

INFORMATION COLLECTION SUPPORTING STATEMENT

On Boarding Information for New Hire Candidates

1. 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. (Annotate the CFR parts/sections affected).

The Aviation and Transportation Security Act (ATSA), Public Law 107-71, November 19, 2001 establishes TSA's Personnel Management system. Each new hire joining the Transportation Security Administration (TSA) must complete the required Entry-On-Duty (EOD) forms as part of the hiring process. In an effort to expedite and add efficiency to the EOD process, TSA has transformed this process from paper-based to electronic by implementing a system known as EODonline. EOD forms generated by EODonline are standard government forms or TSA specific forms (see table A below).

Individuals who have accepted a position with TSA are able to log into EODonline where they answer interview-style questions, which gather the necessary data to generate the standard EOD forms. EODonline is enabled with rules and controls that promote accuracy as well as eliminate duplicate data entry, both by the new hire and by TSA's Office of Human Capital.

The information gathered is required to facilitate the on-boarding process including benefits and beneficiary elections, employment verification, military / prior federal service history declarations, TSP elections and payroll.

2. Indicate how, by whom, and for what purpose 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.

Table A, shown below, provides a list of forms which are generated as a result of the data entered into EODonline by the new hire. Column 1 provides the form name; Column 2 lists the key data elements contained on the form.

TABLE A – Forms generated via the EODonline:

Form	Date Elements Collected From Applicant via EODonline
Offer Letter	Name, Address
I-9 Employment Eligibility	Name, Maiden Name, Address, Date of Birth, Citizenship Status, Social Security Name
SF 61 Appointment Affidavit	Name
OF 306 Declaration of Federal Employment	Name, Date of Birth, Place of Birth, Social Security Number, Contact Numbers, Selective

	Service History, Military/Federal Service History, 10 year Imprisonment/Probation History, Military Court Marshall Record, Current Criminal Charges, Federal Debt Delinquency, Employment Termination Record, Relatives Working For The Government, Military/Civilian Retirement Pay, Date Leaving Last Federal Job, Status of Life Insurance Upon Previous Federal Termination
SF 144 Statement of Prior Federal Service	Name, SSN, Date of Birth, Prior Military History, Military Discharge type, Prior Civilian Federal Service History, Absence History exceeding 6 months During Federal Government Service, Veterans Preference Information
Uniformed Service Status	Name, SSN, Current Obligation to the Military
Drug and Alcohol Policy	Signature Acknowledging Receipt of Policy Info
SF 181 Race and Ethnicity Identification	Name, SSN, Date of Birth, Race/Ethnicity Identification
SF 256 Self Identification of Handicap	Name, Date of Birth, SSN, Handicap Code
W 4 Federal Tax Withholding Certificate	Name, SSN, Address, Federal Tax Filing Status, Withholding Allowances, Amount for Additional Withholding
State Tax Forms	Information collected varies by state, the majority of states collect: Name, Address, SSN, Withholding Choices, State Tax Filing status, State Tax Additional Withholding
W 5 Earned Income Credit	Name, SSN, Earned Income Credit Eligibility, Earned Income Credit Filing Status
SF 1199 A Direct Deposit Election Form	Name, Address, Phone Number, Type of Account, Account Number, Allotment Type, Allotment Amount
Self Certification of Educational Background and Military Service	Name, SSN, Date of Birth, Educational Level, Year Degree Attained, Major
TSP-1 Thrift Saving Plan Election Form	Name, Address, SSN, Phone Number, Amount to contribute to TSP account (Percentage or Flat Rate)
SF 1152 Designation of Beneficiary	Name, Date of Birth, SSN, Address Beneficiary Information (Name, Address,

