school officials who will provide information on behalf of the candidate. These officials are sent an email by the Admissions Information System with a link to the data entry pages. On the data entry pages, the school officials enter text, select check boxes, make selections from dropdown menus, or upload documents. Official transcripts may be sent via mail. The data is stored in the AIS database.

When all information is completed by the candidate, they “Save and Review” the application before submitting the application to the USNA Office of Admissions.

Local Blue and Gold Officers (BGOs) are assigned to candidates to conduct candidate interviews. BGOs reach out via e-mail or phone to set up the interview with the candidate. The Blue and Gold Officer Interview is USNA Form 1110/23, “BGO Candidate Interview”. The “Behavioral Standards” portion of the form has drop-down menus with percentages available to rate the students; i.e. Top 5%, Top 10%, Top 25%, and Not Recommended. The Blue and Gold Officer must guide the dialogue along, set discussion items, and evaluate the behavioral standards of the candidate. These criteria are established in the Candidate Interview completed by the Blue and Gold Officer. The subject areas that Blue and Gold Officers are required to cover are included in this package. Once the interview is conducted, the Blue and Gold Officer inputs the information into the Blue and Gold Information System (BGIS). This system feeds information into the main AIS system. Candidates never access BGIS. Data is maintained on a secure server database.

All Navy ROTC units and all Navy and Marine Corps JROTC units are eligible to nominate three candidates each for admission to the United States Naval Academy. All Navy and Marine Corps Honor Units with Distinction are eligible to nominate an additional three candidates each for admission. All Army and Air Force Honor Units with Distinction are also eligible to nominate three candidates. All Army and Air Force units must submit a copy of their orders along with the completed nomination form. Candidates apply directly to their Unit Commanding Officer or senior military instructor. USNA Form 1110/5, “ROTC Nomination to USNA” is completed by the senior military instructor or professor of naval science and submitted to the USNA Office of Admissions via postal mail.

An unlimited number of Presidential nominations are available for children and legally adopted children of career officer and enlisted personnel of the U.S. Armed Forces, active or reserve, including the United States Coast Guard. One hundred candidates may be appointed with these nominations each year. A parent in the reserve must be serving as a member of a reserve component and be credited with at least eight full years of service (a minimum of 2880 points) or must be entitled to retired pay except that he or she is not yet sixty years old. Otherwise, the parent must currently be on active duty (other than for training) and have served continuously for at least eight years or have been retired with pay or granted retired or retainer pay. Students must submit USNA Form 1110/21, “Request for a Presidential Nomination” to the Dean of Admissions, United States Naval Academy via postal mail along with proper documentation to support their eligibility.

At any time during the application process, a candidate may choose to withdraw their application to USNA. The candidate does so by logging into their account and withdrawing their application from consideration by following the instructions in the Application Instructions section of their online application. When the candidate selects the “Withdraw” button, they are prompted to answer four questions regarding their reasons for withdrawal and future college plans. Answering the questions provides the USNA Office of Admissions critical information used to improve the admissions process for future

candidates. Candidates who choose not to answer the questions can email their Regional Director, Area Counselor, or Examiner and request a withdrawal from consideration via email.

When a candidate is accepted, they are sent a certificate signed by the Superintendent and an offer letter. Once a candidate accepts the offer via the Candidate Information System, a candidate is then sent a Permit to Report letter along with proof of citizenship instructions, a USNA Body Alteration Statement of Understanding; USNA Form 1531/17, "U.S. Naval Academy Accessions Questionnaire" (required by DoD for radicalism screening); a Notice to Prospective Midshipmen about vaccination requirements; and USNA Form 5500/31, "Police Record Check." The candidate submits the Police Record Check to their local police department to complete the candidate's background check. The law enforcement agency then sends the completed form to the USNA Office of Admissions, which is kept for review by the Nominations and Appointments Department.

The Permit to Report letter includes information about reporting as well as instructions for accessing the permit to report package online. The online package contains an information booklet detailing what needs to be completed before induction day and a checklist of when documents are due and where to send them.

The Associate Provost's Letter contains instructions and directions for completing the Academic Background System Questionnaires and Validation Tests online through the Academic Background System (ABS). The questionnaires and exams allow USNA to place candidates in the courses most appropriate to their academic background and for course validation. Only the questionnaires within ABS are included as information collections in this request because the validation tests are not considered information collections according to the Paperwork Reduction Act. USNA Form 1531/11, "Plebe Sponsor Questionnaire," is completed by the candidate to access interest in the Plebe Sponsor Program as well as match the candidate with an appropriate sponsor for their time at the Academy.

