

Supportin2 Statement

SECTION A: JUSTIFICATION

1. The purpose of the Peace Corps Office of Domestic Programs, Returned Volunteer Services division (RVS) is to aid returning and recently returned Peace Corps Volunteers with re-entry and transition back to the United States. This is an essential function of the Peace Corps volunteer process. Shortly after completing two years of full-time volunteerism, individuals must be adequately prepared to seek employment and identify additional career development opportunities. One avenue through which this can be facilitated is the Career Information Consultants database/publication. Career Information Consultants are experienced individuals who volunteer to share specialized career information with current and returned Peace Corps Volunteers. Career Information Consultants (CICs) share information about their career field, employer(s), and their career and educational paths. CIC information is stored in an electronic database and then published in an annual directory that is made available to current and returned Peace Corps Volunteers. To become a CIC, a waiver form must be filled out.
2. The Career Information Consultant Waiver form is the exclusive tool for collecting information and signatures required from individuals interested in serving as Career Information Consultants.
3. At this time, there is no information technology that would reduce the collection burden.
4. This waiver form has been reviewed by Peace Corps in order to avoid duplication. It is the only Peace Corps form designed to collect career related information.
5. Nt A. The waiver form does not impact small businesses.
6. Nt A
7. The information is to be collected once per year in order to keep contact information updated and accurate.
8. There are no special circumstances. Collection will be conducted consistent with CFR 1320.6 guidelines.
9. Nt A. There will be no gift or payment to respondents.
10. The CIC waiver form is designed to collect contact information that will be printed in a directory. It is very clearly stated that the information will not be confidential in nature and will be published.
11. The waiver form does not request information to be given regarding sexual behavior or attitude, religious beliefs, or any other matters that are commonly considered private.

Peace Corps - Office of Domestic Programs Returned Volunteer Services Peace Corps Career Information Consultants (CIC) Waiver Form (PC-DP-969.1.2) OMB Control Number 0420-0531

Supporting Statement (Con't)

12. Number of Respondents: 2,000

Frequency of Response: 1

Completion Time: 5 minutes

Total Annual Burden: 167 hours

13. Cost estimate to Respondent: \$0.00

14. Cost to the government:

Printing: \$7,680.00

6,000 CDs

4,000 waiver forms

Postage: \$1,320.00 (.33 x 4,000, each person will receive an initial letter and a response *form* to mail back, along with a self-addressed stamped envelope)

Total: \$9,000.00

15. The annual reporting burden has increased based on a more accurate calculation. The actual burden (rather than the stated/last approved burden) has actually decreased. The completion time *for* each respondent has remained the same.

Printing costs are down because the agency plan to print fewer Career Information Consultant directories. The new number of directories to print has been generated based on a review of how many Career Information Waiver forms were completed and submitted over the past six years and based on a review of how many directories were distributed to current and returned Peace Corps volunteers over the past three years.

16. Once OMB approval is complete, waiver forms will be mailed out and information collected *for* a two-month period. During this time, all respondent information will be entered into a database that will be sorted according to career field as well as geographic location. We will then prepare the layout of the publication and send everything to print. We intend to start the collection process in March 2006 and be ready *for* print by October, 2006. Collection of information does not employ statistical methods.

Supporting Statement (Con't)

17. N/A

18. N/A