

SUPPORTING STATEMENT

A. JUSTIFICATION

1. The Personal Information Questionnaire (PIQ) is used by the Marine Corps as a standardized method in assisting Officer Selection Officer, a Board of Officers at District Headquarters and a Board of Officers at Headquarters Marine Corps in determining the personal characteristics of applications for all Reserve officer programs. The questionnaire is sent to at least ten persons to be named by the applicant, for completion and return. All PIQs will be included with the application, and is an attempt to gather specific information about the applicant's character and background. This form provides the Marine Corps with precise data on personal characteristics of applicants which will ensure selection of the highest quality commissioned officer for the Corps. While some objective evaluations can be made from academic records, test results, and employment records, such intangible qualities as personal characteristics can best be evaluated by the objective ratings of those persons who have personal knowledge of the candidate. The letter on the form is self-explanatory. Marine Corps Order P1100.73 authorizes the collection of information. See attached.

2. The questionnaire is used by the Marine Corps as a standardized method in assisting an Officer Selection Board at District Headquarters and at Headquarters Marine Corps in determining if the personal characteristics of applicants are suitable for all Reserve Officer programs.

3. Information can only be provided by the respondents identified by the applicants. There are no actions that could be taken to reduce the burden of determining personal characteristics of Reserve officer candidates.

4. A review of forms used for officer processing of applicants was conducted to ensure no duplication. This is the only form used to ascertain applicant's personal characteristics. No duplication exists.

5. This information collection does not impact small businesses or other small entities.

6. Ascertaining the personal characteristics of applicants for Reserve officer programs is vital; any decrease in collection of this information would be detrimental to reserve officer procurement. Information is collected on an "on occasion" basis; therefore, it is not possible to reduce the frequency of collection.

7. No Paperwork Reduction Act imposed guidelines must be exceeded. Collection is consistent with the guidelines in 5 CFR 1320.5(d).

Encl (3)

SUPPORTING STATEMENT CONT'D

8. A copy of the notice is published in the Federal Register (Vol. 71, No. 227, p. 68568) dated November 27, 2006, is attached. No public comments were received. The Selection Officers hold discussions on a periodic basis with the applicants and potential residents to obtain their input regarding the data requested and there have been no complaints.

9. No payment or gift will be provided to respondents.

10. Information included on the form is accessed. The form is retained only at Headquarters, U.S. Marine Corps and is kept in the applicant's file which is labeled "For Official Use Only."

11. Questions of a sensitive nature are not solicited.

12. Estimate of information collection Burden:

Number of respondents: 16,700

Number of responses per respondent: 1

Annual Burden: 4,175 (one response per applicant)

Frequency: On occasion

Estimation has been calculated through experience.

The average cost burden for each respondent will be approximately \$7.28. Costs were calculated as burden (15 minutes) x average wage rate/hr. (29.13 per hour). Average wage rate/hr. was estimated from salaries of GS-8.

13. There will be no additional cost burden to respondents.

14. Cost to the Federal Government is \$121,617.75

Form Production:

Forms printed every 4 to 5 years.

Total Annual Cost: \$1,000

Form Retrieval:

Estimated annual responses: 16,700

Cost per respondent: \$.74 estimated

annual cost: \$12,358

Form Processing:

Estimated number of forms processed: 16,700

Estimated number of forms processed per hour: 4 (at \$29.13 per hour)

Estimated annual cost: \$121,617.75

SUPPORTING STATEMENT CONT'D

- 15. This is an extension of a currently approved collection.
- 16. The results of this collection will not be published.
- 17. Approval is not sought for avoiding display of the expiration date for OMB approval.
- 18. There will be no exceptions to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB 83-i.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISCAL METHODS

The collection of this information does not employ statistical methods.