If a candidate would like to request their own personal swearing-in ceremony, they are required to fill out USNA Form 1531/16, "Request for a Personal Swearing in Ceremony," conducted after the formal class swearing in. If they are only participating in the formal class ceremony, completion of this form is not required. USNA 1531/178, "Agreement to Serve," must be signed by the candidate and a witness and brought with the candidate on I-day. The candidate's parents must also sign if the candidate is a minor. The Agreement to Serve is the legal contract the candidate signs agreeing to a minimum of 5 years active duty service upon graduation from the Academy. It outlines the candidate's responsibility to repay the government for the cost of education if a candidate fails to graduate for any reason after they start their junior (3rd) year at the Academy. It also explains the candidate can quit any time before the start of their junior year with no financial obligation to the government.

USNA Form 1531/26, "Oath of Office," and USNA Form 1531/8, "International Oath of Office," are signed by the candidates on I-day after their swearing in ceremony. These forms are not included in this request because they are completed after midshipmen are sworn in.

All the information collected under this OMB is used to determine the best candidates for appointment and retention at the Naval Academy and collect the necessary information to induct them into the Academy.

3. Use of Information Technology

The USNA Application Package information collections are primarily completed online with an estimated 88% of responses being collected electronically and 12% collected via hard copy.

Official transcripts, Police Record Checks, Request for Information Cards, and the Agreement to Serve may be submitted in hard copy form and the Nomination for International Students, Embassy Contact Information Sheet, ROTC Nomination to USNA, and Requesting a Presidential or Children of Deceased/Disabled Veterans Nomination can be collected in hard copy or electronic form.

All necessary steps have been taken with the regards to the use of information technology.

4. Non-duplication

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

The DD Form 396, "Police Record Check," collects similar information to USNA Form 5500/1, "Police Record Check." However, DoDI 1304.02, "Accession Processing Data Collection Forms," clearly states that DD 396 is to be used to determine the eligibility of prospective enlistees in the Military Services. Therefore, the USNA 5500/1 is required to meet USNA's need to determine eligibility of accepted USNA candidates.

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

Applicants can only apply once a year, on an annual basis because the Naval Academy only accepts an incoming brigade of students once per year.

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 for the collection published on Tuesday, July 26, 2022. The 60-Day FRN citation is 87 FR 44372.

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

A 30-Day Federal Register Notice for the collection published on Wednesday, May 10, 2023. The 30-Day FRN citation is 88 FR 30099.

Part B: CONSULTATION

Periodic discussions are held among Academy staff, and other service academies, and respondents regarding the data collected and no complaints have been received.

9. Gifts or Payment

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

10. Confidentiality

This collection requires a Privacy Act Statement (PAS). The PAS is posted on every entry site to the application and all non-exempt forms. Respondents must click a link in order to view the entire PAS in a pop-up window on the electronic application.

This collection is covered under SORN N01531-1, USNA Applicants, Candidates, & Midshipmen Records. A draft update of the SORN is included in this package for OMB's review. The current approved SORN is located at

<https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570324/n01531-1/>.

This collection requires Privacy Impact Assessments (PIA) for the information systems that store the data collected. The four PIAs, listed below, can be accessed at the following link:

<https://www.doncio.navy.mil/contentview.aspx?id=678>

- Admissions Information System (AIS)
- Blue and Gold Information System (BGIS)
- Midshipmen Information System (MIDS)
- Naval Academy Preparatory School Scholastic Tracking and Accountability System (NSTAR)

Student records-master files including information relating to applications, registrations, grades, class standings, awards, conduct, honor, aptitude, graduation, commissioning, and separation are permanent. They are cutoff upon class graduation. Electronic copies are transferred to the Naval Academy Archives when business use ceases.

Administrative records relating to the day-to-day administration and operation of the Naval Academy with minimal or no documentary evidential value such as records maintained in the company officer and midshipmen personnel jackets and all records not deemed permanent student records are temporary. These records are cutoff at class year and destroyed when business use ceases.

