

SUPPORTING STATEMENT

1505-0195: Race and National Origin Identification Form

1. CIRCUMSTANCES NECESSITATING COLLECTION OF INFORMATION

This information has historically been collected manually. However, this form will be used to capture race and national origin information electronically from applicants using the Department's automated recruitment system, CareerConnector. The information is collected in the manner defined in OMB Statistical Policy Directive No. 15, Race and Ethnic Standards for Federal Statistics and Administrative Reporting.

2. USE OF DATA

The purpose of collecting this information is to evaluate personnel/organizational measurement methods. Data summarizing all applicants for a position will be used to determine if we are effectively recruiting from all portions of the country, in compliance with Federal law.

3. USE OF IMPROVED INFORMATION TECHNOLOGY TO REDUCE BURDEN

The Department's human resources offices collect and store this information electronically. There are several benefits to the applicant:

1. The form is always available and always optional
2. The information collected is guaranteed to be confidential
3. The data can be collected more efficiently and has a greater likelihood of being completed, while remaining voluntary.

4. EFFORTS TO IDENTIFY DUPLICATION

This form is used to collect race and national origin information for all Treasury bureaus using the Treasury Department's automated recruitment system, which includes 11 bureaus of the Department, as well as one Department of Justice Agency (Alcohol Tobacco and Firearms) and the US Secret Service.

5. METHODS TO MINIMIZE BURDEN ON SMALL BUSINESSES OR OTHER SMALL ENTITIES

Not applicable.

6. CONSEQUENCES OF LESS FREQUENT COLLECTION ON FEDERAL PROGRAMS OR POLICY ACTIVITIES

Not applicable.

7. **SPECIAL CIRCUMSTANCES REQUIRING DATA COLLECTION TO BE INCONSISTENT WITH GUIDELINES IN CFR 1320.5(D)(2)**

None applicable.

8. **CONSULTATION WITH INDIVIDUALS OUTSIDE OF THE AGENCY ON AVAILABILITY OF DATA, FREQUENCY OF COLLECTION, CLARITY OF INSTRUCTIONS AND FORMS, AND DATA ELEMENTS**

The Department published a notice for public comment in the Federal Register, no. 73, pg 54453, on September 19, 2008. No comments were received.

9. **EXPLANATION OF DECISION TO PROVIDE PAYMENT OR GIFT TO RESPONDENTS**

Not applicable.

10. **ASSURANCE OF COFIDENTIALITY OF RESPONSES**

In compliance with the Privacy Act of 1974, the Bureau Privacy Act Statement will be included in the on-line registration process. Only summary data is reported, and only in a format that cannot be broken out by individual applicants. No individual data is ever provided to selecting officials.

11. **JUSTIFICATION OF SENSISTIVE QUESTIONS**

Not applicable.

12. **ESTIMATED BURDEN OF INFORMATION COLLECTION**

The estimated burden of completing this form is 5 minutes per response, including the time for reviewing the instructions. There are an estimated 160,000 responses per year, making the total estimated annual burden is 13,333 hours ($160,000 \times (5/60) = 13,333$).

13. **ESTIMATED TOTAL ANNUAL COST BURDEN TO RESPONDENTS**

There is no cost to the respondent.

14. **ESTIMATED ANNUALIZED COST TO THE FEDERAL GOVERNMENT**

Not applicable.

15. **EXPLAIN THE REASONS FOR ANY PROGRAM CHANGES OR ADJUSTMENTS REPORTED IN 13 OR 14 OF THE OMB FORM 83-I**

The change to the annual burden hours is the result of a correction to a previous error in the burden calculation. The previous calculation used a figure of 0.05 hours per response rather than the correct 5 minutes (0.083 hours) per response.

16. **PUBLICATION OF INFORMATION COLLECTION RESULTS**

Not applicable.

17. **APPROVAL TO NOT DISPLAY THE EXPIRATION DATE ON THIS FORM**

Not applicable.

18. **EXPLAIN EXCEPTIONS TO THE CERTIFICATION STATEMENT IDENTIFIED AT ITEM 19**

Not applicable.