

Peace Corps
Office of Domestic Programs
Peace Corps Week Brochure Registration Form
OMB CONTROL NO. 0420-0529
Supporting Statement

Section A: Justification

1. The Peace Corps Office of Domestic Programs builds awareness of the continuing benefits that former Volunteers bring back to the United States after their service through its Paul D. Coverdell World Wise Schools program, the Fellows/USA graduate fellowship program, Returned Volunteers Services program, and through the Peace Corps Week program. For more than 10 years, programs and publications have aimed to harness the cross-cultural experiences of returned Peace Corps Volunteers (RPCVs) to foster a better global understanding among Americans, and particularly students, throughout the United States. Peace Corps Week (formerly referred to as Peace Corps Day) began as a Paul D. Coverdell World Wise Schools program in 1998 as an annual focal point around which to encourage RPCVs to speak to students and community groups and to target media outreach geared toward Peace Corps recruitment. Since 1998, the program has evolved with the most significant changes being that responsibility for planning has been centralized within the broader Domestic Programs office. Former (also known as returned) Volunteers and parents of currently serving Volunteers are sent a Peace Corps Week brochure which encourages them to officially speak to the American public about the Peace Corps and their service or that of their loved one serving to fulfill the agency's third goal (helping to promote a better understanding of other peoples on the part of Americans) around the week of the agency's anniversary and throughout the year. The brochure encourages this target group to officially register their intent to promote the Peace Corps by providing their contact information (name, former name, address, e-mail, phone) along with country of service and years of service with the Office of Domestic Programs to receive an educational presentation kit which will assist them plan for and engage in their presentation or other activities to promote the Peace Corps.
2. The contact information (name, former name, address, e-mail, and phone) along with country of service and years of service is used by the Office of Domestic Programs to send educational materials to RPCVs and family members of currently serving Volunteers, which enhances the quality of the presentations. Public Affairs Specialists also use this information to contact known interested individuals to promote Peace Corps Week regionally, broadly raising awareness for the Peace Corps and augmenting recruitment efforts.
3. In 2003, online registration became available permitting electronic data submission. Electronic data submission is more efficient and cost-effective allowing for better planning and time management. In 2003, approximately 25% of participants took advantage of online registration. Recently in 2006, approximately 50% of participants registered online. Additionally, the temporary data entry assistant is now required for three months rather than four months.

4. The Peace Corps has reviewed this registration form in order to identify and avoid duplication. The information collected allows Domestic Programs to respond to specific requests for educational materials pertaining to a one-week event and maintain the permanent address database.
5. N/A. The collection of information does not involve small businesses or other small entities.
6. Due to the annual nature of this event, the consequences of not collecting this information or collecting it less frequently would impede the mission of the program. Potential speakers respond to timely calls to arrange presentations of the anniversary of the agency's founding. This collection allows Domestic Programs to identify and provide support for interested people, promote these activities in local communities, and maintain address databases for future contact.
7. N/A. There are no special circumstances. Collection will be conducted consistent with CFR 1320.6 guidelines.
8. Record was published in the Federal Register May 25, 2007 (Volume 72, Number 101 (page 29356) for 60 day review process. No public comments were received.
9. Returned Volunteer speakers and family members of currently serving Peace Corps Volunteers will be provided with educational materials to help prepare them for a presentation. These are not considered gifts.
10. Personal/confidential information is not collected on the registration form. A Privacy Act notice is printed on the card to advise respondents as to the use of the information. It reads:

The collection of this information is authorized by the provisions of the Peace Corps Act (22 USC 2501 et seq.) Information will be used to involve former volunteers and parents of currently serving volunteers in agency affairs and may be released to returned Peace Corps Volunteer groups, the media and others for use in the recruitment process. Providing this information is voluntary. OMB approval number 0420-0529. Continuous use form. Estimated completion time: three minutes. Send comments on this to Office of Management and Budget Paperwork Reduction Project (0420-0529), Washington, D.C. 20523. Approval from OMB has been granted to extend beyond the expiration date of 10/31/07 to 1/21/08. Final approval and a new expiration date are forthcoming.
11. The information collection does not contain any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, or other matters that are commonly private.
12.

*a. Number of respondents:	10,000
b. Frequency of responses	one time
c. Completion time:	3 minutes
d. Annual burden:	500 (10,000x3 min=30,000 ÷ 60 min= 500)

Cost to respondents based on an annual salary equivalent to FP5/1 = \$23/hour x 500 = \$11,500.00.

13. There is no actual cost to respondents as the Peace Corps pays for prepaid mailing.

14. Cost to the Federal Government:

a. Printing:	\$27,700	
b. Postage: outgoing	\$48,100	(130,000 @.37 per, bulk)
incoming	\$ 3,075	(7,500 @ .41 per, first class)
c. Processing/Analyzing:	<u>\$ 8,783</u>	(FP7/1 Salary for 3 months (($\$38,022 \div 2078$ hrs.) x 8 x 60 days)
TOTAL COST	\$ 87,658	

Note: Inclusion of incoming postage was previously omitted (7,500 respondents responses at .41 per, first class). Additionally, increases in printing and postage costs are reflected. With the availability of electronic data submission, processing and analyzing costs were reduced.

15. Adjustment to last year's submission is due to a revision in calculations—previous information submitted to OMB was taken from number 14 of the Supporting Statement for Paperwork Reduction Act Submissions, and applied to OMB Form 83-I.14. As a result, the total annualized capital/startup costs inaccurately reflected the cost to the Federal government and omitted the respondents' burden. These changes have been corrected.

16. The data is for information only and will not be published.

17. OMB renewal/approval every three years is sought for the Peace Corps Week registration form. An expiration date has not been issued in the past on the registration cards. This upholds the legitimacy of the registration form when and if an extension to the expiration date is granted.

18. N/A

Section B: Collection of Information Employing Statistical Methods

The collection of information does not employ statistical methods.