11. Sensitive Questions

Applicants have the option to enter race and ethnicity data. This information is collected in compliance with OMB guidance. This data is requested because it is used to measure the diversity of the USNA student body to compare that to the CNO's Diversity Vision. The #1 Strategic Imperative of USNA's Strategic Plan is to "Recruit, admit, and graduate a talented and diverse Brigade of Midshipmen." The collection of race and ethnicity data allows for quantitative analysis of the diversity of the Brigade. There are no questions about sexual behavior or attitudes. All information is voluntarily submitted.

The Bureau of Navy Personnel requires accessions commands to provide them with race and ethnicity codes upon commissioning/enlistment. The Ethnicity, Race, and Cultural Heritage Section in the Request for Information Form, Preliminary Application, and Candidate Application provides additional categories of race that aggregate to the five minimum categories prescribed by OMB policy. These additional categories are displayed dependent on how the candidate answers the race and ethnicity questions. The selections provided are required to be reported as ethnicity codes by MILPERSMAN 1000-090. At OMB's direction, USNA will not be able to provide standard ethnicity data codes for Puerto Rican, Cuban, Mexican Decent, Latin American with Hispanic Decent, or Other Hispanic Descent to the Bureau of Naval Personnel as they coordinate to Hispanic ethnicities. Once commissioned, the officer can update their ethnicity code to any of these Hispanic categories in the Naval Personnel system (BUPERS Online www.bol.navy.mil).

Social Security Numbers (SSN) are collected for identification and tracking purposes in accordance with calcamation held for official use only. The Social Security Numbers are not reported or published. SSN justifications are included in this PRA package for the candidate application, information systems, and USNA 5500/31.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

1) Collection Instrument(s)

Requests for Information

Request for Information (Web)

- a) Number of Respondents: 9,000
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 9,000

- d) Response Time: 5 minutes
- e) Respondent Burden Hours: 750 hours

Request for Information (USNA Form 1110/7)

- a) Number of Respondents: 17,500
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 17,500
- d) Response Time: 5 minutes
- e) Respondent Burden Hours: 1,458 hours

Total Request for Information Burden

- a) Total Number of Respondents: 26,500
- b) Total Number of Annual Responses: 26,500
- c) Total Respondent Burden Hours: 2,208 hours

International Applicant Nominations

U.S. Embassy Contact and Nomination for International Students (USNA 5710/1)

- a) Number of Respondents: 128
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 128
- d) Response Time: 5 minutes
- e) Respondent Burden Hours: 10.67 hours

Total International Applicants Burden

- a) Total Number of Respondents: 128
- b) Total Number of Annual Responses: 128
- c) Total Respondent Burden Hours: 11 hours

Preliminary Application

Preliminary Application

- a) Number of Respondents: 16,000
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 16,000
- d) Response Time: 1 hour
- e) Respondent Burden Hours: 16,000 hours

Total Preliminary Application Burden

- a) Total Number of Respondents: 16,000
- b) Total Number of Annual Responses: 16,000
- c) Total Respondent Burden Hours: 16,000 hours

Application Process

Candidate Personal Information

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

Candidate Interview (conducted by Blue and Gold Officer)

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

Nomination for Natural/Adopted Children of Active Duty/Reserved/Retired Parents (USNA Form 1110/21)

- a) Number of Respondents: 761
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 761
- d) Response Time: 15 minutes
- e) Respondent Burden Hours: 190.3 hours

Application Withdrawal

- a) Number of Respondents: 422
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 422
- d) Response Time: 5 minutes
- e) Respondent Burden Hours: 35.2 hours

Total Application Process Burden

- a) Total Number of Respondents: 14,000
- b) Total Number of Annual Responses: 14,000 (counting one entire application as one response; please note that not all applicants will complete all application instruments)
- c) Total Respondent Burden Hours: 28,225 hours

Recommendations and Evaluations

Request for Academic Information

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

Candidate Fitness Assessment

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

College Transcript Request

- a) Number of Respondents: 500
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 500
- d) Response Time: 5 minutes
- e) Respondent Burden Hours: 41.7 hours

English and Math Evaluations

- a) Number of Respondents: 28,000
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 28,000
- d) Response Time: 1 hour
- e) Respondent Burden Hours: 28,000 hours

Other Recommendation

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

ROTC/JROTC Nomination (USNA 1110/5)

- a) Number of Respondents: 275
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 275
- d) Response Time: 1 hour
- e) Respondent Burden Hours: 275 hours

