OMB Forms Justification Package

Supporting Statement
AmeriCorps Alumni Profile Card

PART A: JUSTIFICATION

A1. 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.

In the 13 year history of AmeriCorps and 43 year history of AmeriCorps*VISTA more than 500,000 Americans have served. Alumni of all AmeriCorps programs hold leadership positions in government, nonprofit, and private sector organizations. Alumni are a tremendously underutilized asset that could enhance the AmeriCorps program through promotion, recruitment, member support, and program development. To increase participation in these activities, we must have accurate contact information.

The collection of this information is authorized by the provisions of the Domestic Volunteer Service Act, (42 U.S.C. 4950, et seq.) and the National and Community Service Act of 1990, as amended (42 U.S.C. 12501 et seq.).

A2. Indicate how, by whom, and for what purposes 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 information will primarily be used as a means to communicate with former AmeriCorps members. Alumni will be able to send messages to fellow alumni. News and information will be forwarded to former AmeriCorps members that they may find of use. Information is provided on a voluntary basis, and those not wising to be contacted can indicate so on their registration.

A3. 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 and consideration of using information technology to reduce burden.

Members are encouraged to go online and complete their registration. This collection is being provided as an alternative for those who do not wish or are unable to submit their registrations electronically..

A4. Describe efforts to identify duplication. Show specifically why similar information already available cannot be used or modified for use for the purpose described in item 2 above.

There are no other sources of information by which the Corporation can meet the purpose described in A2.

A5. If the collection of information impacts small businesses or other small entities, describe any methods to minimize burden.

There is no other impact on small businesses or other small entities, the registration form is completed by individuals only.

A6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacle to reducing burden.

Without collection of this information we would have to mechanism to communicate with alumni of our program. If the collection was done less frequently, it would impede the ability of CNCS to update addresses and contact AmeriCorps Alumni to help with recruitment and public awareness of the AmeriCorps program. Since AmeriCorps Alumni attend events in their local community, it requires less travel and CNCS staff time – saving money and time for CNCS.

A7. Explain any special circumstances that would cause an information collection to be conducted in a manner that (a) required respondents to report information to the agency more often than quarterly; (b) requires respondents to prepare written response to a collection of information in fewer than 30 days after receipt of it; (c) requires respondents to submit more than an original and two copies of any document; (d) requires respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax record for more than three years; (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; (f) require the use of a statistical data classification that has not been reviewed and approved by OMB; (g) 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; or (h) requires 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.

There are no special circumstances that will require information to be collected in a manner that is not consistent with the requirements outlined above.

A8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to the notice and describe actions taken by the agency in response to the notice and describe actions taken by the agency in response to the comments. Specifically address comments received on cost and hour burden. 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 data elements to be recorded, disclosed, or reported. Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every three years even in the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

No public comments were received during the public comment periods.

A9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

There is no payment or gift to the respondents.

A10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

The Privacy Act notice is printed on the card for assurance of confidentiality. The notice reads: "The collection of this information is authorized by provisions of the Domestic Volunteer Service Act, (42 U.S.C. 4950, et seq.). The purpose of the card is to enhance communication between the Corporation for National and Community Service (hereinafter "CNS") and former members to provide them with information on CNS activities and to seek their assistance in volunteer recruitment activities. The information may also be used for general routine uses described in 65 FR 46890. Providing the information is voluntary. It will not be disclosed outside the government without written permission."

A11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other behaviors that are commonly considered private.

The proposed data collection does not include any questions of a sensitive nature.

A12. 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. Consultation with a samples (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of expected hour burden, and explain the reasons for the variance. Generally, estimate should not include burden hours for customary and usual business practices. (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 line 13 of OMB Form 83-1. (c) provide estimates of annualized costs 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.

The total burden is estimated to be 1,333 hours. The Corporation expects 20,000 respondents each year. The frequency of response is once per person and should average 4 minutes of effort per respondent to complete the form. There is no estimated annual hour burden outside of the customary and usual business practices.

Form	**Respondents**	**Estimated Number of Respondents**	**Estimated Burden per Respondent (Hours)**	**Total Burden Estimate (hours)**
Project registration	Nonprofit organizations supporting service	20,000	4 minutes	1,333 hours

A13. Provide an estimate of the total annual cost burden to respondents or record keepers resulting from the collection of information. Do not include the cost of any hour burdens shown in Items 12 and 14.

There is no annual cost burden to respondents resulting from this information collection activity.

A14. Provide estimates of annualized costs to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. Agencies may also aggregate cost estimates from Items 12, 13, and 14 in a single table.

There are minimal additional expenses anticipated to be incurred as a result of this collection. The total cost for staff time and technology are estimated at $20,000.

A15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of OMB Form 83-1.

There were no changes or adjustments to Item 13 or 14 of OMB Form 83-1.

A16. 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.

None of the information collected will be published.

A17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

The Corporation is not seeking this approval. The expiration date and OMB control number will be displayed on the instructions.

A18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submission," of OMB Form 83-1.

There are no exceptions to the certification statement in Item 19.