

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

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 (RPCVs) 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. Individuals who have previously expressed interest in participating, but are unable to do so at the present time, are given the option of opting out of this directory. By completing and returning the bottom portion of the CIC cover sheet, these individuals will no longer be considered for participation.
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. RPCVs using this directory have generally had a quicker transition into their career fields because of their access to a network of experienced professionals.
3. At this time, there is no information technology that would reduce the collection burden. Peace Corps is researching possibilities for a new RPCV platform that might eventually encompass a secure online registration process for Career Information Consultants; however, this platform does not currently exist.
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. N/A. The waiver form does not impact small businesses.
6. Because this is a unique directory of professional contacts for RPCVs, not collecting this information would impede the publication of the CIC directory and therefore RPCVs' professional networking possibilities.
7. The information is to be collected once per year in order to keep contact information updated and accurate. There are no special circumstances. Collection will be conducted consistent with CFR 1320.6 guidelines.
8. A 60 day Federal Register noticed was published on June 8, 2007. No comments were received.
9. There will be no gift or payment to respondents.

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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. In addition, the following Privacy Act notice is printed on the waiver form:

I understand that the information I provide will be printed in a directory and shared with current and returned Peace Corps Volunteers. I understand that offering to serve as a CIC is on a voluntary basis and any expenses incurred (phone calls, postage) will be at my own expense. I understand that the publication will be updated annually. Waiver forms will be sent to all CICs each year. OMB control number 0420-0531. Estimated completion time: five minutes. Send comments on this form to Peace Corps, Paperwork Reduction Project (0420-0531), Washington, DC, 20526.

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.

12. Number of Respondents:	2000 Yes	500 No
Frequency of Response:	1	1
Completion Time:	5 minutes	3 minutes
Total Annual Burden:	192 hours: [(2000*5 min)+(500*3 min)]/60 min	

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 (\$0.41 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, due to the number of people who will opt out of inclusion in the directory. The completion time for each respondent has remained the same.

Printing costs are down because the agency plans 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.

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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 2008 and be ready for print by October 2008. Collection of information does not employ statistical methods.

17. N/A

18. N/A