Total Recommendations and Evaluations Burden

- a) Total Number of Respondents: 70,775
- b) Total Number of Annual Responses: 70,775
- c) Total Respondent Burden Hours: 70,317 hours

Accepted Candidate Package

Academic Background System Questionnaires

- a) Number of Respondents: 1,200
- b) Number of Responses Per Respondent: 1

- c) Number of Total Annual Responses: 1,200
- d) Response Time: 215 minutes (response time for individual questionnaires varies and is reflected in the Agency Disclosure Notice at the top of each one)
- e) Respondent Burden Hours: 4,300 hours

U.S. Naval Academy Accessions Questionnaire (USNA Form 1531/17)

- a) Number of Respondents: 1,200
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 1,200
- d) Response Time: 5 minutes
- e) Respondent Burden Hours: 100 hours

Police Record Check (USNA Form 5500/1)

- a) Number of Respondents: 1,200
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 1,200
- d) Response Time: 15 minutes
- e) Respondent Burden Hours: 300 hours

Plebe Sponsorship Questionnaire

- a) Number of Respondents: 1,200
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 1,200
- d) Response Time: 30 minutes
- e) Respondent Burden Hours: 600 hours

USNA Body Alteration Form

- a) Number of Respondents: 106
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 106
- d) Response Time: 1 hour
- e) Respondent Burden Hours: 106 hours

Request for a Personal Swearing-In (USNA Form 1531/16)

- a) Number of Respondents: 173
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 173
- d) Response Time: 5 minutes
- e) Respondent Burden Hours: 14.4 hours

Total Accepted Candidate Burden

- a) Total Number of Respondents: 1,200
- b) Total Number of Annual Responses: 5,079
- c) Total Respondent Burden Hours: 5,420 hours

2) Total Submission Burden

- a) Total Number of Respondents: 112,603
- b) Total Number of Annual Responses: 132,482
- c) Total Respondent Burden Hours: 122,181 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instruments

Request for Information

Request for Information (Web)

- a) Number of Total Annual Responses: 9,000
- b) Response Time: 5 minutes
- c) Respondent Hourly Wage: \$12.25
- d) Labor Burden per Response: \$1.02
- e) Total Labor Burden: \$9,187.50

Request for Information (USNA Form 1110/7)

- a) Number of Total Annual Responses: 17,500
- b) Response Time: 5 minutes
- c) Respondent Hourly Wage: \$12.25
- d) Labor Burden per Response: \$1.02
- e) Total Labor Burden: \$17,864.58

Overall Request for Information Labor Burden

- a) Total Number of Annual Responses: 26,500
- b) Total Labor Burden: \$27,052

International Applicants

U.S. Embassy Contact and Nomination for International Students

- a) Number of Total Annual Responses: 128
- b) Response Time: 5 minutes
- c) Respondent Hourly Wage: \$45.79
- d) Labor Burden per Response: \$3.82
- e) Total Labor Burden: \$488.43

Overall International Applicants Labor Burden

- a) Total Number of Annual Responses: 128
- b) Total Labor Burden: \$488

Preliminary Application

Preliminary Application

- a) Number of Total Annual Responses: 16,000

- b) Response Time: 60 minutes
- c) Respondent Hourly Wage: \$12.25
- d) Labor Burden per Response: \$12.25
- e) Total Labor Burden: \$196,000

Overall International Applicants Labor Burden

- a) Total Number of Annual Responses: 16,000
- b) Total Labor Burden: \$196,000

Application Process

Candidate Personal Information

- a) Number of Total Annual Responses: 14,000
- b) Response Time: 60 minutes
- c) Respondent Hourly Wage: \$12.25
- d) Labor Burden per Response: \$12.25
- e) Total Labor Burden: \$171,500

Candidate Interviews

- a) Number of Total Annual Responses: 14,000
- b) Response Time: 60 minutes
- c) Respondent Hourly Wage: \$12.25
- d) Labor Burden per Response: \$12.25
- e) Total Labor Burden: \$171,500

Presidential Nomination

- a) Number of Total Annual Responses: 761
- b) Response Time: 15 minutes
- c) Respondent Hourly Wage: \$12.25
- d) Labor Burden per Response: \$3.06
- e) Total Labor Burden: \$2,330.56

