

SUPPORTING STATEMENT - PART A

Air Force JROTC Principal Survey

OMB Control Number 0701-AFPS

1. Need for the Information Collection

Headquarters (HQ) Air Force Junior Reserve Officer Training Corps (AFJROTC) requires the annual Principal Survey to analyze the effectiveness of its program in 850 high schools worldwide. As a federally-funded civic development program under 10 U.S.C. § 2031, AFJROTC is mandated to assess its core objectives: to educate and train students in citizenship and life skills; promote community service; instill a sense of responsibility; and develop character and self-discipline through education and instruction in air and space fundamentals and the core values of the Air Force and Space Force.

Furthermore, this survey is a mandatory requirement for maintaining the program's accreditation with Cognia. Accreditation standards require stakeholder feedback for longitudinal data analysis, which substantiates program effectiveness and proposed changes. The data from this survey provides the necessary evidence to demonstrate continuous improvement and maintain this critical accreditation.

2. Use of the Information

The target respondents for this data collection are the principals of the high schools that currently host an Air Force Junior Reserve Officer Training Corps (AFJROTC) program. The collection instrument is an online survey developed and managed on the Qualtrics platform by the Holm Center Institutional Effectiveness team.

Survey invitations will be disseminated via email to each principal. The email will contain a unique URL, providing direct and secure access for the respondent to complete the survey electronically. All responses will be recorded within the secure Qualtrics platform, where access is restricted to authorized survey administrators via a secure login.

Aggregated results and findings are analyzed by the administrators and reviewed by AFJROTC senior leadership to guide strategic program decisions. This data directly informs enterprise-level changes and validates the program's impact. For example, data from this survey previously revealed that 95 percent of host schools issued devices like Chromebooks or iPads to students, which directly led to the informed and successful transition to an entirely digital curriculum. The results are also frequently upchanneled to Major Command, Headquarters Air Force, and the Office of the Secretary of War to demonstrate the value and effectiveness of the AFJROTC program.

3. Use of Information Technology

The percentage of responses collected electronically is 100% via the Qualtrics online survey tool.

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

This survey is administered annually in March. The data is collected at the end of the school year to capture program effectiveness with an opportunity to make curriculum changes prior to the start of the next school year.

7. Paperwork Reduction Act and Other 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) or other policy.

8. Consultation and Public Comments

Part A: PUBLIC NOTICE

A 60-Day Federal Register Notice (FRN) for the collection published on Wednesday, December 31, 2025. The 60-Day FRN citation is 90 FR 61383.

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

A 30-Day Federal Register Notice for the collection published on Wednesday, April 29, 2026. The 30-Day FRN citation is 91 FR 23088.

Part B: CONSULTATION

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

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 not required for this collection because we are not requesting individuals to furnish personal information for a system of records.

A System of Record Notice (SORN) is not required for this collection because records are not retrievable by PII.

A Privacy Impact Assessment (PIA) is not required for this collection because PII is not being collected electronically.

Records retention and disposition will follow Table 36-06, Rule 7 NARA disposition authority N1-AFU-90-3.

11. Sensitive Questions

No questions considered sensitive are being asked in this collection.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

- 1) Collection Instrument(s)
AFJROTC Principal Survey
 - a) Number of Respondents: 255
 - b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 255
 - d) Response Time: 15 minutes
 - e) Respondent Burden Hours: 64 hours
- 2) Total Submission Burden
 - a) Total Number of Respondents: 255
 - b) Total Number of Annual Responses: 255
 - c) Total Respondent Burden Hours: 64 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instrument(s)
AFJROTC Principal Survey
 - a) Number of Total Annual Responses: 255
 - b) Response Time: 15 minutes
 - c) Respondent Hourly Wage: \$52.63
 - d) Labor Burden per Response: \$13.16
 - e) Total Labor Burden: \$3,355
- 2) Overall Labor Burden
 - a) Total Number of Annual Responses: 255
 - b) Total Labor Burden: \$3,355

The Respondent hourly wage was determined by using the Bureau of Labor Statistics Occupational Employment and Wage Statistics estimates for Education and Childcare Administrators (Occupation Code 11-9030). See <https://data.bls.gov/oes/#/industry/000000>.

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

The Holm Center Academic Affairs Institutional Effectiveness Team has a GS-06/10 dedicated to processing all surveys managed by the team, to include this AFJROTC Principal Survey. This equates to \$28.38 per hour. It takes approximately 15 minutes to download all responses and format the report to send to the AFJROTC team.

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: \$12,000
- 2) Total Operational and Maintenance Cost: \$12,000

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$7.10
- 2) Total Operational and Maintenance Costs: \$12,000
- 3) Total Cost to the Federal Government: \$12,007

15. Reasons for Change in Burden

This is an existing collection currently in use without an OMB Control Number.

16. Publication of Results

The results of this information collection will not be published. The results will be used by Holm Center leadership, key staff, faculty, and stakeholders to make determinations on program effectiveness and accreditation. Results are not part of a Congressional inquiry; however, they will be provided to Congress if asked.

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.