Unpaid Compensation of Deceased Civilian Employee	Relationship, Type and Share to be Paid)
SF 3102 Designation of Beneficiary Federal Employee Retirement System (FERS)	Name, Date of Birth, SSN, Address, Employment Status Beneficiary Information (Name, Address, Relationship, Type and Share to be Paid)
TSP-3 Designation of Beneficiary Thrift Savings Plan	Name, SSN, Date of Birth, Phone Number, Address Beneficiary Information (Name, Address, SSN, Date of Birth, Relationship, share to be paid)
SF 813 Verification of a Military Retiree's Service In Non Wartime Campaigns or Expeditions	Name, Military Service Number, SSN, Branch of Service, Non Wartime Campaigns Served In
RI 20-97 Estimated Earning During Military Service	Name, Other Names Used During Military Service, SSN, Date of Birth, Military Service Numbers, Branch of Service, Military Service Dates
Computer Access Agreement	Name, Last 4 of SSN
Employee Responsibility and Conduct Form	Signature Acknowledging Receipt of Management Directive
SF 2823 FEGLI Beneficiary Form	Name, Date of Birth, SSN, Address Employment Status Beneficiary Information (Name, Address, SSN, Date of Birth, Relationship, share to be paid)
SF 2817 FEGLI Election Form	Name, Date of Birth, SSN, Phone Number, Life Insurance Elections Choices
SF 2809 Health Benefits Election Form	Name, SSN, Date of Birth, Sex, Marital Status, Address, Phone Number Current Insurance Information, Health Plan Election Information Health Benefits Beneficiary Information (Name, SSN, Date of Birth, Sex, Relationship, Address, Sex, Current Insurance Information)
Premium Conversion Waiver/Election Form	Name, SSN, Indication to Waive Premium Conversion

Hiring information is collected through EODonline for all applicants who have accepted a conditional offer of employment at TSA. EODonline will be available to all non-executive new hires.

The purpose of collecting this information is to electronically complete EOD forms (see TABLE A) necessary to initiate employment with TSA.

Information is collected using the secure, web-based EODonline system using a question-based format that requires users to enter in each piece of information only once. This information is then used to populate and generate the standard EOD forms package. Once generated, the new hire has the ability to review and print all forms prior to approving for digital signature. If there are circumstances that make it unfeasible for a new hire to use EODonline they may complete the EOD process through the manual completion of hard-copy forms. This information can be collected at any time following the applicant's acceptance of a conditional offer of employment and prior to or on the established EOD date.

Information collected through this process is interfaced to the following systems:

- National Finance Center's (NFC) EmpowHR System which serves as TSA's HR Transactions system
- National Business Center's (NBC) Electronic Official Personnel Folder (eOPF) System which houses TSA's eOPFs

The production EODonline system is also accessed and maintained by and the TSA contractor.

3. 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 any consideration of using information technology to reduce burden. [Effective 03/22/01, your response must SPECIFICALLY reference the Government Paperwork Elimination Act (GPEA), which addresses electronic filing and recordkeeping, and what you are doing to adhere to it. You must explain how you will provide a fully electronic reporting option by October 2003, or an explanation of why this is not practicable.]

The implementation of the EODonline system is consistent with the objectives of the Government Paperwork Elimination Act (GPEA), which require Federal Agencies to allow individuals the option to submit information or transact with the agency electronically, when practicable, and to maintain records electronically, when practicable.

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All forms except the following are digitally signed online in EODonline.:

Federal_____

- I-9 Employee Eligibility Form
- SF 61 Appointment Affidavit
- OF 306 Declaration of Federal Employment

TSA

- Uniform Measurement
- Submission of Acknowledgement Form

These forms are printed and require a physical signature by the new hire. They require a third party signature and certification or require that the new hire has been sworn in prior to signing the form.

Benefits of EODonline and associated interfaces:

- EODonline's online validation improves data quality and reduces the potential for rework.
- EODonline improves the speed of entry and overall experience for the new hire.
- EODonline eliminates the time, expense and potential risk for data loss associated with printing and mailing hard-copy forms between the duty location and processing center.
- Interface between EODonline and EmpowHR eliminates the re-keying of hiring data, reduces processing time and increases data integrity.

The interface between EODonline and eOPF reduces the time associated with the scanning and indexing of these forms in preparation for transmitting the forms to eOPF.

4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purpose(s) described in Item 2 above.

Prior to EODonline, the only method used to collect this data was hard-copy forms. No duplicative measures exist. To initiate the new EODonline process, some basic data elements such as name, SSN are interfaced from TSA's recruiting system to avoid reentry.

5. If the collection of information has a significant impact on a substantial number of small businesses or other small entities (Item 5 of the Paperwork Reduction Act submission form), describe the methods used to minimize burden.

The collection does not have an impact on small businesses or other small entities.

6. 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 obstacles to reducing burden.

In order to effect a hire action, new hires must complete the Federally required forms on or before their EOD date. This data is collected in accordance with the applicable regulatory and policy requirements.