Candidate Withdrawal

- a) Number of Total Annual Responses: 422
- b) Response Time: 5 minutes
- c) Respondent Hourly Wage: \$12.25
- d) Labor Burden per Response: \$1.02
- e) Total Labor Burden: \$430.79

Overall Application Process Labor Burden

- a) Total Number of Annual Responses: 14,000
- b) Total Labor Burden: \$345,761

Recommendations and Evaluations

Request for Academic Information

- a) Number of Total Annual Responses: 14,000
- b) Response Time: 60 minutes
- c) Respondent Hourly Wage: \$51.33
- d) Labor Burden per Response: \$51.33
- e) Total Labor Burden: \$718,620

Candidate Fitness Assessment

- a) Number of Total Annual Responses: 14,000
- b) Response Time: 60 minutes
- c) Respondent Hourly Wage: \$51.33
- d) Labor Burden per Response: \$51.33
- f) Total Labor Burden: \$718,620

College Transcript Request

- a) Number of Total Annual Responses: 500
- b) Response Time: 5 minutes
- c) Respondent Hourly Wage: \$51.33
- d) Labor Burden per Response: \$4.28
- e) Total Labor Burden: \$2,138.75

English and Math Evaluations

- a) Number of Total Annual Responses: 28,000
- b) Response Time: 60 minutes
- c) Respondent Hourly Wage: \$51.33
- d) Labor Burden per Response: \$51.33
- e) Total Labor Burden: \$1,437,240

Other Recommendation

- a) Number of Total Annual Responses: 14,000
- b) Response Time: 60 minutes
- c) Respondent Hourly Wage: \$51.33
- d) Labor Burden per Response: \$51.33
- e) Total Labor Burden: \$718,620

ROTC/JROTC Nomination (USNA 1110/5)

- a) Number of Total Annual Responses: 275
- b) Response Time: 60 minutes
- c) Respondent Hourly Wage: \$51.33
- d) Labor Burden per Response: \$51.33
- e) Total Labor Burden: \$14,115.75

Overall Recommendations and Evaluations Labor Burden

- a) Total Number of Annual Responses: 70,775
- b) Total Labor Burden: \$3,609,355

Accepted Candidate Collections

Academic Background System Questionnaires

- a) Number of Total Annual Responses: 1,200
- b) Response Time: 215 minutes
- c) Respondent Hourly Wage: \$12.25
- d) Labor Burden per Response: \$43.90
- e) Total Labor Burden: \$52,675

U.S. Naval Academy Accessions Questionnaire (USNA Form 1531/17)

- a) Number of Total Annual Responses: 1,200
- b) Response Time: 5 minutes
- c) Respondent Hourly Wage: \$12.25
- d) Labor Burden per Response: \$1.02
- e) Total Labor Burden: \$1,225

Police Record Check (USNA Form 5500/1)

- a) Number of Total Annual Responses: 1,200
- b) Response Time: 15 minutes
- c) Respondent Hourly Wage: \$12.25
- d) Labor Burden per Response: \$3.06
- e) Total Labor Burden: \$3,675

Plebe Sponsorship Questionnaire

- a) Number of Total Annual Responses: 1,200
- b) Response Time: 30 minutes
- c) Respondent Hourly Wage: \$12.25
- d) Labor Burden per Response: \$6.13
- e) Total Labor Burden: \$7,350

USNA Body Alteration Form

- a) Number of Total Annual Responses: 106
- b) Response Time: 60 minutes
- c) Respondent Hourly Wage: \$12.25
- d) Labor Burden per Response: \$12.25
- e) Total Labor Burden: \$1298.50

Request for a Personal Swearing-In (USNA Form 1531/16)

- a) Number of Total Annual Responses: 173
- b) Response Time: 5 minutes
- c) Respondent Hourly Wage: \$12.25
- d) Labor Burden per Response: \$1.02
- e) Total Labor Burden: \$176.60

Overall Accepted Candidate Collections Labor Burden

- a) Total Number of Annual Responses: 5,079
- b) Total Labor Burden: \$66,400

2) **Overall Labor Burden**

- a) Total Number of Annual Responses: 132,482
- b) Total Labor Burden: \$4,245,056

The estimated respondent hourly wage for prospective applicants, applicants, and accepted candidates was determined by using the Bureau of Labor Statistics 2021 Average Hourly Wage for Fast Food Cooks because this is a common job for late high school students or recent graduates, who make up a large proportion of prospective USNA applicants. (<https://www.bls.gov/oes/current/oes352011.htm>). For the Recommendations and Evaluations, the average hourly wage of Education Administrators, Kindergarten through Secondary (<https://www.bls.gov/oes/current/oes119032.htm>). For Embassy Contacts, the Foreign Services Pay Schedules Class 4 Step 6 D.C. locality-adjusted pay was used (<https://www.state.gov/resources-bureau-of-global-talent-management/>).

