

SUPPORTING STATEMENT A
Office of Federal Housing Enterprise Oversight OMB
CONTROL NO. (pending)
(Responding to questions set forth in the Paperwork Reduction Act Submission)

A. JUSTIFICATION

1. The collection of this information is a vital step in the operation of the automated staffing and recruitment system of the Office of Federal Housing Enterprise Oversight (OFHEO). Respondents enter thru the Avue Digital Services link to electronically submit their application for employment into our system (Supplemental documents #1 & #2). The applications are rated and ranked electronically and referred to the selecting officials. OFHEO offers a manual process for applicants unable to complete the electronic process. Applicants requesting this option are required to submit a resume in accordance with OF-510 Guide to Applying for Federal Employment, and complete Form No. F-15566-AVUE (Supplemental document #3). These documents are scanned into our automated system.
2. The OFHEO Office of Human Resources Management uses the information collected to review applicant's employment history to make a qualification determination. Qualified applicants are then referred to OFHEO's managers for selection.
3. Respondents may respond to job postings by submitting their information electronically through our automated system. Applicants only need a browser, access to the internet and an email address. Respondents receive confirmation receipts and application status in real-time via email and through a posting within the system.
4. Duplication of paperwork is avoided because, in response to each new job posting, applicants are able to submit resumes and profiles previously submitted on the AVUE system. In addition, applicants may attach a resume or application completed in another format or from another electronic resume program.
5. This collection does not involve small businesses or other small entities.
6. If this collection is not conducted, OFHEO will not be able to use our automated staffing and recruitment system. This would impact our ability to efficiently fill vacancies which can result in a negative impact on the overall mission of the agency.
7. Applicant submissions are voluntary; however, a respondent who wants to be considered for multiple employment opportunities with the OFHEO is required to submit a separate application for each position. An applicant may choose to apply for more than one position within a 4 month period. This would result in a collection of information more than quarterly.
8. As required by 5 CFR 1320.8(d), OFHEO's notice to the public that it is requesting an information collection was published in the Federal Register on March 23,2007, Volume 72, Number 56, pages 13814 - 13815 allowing for a 60 day comment period. No comments were received. As required by 5 CFR 1320.10 and 5 CFR 1320.5(a)(1)(iv) a 30-Day Notice was published in the Federal Register on September 14, 2007 at page 52574. No comments were received.

9. This collection does not provide respondents any payment or gifts.

10. The system has control features that have been embedded to mitigate risks of unauthorized access to documents. For example, only those persons with a valid user identification, password, and appropriate roles are authorized to view applications and supporting documents. Therefore, only an authorized AVUE Digital Services (ADS) user can open an ADS-created document, applicant profile, or document attached to an application. In this way, the electronic documents are more secure than paper documents. Furthermore, all personally identifiable information (PH) is secured by masking it on screen and eliminating it from on-line reports through the Identity Protection Role - only specific authorized users are provided this role. Applicant information will be accessed by human resources staff, managers, selecting officials, assessment panels, and other agency employees or contractors involved in data collection, data reporting, the selection process or transaction processing. The routine use of the information is to evaluate individuals for specific employment opportunities.

11. This information collection does not ask questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. All questions are relevant to education, qualifications and employment history.

12. The estimated number of respondents is approximately 3,100 job applicants per year. Each application takes approximately 2 hours to complete initially, for a total of 6,200 estimated annual burden hours.

13. There are no annual cost burdens to respondents.

14. Although OFHEO's cost for using the electronic system is \$42,000 annually, this cost does not take into account the savings in person hours associated with processing hard copy applications/resumes.

15. This is OFHEO's first submission. OFHEO is not requesting any changes or adjustments.

16. Collected information will not be published.

17. OFHEO will display the OMB approval number.

18. The AVUE site will display the OMB control number and other information listed in Item 19(9), "Certification for Paperwork Reduction Act Submission," of OMB Form 83-1 when OMB clearance is received and a number is assigned. OFHEO does not have any other exceptions to the certification statement identified in Item 19 of the OMB Form 83-1.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

Our collection does not employ statistical methods.