

Supporting Statement for Paperwork Reduction Act Submissions

Title: Citizen Corps Individual Registration

OMB Control Number: 1660-0078

General Instructions

A Supporting Statement, including the text of the notice to the public required by 5 CFR 1320.5(a)(i)(iv) and its actual or estimated date of publication in the Federal Register, must accompany each request for approval of a collection of information. The Supporting Statement must be prepared in the format described below, and must contain the information specified in Section A below. If an item is not applicable, provide a brief explanation. When Item 17 of the OMB Form 83-I is checked "Yes", Section B of the Supporting Statement must be completed. OMB reserves the right to require the submission of additional information with respect to any request for approval.

To complete the supporting statement, type in your responses in the white space below each question. Your responses should be full and complete and provide sufficient information to help the OMB desk officer to understand what you are planning to do and why and how the Agency/Federal Government will benefit from and use the information you will be obtaining or soliciting.

Specific Instructions

A. Justification

1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.

Citizen Corps, an initiative launched by President George W. Bush in January 2002, has a mission to harness the power of every individual through education, training, and volunteer service to make communities safer, stronger, and better prepared for the threats of terrorism, crime, public health issues, and disasters of all kinds. In order to fulfill its mission, Citizen Corps Councils coordinates service and training activities at the state, local, and tribal levels. The Citizen Corps Individual Registration Form asks individuals interested in participating in Citizen Corps for their fields of interest and expertise, as well as geographical location, in order to allow Citizen Corps Councils and Partners to better plan and coordinate activities.

Information collected includes:

- Name
- Address
- E-mail
- Occupation
- Program specific interest (Community Emergency Response Team (CERT), Fire Corps, Medical Reserve Corps, Neighborhood Watch, Volunteers in Police Service, National Citizen Corps Council, Other)

2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.

The Citizen Corps Individual Registration Form is an on-line form available at <https://www.citizencorps.gov/citizenCorps/volunteer.do>. Citizen Corps personnel have access to these submissions in order to plan and coordinate Citizen Corps Council activities based on the interests, backgrounds, and locations of individual registrants. This allows Councils to work more efficiently as activities will be developed based upon the unique character of the population being served by a particular Council. Citizen Corps personnel must be approved registered users of the secure Citizen Corps Administrative Website in order to have access to Individual Registration Data.

The Individual Registration Form also includes the following statement regarding privacy and who has access to the data provided:

By submitting this form, you are agreeing to the release of your name, address and contact information to the State and Local Citizen Corps Councils for the area in which you live and to the organizations that manage the programs in which you have indicated an interest. If you do not agree, please click on "Cancel" below.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.

Requested information will be submitted through an electronic registration page at <https://www.citizencorps.gov/citizenCorps/volunteer.do>.

4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.

The information that Citizen Corps collects is not available elsewhere. Citizen Corps seeks to collect information from individuals tailored to the development of Citizen Corps activities based on respondents' interest in specific Citizen Corps programs.

5. If the collection of information impacts small businesses or other small entities (Item 5 of OMB Form 83-I), describe any methods used to minimize.

N/A. Citizen Corps' collection of information does not have an impact on small businesses or other small entities as the primary purpose of this collection is to gain information about individuals.

6. Describe the consequence to Federal/DHS program or policy activities if the collection of information is not conducted, or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

Without the collection of information as requested, Citizen Corps will not be able to effectively and efficiently maintain its mission to make communities safer, stronger, and better prepared for the threats of terrorism, crime, public health issues, and disasters of all kinds due to an inability of Citizen Corps Councils to properly develop and coordinate activities for the communities that they serve.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner:

(a) Requiring respondents to report information to the agency more often than quarterly.

N/A. Citizen Corps collects information when an individual seeks to register with the program.

(b) Requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it.

N/A. Citizen Corps has not instituted such requirements.

(c) Requiring respondents to submit more than an original and two copies of any document.

N/A. Citizen Corps is requesting one registration form.