7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with the general information collection guidelines in 5 CFR 1320.5(d)(2).

- Respondents are required to provide information only once during their tenure; however personal circumstances may result in their opting to complete individual forms (e.g., tax forms, beneficiary forms) more often.
- There is no written documentation required in the use of EODonline; only a wet signature on five documents completed in the online tool which require it..
- Where applicable, employees may be required to provide multiple copies of their applicable SF 50 or DD 214 which are used to substantiate prior federal or military service.
- Respondents are not required to retain records.
- No surveys are performed in conjunction with this data collection.
- No statistical analysis is performed in conjunction with this data collection.
- No unauthorized pledges are established.
- Personal data collected is processed and maintained in accordance with TSA guidelines for the protection of data privacy.

8. Describe efforts to consult 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 the data elements to be recorded, disclosed, or reported. 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 that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.

EODonline automates TSA's standard policy and procedures for entry-on-duty. As part of the design and implementation of the online system, TSA consulted with both OPM and DHS regarding standards and policy for forms and digital signature. TSA also consulted with both NBC and NFC to confirm existing design standards for the interface of this data.

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

TSA does not provide payments or gifts to the respondents in exchange for a benefit sought.

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

EODonline generates both government standard and TSA-specific forms. Where required, applicable Privacy Act statements are attached to the forms completed in EODonline and can be viewed by the candidate prior to submitting their forms for agency review.

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

New hire candidates have the option to complete the SF 181 Race and Ethnicity Identification in EODonline, however, completion of this information in EODonline is not required. If the candidate omits this information, the form will be completed by the individual responsible for orientation at the duty location.

Additionally, the SF 256 Self Identification of Handicap can be completed by candidates in EODonline, however completion is not mandatory.

12. Provide estimates of hour burden of the collection of information.

Table B below provides the total respondent burden based on the time required to complete the EODonline process. As noted below, the estimated required amount of time to complete the process is 1 hour, which is an estimated 2.5 hours on average less than previously required with the paper-based process.

TABLE B - Respondent Burden:

Collection Activity (a)	Form Number (b)	Number of Respondents* (c)	Number of Annual Responses** (d)	Total Annual Responses (e)	Estimated Hours Per Response*(f)	Total Annual Burden Hours (g)
Entry data into EODOnline System	See Table A	10,400	1	10,400	1	10,400

* Based on an estimate of 10,400 new hires.

**Candidates complete only once during their tenure.

There is no record keeping burden in relation to the eOrientation process. Applicants are not compensated for time spent completing the EODonline process as this occurs pre-employment and is condition for employment.

TABLE C - Respondent Cost (Theoretical):

Total Annual Burden Hours (From Table B)	Cost Per Hour*	Annual Respondent Cost (Theoretical)
10,400	\$14	\$145,600

*Estimated using average hourly wage for a new TSA security officer (TSO). TSOs compose approximately 90% of TSA's employee base.

13. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information.

There are no capital/start-up or ongoing operation/maintenance costs associated with this information collection.

14. Provide estimates of annualized cost to the Federal Government. Also, provide a description of the method used to estimate cost, and other expenses that would not have been incurred without this collection of information.

The new method used to collect this information is expected to generate an annual net savings of more than \$3M or (56%) over the manual, paper-based method. The following outlines the costs for a three year period.

TABLE D - Annual Cost Savings:

Description	Annual Costs
CY2006 Actual Cost - Manual System	\$ 5,387,231
CY2007 Actual Cost – EODonline System Implemented 50%	\$ 3,388,225
CY2008 Estimated Cost - EODonline System Fully Implemented	\$ 2,352,000

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

This is a new collection.

16. 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, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

This information will not be published for statistical purposes.

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

TSA will display the expiration date for OMB approval of the information collection.

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

TSA believes it is compliant with the provisions under Item 19 of OMB Form 83-I, with these exceptions:

- **19c. reduces burden on small entities:** There is no impact to small entities as a result of this process.
- **19f. indicates the retention period:** TSA intends to modify the EODonline system to indicate the retention period.
- **19g-vi. Display currently valid OMB control number:** TSA intends to modify the EODonline system to display valid OMB control number.
- **19i. uses effective and efficient statistical survey methodology:** Statistical surveys are not conducted in this process.