

SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSION

Department of State Application for Employment OMB Number 1405-0139 DS-1950

A. JUSTIFICATION

1. The Department of State Application for Employment has been the primary form used by individuals to apply for certain excepted service jobs at the Department of State. With respect to student programs' applicants, authority for OPM to collect this information is contained in sections 1104, 1302, 3301, 3304, 3320, 3324, 3361, and 3394 of title 5, United States Code (U.S.C.). Section 1104 of title 5, United States Code, authorizes OPM to delegate this authority to other agencies, including the Department of State. Copies of these sections are attached. With respect to Foreign Service specialist applicants, authority is given under 22 U.S.C. Section 3926 and 3941.
2. The information is collected by the Bureau of Human Resources and is used in determining the eligibility and qualifications of applicants for the Department's Student Programs and certain Foreign Service positions, under merit principles. We wish to continue to utilize this form to clarify interpretation of applicant responses and how applicants became aware of our program opportunities. Upon selection, the information on the form will be used to establish basic personnel records.
3. Since the last collection, newly implemented hiring software allows for the electronic submission of responses through an online application. Subsequent electronic processing steps automate the loading of applications into the HR database and reduce evaluation workload for Department of State personnel. It is estimated that 17,000 out of the 20,000 applicants will use the online application option.
4. The Department of State's Application for Employment paper version (DS-1950) serves as a vehicle to gather some of the unique information required to apply for the Department's Student Programs and certain Foreign Service positions. Approximately 20,000 respondents use the DS-1950 annually. The processing of this high volume of submitted applications is expedited by using the automated online application.
5. This collection of information involves no small businesses or other small entities.
6. This information cannot be collected less frequently, as it is used to determine the eligibility and qualifications of applicants. Information is submitted on a voluntary basis by individuals who are interested in working in certain jobs within the Department of State. Without the collection of the information, it would not be possible to administer the competitive service in accordance with sections 3301 and 3304 of title 5, United States Code.
7. Not applicable. No such special circumstances exist.
8. The department published a 60-Day notice for public comments in the Federal Register at volume 73, No. 29, on page 8101-8102 (February 12, 2008). No comments were received.

9. Not Applicable. Gifts or payments are not provided to respondents.
10. All applications submitted to the Department of State are maintained in confidential files, subject to review only by personnelists and investigators, and by managers who are considering the individuals for appointment to specific positions. The forms are destroyed according to approved records disposition schedules if the applicants' files become inactive. If an applicant is appointed to a Federal position in the Department of State, the Department of State Application for Employment becomes part of the employee's Official Personnel Folder. The forms contain Privacy Act statements that comply with and contain information required by Section 552a of Title 5, of the United States Code.
11. Not applicable. This form does not request information of a sensitive nature.
12. Approximately 20,000 applicants for excepted service employment with the Department of State will each complete one Application per year. It is estimated that 17,000 out of the 20,000 applicants will opt to use the online application option. The DS-1950 has an estimated burden of 30 minutes per application. Burden estimates were obtained by comparison with similar OMB-approved forms. The estimated total annual hour burden is 10,000 hours.
13. There is no cost burden to the applicant for this form.
14. The aggregate cost of this collection of information to the government is approximately \$1,968,659 in the first year and \$126,118 per year for subsequent years. The application processing staff consists of 10 employees with an average grade level of GS-12. The salary cost for the staff processing the application is approximately \$126,118 for two months. A new database for processing the DS-1950 was developed over the past three years. The new database went into production on October 1, 2004. The final cost of the software (including installation, license fee, and support) used for processing this collection was \$1,319,879. There will be no recurring software costs are anticipated. The implementation cost to the Department of the online application, including setup fees, subscription, and training, is approximately \$ 530,000.
15. The number of applicants has increased from 16,910 to 20,000 and an increase in burden hours from 8,455 to 10,000. This represents a program adjustment.
16. This information is not used for public reports or publication.
17. The expiration date will be displayed.
18. No exceptions are requested to the certification statement.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

This collection does not employ statistical methods.