(d) Requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years.

N/A. Citizen Corps is not making such a request.

(e) In connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study.

N/A. No statistical surveys are requested.

(f) Requiring the use of a statistical data classification that has not been reviewed and approved by OMB.

N/A. Citizen Corps is making no such requirement.

(g) That includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use.

N/A. No pledge of confidentiality is requested.

(h) Requiring respondents to submit proprietary trade secret, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.

N/A. No such information is requested.

8. Federal Register Notice:

a. Provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.

FR Doc. E6-3494 Filed 3-10-06; 8:45 am, Volume 71, Number 48, Page 12704

b. Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

The staff of Citizen Corps has discussed in individual meetings and conversations the individual registration process, as well as the collection of data needed to facilitate this program, with State and local representatives on several Councils at the Western, Eastern, and Central territorial SLGCP conferences on August 15-17, 2005; December 13-15, 2005; and January 9-11, 2006, respectively.

c. Describe consultations with representatives of those from whom information is to be obtained or those who must compile records. Consultation should occur at least once every three years, even if the collection of information activities is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

Consultations with State Citizen Corps points-of-contact and affiliates occurred at the aforementioned territorial SLGCP conferences.

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

N/A. Citizen Corps registrants will not receive payments or gifts.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

Citizen Corps does not collect sensitive or proprietary information. If an organization requests confidentiality, we will comply with applicable privacy regulations.

The Individual Registration Form also includes the following statement regarding privacy and who has access to the data provided:

By submitting this form, you are agreeing to the release of your name, address and contact information to the State and Local Citizen Corps Councils for the area in which you live and to the organizations that manage the programs in which you have indicated an interest. If you do not agree, please click on "Cancel" below.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

N/A. Citizen Corps is not requesting such information.

12. Provide estimates of the hour burden of the collection of information. The statement should:

a. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desired. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.

Citizen Corps receives approximately one response per year from approximately 21,500 individuals. It is estimated that the registration form can be completed within 5 minutes, resulting in an annual hourly burden of 1,541 hours.

b. If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in Item 13 of OMB Form 83-I.

N/A.

c. Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in Item 14.

Completion of the Citizen Corps Individual Registration form should result in no costs to the registrant.

13. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14.)

The cost estimate should be split into two components: (1) a total capital and start-up cost component (annualized over its expected useful life); and (b) a total operation and maintenance and purchase of services component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.

If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection as appropriate.

Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information to keep records for the government, or (4) as part of customary and usual business or private practices.

There are no financial costs incurred by the collection of this information.

14. Provide estimates of annualized cost to the Federal Government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such a equipment, overhead, printing and support staff), and any other expense that would have been incurred without this collection of information. You may also aggregate cost estimates for Items 12, 13, and 14 in a single table.

This collection of information will utilize equipment and software already being used by Citizen Corps. As a result, this collection will require no additional equipment expenses beyond those incurred by Citizen Corps' normal operation. Collected information for local councils will be reviewed primarily by Citizen Corps Council points of contact, who primarily will be volunteers, local government employees, or state government employees. The Federal Government will bear no costs for the review of Individual Registration forms.

15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I. Changes in hour burden, i.e., program changes or adjustments made to annual reporting and recordkeeping **hour** and **cost** burden. A program change is the result of deliberate Federal government action. All new collections and any subsequent revisions of existing collections (e.g., the addition or deletion of questions) are recorded as program changes. An adjustment is a change that is not the result of a deliberate Federal government action. These changes that result from new estimates or actions not controllable by the Federal government are recorded as adjustments.

The adjustment in item 13 on OMB Form 83-I reflects an adjustment based on the actual number of registrations collected during the period of June 2002-2005.

16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

N/A. Citizen Corps does not publish the information it collects.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain reasons that display would be inappropriate.

N/A. Citizen Corps is not seeking this approval.

18. Explain each exception to the certification statement identified in Item 19 "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.

N/A. There are no exceptions in the Citizen Corp submission.