

## Peace Corps - Crisis Corps

Peace Corps Crisis Corps Volunteer Application Form

OMB Approval No. 0420-0533

Supporting Statement

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### Section A. Justification

1. This Collection of information, entitled the Peace Corps - Crisis Corps Application (hereinafter "the Application"), is necessary to recruit qualified Volunteers to serve in the Peace Corps' Crisis Corps program. The Crisis Corps deploys volunteers throughout the world to work in short term assistance (6 months on average) projects in the areas of Disaster Reconstruction, Disaster Preparedness, Humanitarian Assistance, HIV/AIDS and Post-Conflict Reconstruction. Applicants are recruited exclusively from the Returned Peace Corps Volunteer community and are selected based on their qualifications for a specific volunteer assignment. The Peace Corps Act (22 D.S.C. 2501 et seq.) authorizes the recruitment of persons for service in the Peace Corps Volunteer programs. See 22 U.S.C. sec. 2504. Eligibility requirements for Peace Corps Volunteer service are set at 22 C.F.R. sec. 305. Attached are 22 U.S.C. sec. 2504 and 22 C.F.R. sec. 305.
2. This information is used by Crisis Corps staff to perform initial screening for potential candidates for specific Crisis Corps assignments. The Peace Corps-Crisis Corps Application is completed by applicants for Crisis Corps assignments to provide basic information concerning technical and language skills, and availability for Crisis Corps assignments.
3. The Peace Corps - Crisis Corps application is available on the Peace Corps website and the Peace Corps intranet site, and can be downloaded and submitted to Crisis Corps. Roughly 50% of new applications are received via email. We are investigating the possibility of providing applicants with the option of completing the Application online, thus reducing the overall burden.
4. The information requested in the Application does not exist in its entirety within the Agency's records. Agency records concerning Volunteers' service experiences are kept for a limited period. Even when records are available, Volunteers routinely acquire new skills and languages during service that may not be reflected in Agency records. Former Volunteers may have acquired new skills, degrees, or work experience following their Peace Corps service.
5. This collection of information does not impact small business or other small entities.
6. Failure to collect this information would hinder the Crisis Corps' ability to identify and place qualified and available returned Peace Corps Volunteers and Volunteers completing their Peace Corps service in short-term overseas assignments.
7. No special circumstances exist that require the information collection to be conducted in a manner inconsistent with the guidelines in 5 CFR subsection 1320.6.

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8. The Agency's notice, required by 5 C.F.R. sec. 1320.8(d) was published in the Federal Register on January 23, 2007 and appeared on page 2909. No public comments were received during this 60 day period. The Agency consulted with returned Peace Corps Volunteers to confirm that this collection of information was necessary and appropriate.
9. No payments or gifts are provided to respondents.
10. Respondents are informed of protections granted pursuant to the Privacy Act and that Peace Corps will only disclose information as outlined on the application form, as stated below:

### Privacy Act and Paperwork Reduction Notice

The Peace Corps, an agency of the Federal Government, is required by provisions of the Privacy Act of 1974 (5 D.S.C. 552a) to advise you of the following information regarding this application:

- A. This application is authorized by provisions of the Peace Corps Act (22 D.S.C. 2501, et seq.), which authorized the collection of information for the recruitment of persons for service in Peace Corps Volunteer programs.
- B. Providing the information herein is voluntary and it will only be used to determine your interest in Peace Corps programs.
- C. Information in the application may routinely be disclosed as follows:
  1. to host country agencies for the purpose of determining placement, obtaining visas, and other program-related matters;
  2. to police or judicial authorities where appropriate;
  3. to the Treasury and other Federal agencies for use in connection with support payments and Federal Income tax matters;
  4. to the Office of Personnel Management, other Federal agencies, and others, if necessary, for the purpose of a background suitability investigation;
  5. to other Federal agencies having interest in employment of the applicant or volunteer, provided that except for information required for authorized security clearances, information provided will be limited to dates of service and a standard description of service;
  6. to a court or other appropriate tribunal upon subpoena or other request;
  7. to a member of Congress upon request indicating that such member has been requested by an individual about whom the record is maintained to obtain such information;
  8. a source for management information or preparation for statistical reports (without personal information);
  9. to the National Archives and Records Administration, GSA, in authorized management inspections;

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- 10. to the Bureau of the Census for the purposes of planning or carrying out a census surveyor related activity pursuant to the provisions of Title 13, U.S. Code;
- 11. to Peace Corps personnel who have a need for the information in the performance of their duties;
- 12. to the volunteer's family members in emergency situations.

11. No questions of a sensitive nature are asked.

12. Estimates of hour burden of the collection of information:

This equation was developed from an initial search of the Crisis Corps database based on the application date field (507). This number was multiplied by the estimated time it takes to complete the application in minutes (5 Minutes) and the total was divided by 60 in order to determine the estimated annual hours.

- |  |           |
|--|-----------|
| a) Estimated number of respondents       | 507       |
| b) Frequency of response                 | one time  |
| c) Estimated average burden per response | 5 minutes |
| d) Estimated total reporting burden      | 42 hours  |

13. Estimate of total annual cost burden to respondents resulting from collection of information:

The total annual time burden is calculated using an estimate of an average hourly salary of a respondent (\$22.42) multiplied by the estimated total reporting burden.

$$\$22.42 \times 42 \text{ hours} = \$941.64$$

The actual total cost per respondent is the average price of a postage stamp (\$.41) for a respondent to complete and submit the Crisis Corps application. The Peace Corps estimates that at least 50% of applications will be received electronically.

$$507/2 \text{ respondents} \times \$ .41 = \$104$$

14. Estimate of annualized cost to the Federal Government:

- |                                      |            |
|--------------------------------------|------------|
| a) Printing (8500 applications)      | \$6185.00  |
| b) Postage:                          | \$2602.00  |
| c) Analyzing Information             | \$28602.00 |
| d) Administrative costs (data entry) | \$4693.00  |

Total      \$42082.00

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\*includes international mailing by DHL and domestic mailing.

\*\*25% of two Crisis Corps Recruiter's time at an average grade equivalent to FP4/1 - \$57,204.00

\*\*\*10% of Crisis Corps Staff Assistant's time at an average grade equivalent to FP7/9 - \$46,925/year

15. Explanation of variation of the number of applications:

The number of applications that Crisis Corps receives varies from year to year and is dependent on a number of factors:

1. Large scale disasters in countries where Peace Corps has current programs or has had large programs in the past spawn a large number of applications.
2. Resources available to the Crisis Corps to carry out recruitment activities such as attending conferences and workshops around the country, strategic outreach campaigns and hosting and attending events designed to attract Crisis Corps Volunteers.
3. Since our applicant pool is exclusively with the returned Peace Corps Volunteer community, the number of applications varies according to the number of Peace Corps Volunteers closing their service and their level of interest in programs like the Crisis Corps.

16. Not applicable. The results of this collection of information will not be published.

17. Not applicable. The Agency is not seeking approval to conceal or omit the expiration date for OMB approval of the information collection.

18. Not applicable. There are no exceptions to the certification statement identified in Item 19, "Certification for Paperwork Reduction Acts Submissions," of OMB Form 83-1.

**Section B. Collections of Information Employing Statistical Methods**

The collection of information does not employ statistical methods.