13. Respondent Costs Other Than Burden Hour Costs

Costs other than burden hour costs that respondents are responsible for are transcript and police record check fees. Candidates must send in high school transcripts, which vary per school but are estimated at \$5-\$10. Candidates with college education must also send in college transcripts, is estimated at \$10-\$12. It is estimated that there are about 500 mailed in transcripts for about \$5,000 in transcript fees. Most Police Record requests require a notary and pay for postage. The US average notary fee varies by state. The average is \$6.74 and the cost of one stamp is \$0.63, which totals \$7.37 per candidate. With 1200 Police records submitted the total cost is \$8,844.00. (<https://www.nationalnotary.org/file%20library/nna/knowledge%20center/outside%20pdfs/state-notary-fees-chart.pdf>)

Total Estimated Respondent Costs Other Than Burden Hour Costs: \$13,844

14. Cost to the Federal Government

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

1) Collection Instruments

Request for Information

- a) Number of Total Annual Responses: 26,500
- b) Processing Time per Response: 2 hours
- c) Hourly Wage of Worker(s) Processing Responses: \$21.41 (Average 0-1 Pay)
- d) Cost to Process Each Response: \$42.82
- e) Total Cost to Process Responses: \$1,134,730

International Applications

- a) Number of Total Annual Responses: 128
- b) Processing Time per Response: 15 minutes
- c) Hourly Wage of Worker(s) Processing Responses: \$43.79 (Average GS-13 pay)
- d) Cost to Process Each Response: \$10.95
- e) Total Cost to Process Responses: \$1,401.28

USNA Applications (all instruments including recommendations/evaluations)

- a) Number of Total Annual Responses: 14,000
- b) Processing Time per Response: 2 hours
- c) Hourly Wage of Worker(s) Processing Responses: \$26.69 (GS-9 Step 5 Pay)
- d) Cost to Process Each Response: \$53.38
- e) Total Cost to Process Responses: \$747,320

Accepted Candidate Collections

- a) Number of Total Annual Responses: 1,200
- b) Processing Time per Response: 51 minutes
- c) Hourly Wage of Worker(s) Processing Responses: \$26.69 (GS-9 Step 5 Pay)
- d) Cost to Process Each Response: \$22.69
- e) Total Cost to Process Responses: \$27,223.80

2) Overall Labor Burden to the Federal Government

- a) Total Number of Annual Responses: 41,828
- b) Total Labor Burden: \$1,910,675

Note: There is no government burden for the Preliminary Application as it is completed 100% electronically by the system.

Part B: OPERATIONAL AND MAINTENANCE COSTS

1) Cost Categories

- a) Equipment: \$28,837
- b) Printing: \$2,500
- c) Postage: \$0
- d) Software Purchases: \$900
- e) Licensing Costs: \$1,538,500
- f) Other: \$0

2) Total Operational and Maintenance Cost: \$1,570,737

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

1) Total Labor Cost to the Federal Government: \$1,910,675

2) Total Operational and Maintenance Costs: \$1,570,737

3) Total Cost to the Federal Government: \$3,481,412

15. Reasons for Change in Burden

This is a reinstatement with change to an expired collection. The burden has increased since the previous approval due to an increase in respondents, a better evaluation of the respondents and their time, as well as the addition of collection instruments that were not accounted for in the original burden estimate.

16. Publication of Results

USNA publishes class statistics on our public facing website showing the demographics and breakdown of the new classes. USNA Public Affairs puts out new class projected stats near the end of summer and can be found at https://www.usna.edu/NewsCenter/2021/06/CLASS_OF_2025_STATS.php. The official class Portrait is assembled by the Admissions Office and posted to the Admissions website after the official numbers are finalized. This doesn't normally happen until after Plebe Summer, and when it is posted it can be found at <https://www.usna.edu/Admissions/Apply/Class-Portrait.php>. This is just de-identified statistics, as no privacy information is 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.