

Supporting Statement for Paperwork Reduction Act Submissions NSA Applicant Background Questionnaire

JUSTIFICATION

1. What circumstances make the collection necessary?

This data collection is needed to comply with Federal laws and regulations. 42 USC 2000e -16, request that Federal employment practices by free from discrimination and provide equal employment opportunities for all. 66 FR 3829 (2001) provides Office of Management and Budget Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity. EEOC Management Directive 715 provides policy guidance and standards for establishing and maintaining effective affirmative programs of equal employment opportunity under Section 717 of Title VII and effective affirmative action programs under Section 501 of the Rehabilitation Act.

2. How, by whom, and for what purpose is the information to be used?

The National Security Agency collects and maintains this data. The Applicant Background Questionnaire will be attached to job announcements. Employment applicants voluntarily complete the form and submit it with their employment application. Authorized Personnel officials enter the data from the form into an automated database, which is viewable only by authorized NSA officials. Only authorized NSA officials can retrieve the data to analyze it and prepare reports to ensure compliance with Equal Employment Opportunity Commission regulations and Federal laws.

3. Does the collection involve the use of electronic technology to reduce the burden?

The Applicant Background Questionnaire is provided as part of the vacancy announcements, which reduces the burden for most applicants.

4. Is the information duplicated by any other Federal agency and can similar information be used or modified for this collection?

The information from applicants from outside the Federal government is being collected by the Departments of Justice and Interior via OMB approved forms. Neither the Equal Employment Opportunity Commission nor the Office of Personnel Management has approved forms for collection of this data.

5. What is the impact on small business or other small entities?

This data collection does not affect small businesses.

6. Are there any technical or legal obstacles to reducing the burden, and what are the consequences to the Federal program if the information is not collected or is collected less frequently?

The information is only collected once, so to collect it less frequently would mean not collecting it at all. NSA cannot analyze the racial, ethnic, and disabilities composition of applicant pools. It is not possible to identify reasons for under representations without this information.

7. Are there any special circumstances the require exceptions to 5 CFR 1320.5(D)(2)?

There are no special circumstances.

8. Describe efforts to consult with the public and a representative sample of respondents.

A 60-day Federal Register notice published November 16, 2005 (70 FR 69525). No comments were received.

DOI and DOJ currently use similar OMB-approved versions to collect the data. DOI form 1935 is provided electronically with all vacancies posted on the USAJOBS website and includes it with all application packages.

9. Will payment or gifts be provided to respondents?

No payment or gifts will be provided to respondents.

10. What assurance of confidentiality is provided to respondents?

A Privacy Act Statement appears on the form.

11. Does the information collection include any questions of a sensitive nature?

Questions relate to sex, ethnicity, race and disability status. This information will be used to determine if recruiting methods are reaching targeted groups to improve NSA's overall representation. This is explained on the form as well as the fact that it is voluntary.

12. Estimated reporting and record keeping "hour" burden of the collection of information.

NSA estimates approximately 2500 applications are received annually.

It should take no more than 8 minutes to complete the form. An optimal response of 80% is estimated at 20,000 hours per year.

Cost to respondents equals \$754,000.

The average salary at NSA is \$78,675 so this was used to average the estimated cost. \$78,675 divided by 2,087 work hours per year equals \$37.70 per hour.

13. Estimated reporting and record keeping "cost" burden of the collection information?

None

14. Estimated annualized cost to the Federal Government?

Data will be retrieved and reported as needed. Review and analysis is usually done at the journey level for the occupations (average salary \$37.70 per hour). The estimated total cost of report retrieval and analysis is \$19,227 (37.70×510 hours per year).

There will be a minimal cost to print the hard copy form (approximately \$3,000).

The total estimated annual cost to the Federal government is \$21,227.

15. Explain reasons for program change hours reported in item 13.

This is a new collection.

16. Will the results to the information collection be published?

Federal agencies are required on an annual basis to submit reports on hiring promotions of minorities, women and people with disabilities. These reports are required by the U.S. Office of Personnel Management (Disabled Veterans Affirmative Action Program – 38 U.S.C. 4214; Federal Equal Opportunity Recruitment Program-5 U.S.C. 7201) and the Equal Employment Opportunity Commission (Federal Agency Annual EEO Program Status Report, EEOC-MD-715). The reports are provided to congress and available to the general public.

17. Is the agency seeking approval not to display the expiration date?

No

18. Is the agency requesting exceptions to the certification statement in item 19 of Form OMB 83-1?

No, collection of this information complies with OMB Form 83-1.

COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

The total respondent universe is 2500 job applicants, but the number of applicants per vacancy is much smaller and the number of minorities and women are frequently very small. There is no way to predict how many will apply for each vacancy therefore we could not stratify the applicants.

2. Describe the procedures for the collection of information including: Statistical methodology for stratification and sample selection.

The survey form will be provided as part of the job application package. Because all job applicants receive the application package (including the questionnaire) no sampling procedure will be used. The entire population of job applicants will be surveyed resulting in a census of the population.

Estimation procedures; Degree of accuracy needed for the purpose describe in the justification; Unusual problems requiring specialized sampling procedures.

Because we are surveying the entire population we do not require the use of any specialized sampling procedures. In addition, based on past experience we expect at least an 80% response rate, which will be acceptable for our purposes.

Estimation procedures; Degree of accuracy needed for the purpose described in the justification; Unusual problems requiring specialized sampling procedures.

Any use of periodic (less frequent than annual) data collection cycles to reduce burden.

The data is collected only once, at the time of job application.

3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.

The form will be collected at the time of job application. If not included, a follow-up request will be promptly sent to the applicant to prevent follow-up months later possibly after a selection has been made. The application and selection process will provide for 2 or 3 similar follow-ups. The form is designed to provide a clear explanation of the need for the information. We hope to achieve at least 80% response rate.

4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of test may be submitted for approval separately or in combination with the main collection of information.

Information tests have shown the survey instrument to work quite well.

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.

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