

**Supporting Statement for Paperwork Reduction Act Submissions,
PART B.
COLLECTION OF INFORMATION EMPLOYING
STATISTICAL METHODS**

OMB Control Number 1091-0001

- 1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection method to be used. Data on the number of entities (e.g. establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the states in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.**

The total respondent universe is all 419,775 job applicants (see A.12, above), but the number of applicants for most individual vacancies is small, and the proportion of women and minorities of that number are frequently very small. There is no way to predict who will apply for individual vacancies, and thus no way to stratify applicants, except to say that only individuals, as opposed to businesses or units of Government, are applicants. While the courts have recently started recognizing parametric statistics in comparisons of Agency occupations to relevant Civilian Labor Force occupations, both based on complete enumerations, the legal tradition surrounding the analysis of individual vacancies is non-parametric statistics from a census (complete enumeration) of applicants, such as percent. The actual response rate achieved during the last collection was approximately 80 %.

- 2. Describe the procedures for the collection of information including: --
Statistical methodology for stratification and sample selection.**

The Applicant Background Survey is provided as part of the package of documents for job application, both through the electronic advertising in USAJOBS and in the hard copies provided by Personnel offices. The Survey is sent individually to those who do not return it as part of their application package.

The respondent data is the only source of the demographics that would be used for stratification. The purpose of the Applicant Background is to gather that information. It is not possible to do stratification prior to receipt of the Survey data.

- Estimation procedures;**
- Degree of accuracy needed for the purpose described in the justification;**
- Unusual problems requiring specialized sampling procedures; and**

We are seeking a complete enumeration, and estimate that we can realistically continue to achieve approximately 80%, which is acceptable for our purposes.

-- Any use of periodic (less frequent than annual) data collection cycles to reduce burden.

The data is collected only once, at the time of job application.

Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collection must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield (reliable) data that can be generalized to the universe studied.

The form is provided electronically by USAJOBS as part of each DOI vacancy announcement, and in hard copy from our Personnel offices, so that applicants receive the form as a normal part of the application package. As applications are submitted to DOI, notation is made immediately if the Applicant Background Survey was included in the application package. If not included, a follow-up request is promptly sent to the applicant. This allows immediate follow-up rather than the former follow-up months later after the selection was made. A similar notation and follow-up is made at each step of the process through to selection, for potentially three or more follow-ups. We have received about 80% responses by the time of selection.

There are no changes being made to the form at this time.

- 4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.**

We have several years of experience with this particular form. Pains were taken to make it user-friendly at earlier stages of its development. It appears to work quite well for the purposes for which it was designed. Therefore, we have not needed to conduct tests recently.

- 5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.**

Dr. Gary Machlis, who was formerly Chief Social Scientist of the National Park Service, was consulted in the design of the initial form, the earlier testing of the effectiveness of

the form, and the statistical methods for reporting the results. The design and methods are compliant with the guidance in the relevant literature.

The data is reviewed by the Personnel offices of the agencies announcing the vacancy. The summary results are initially reviewed by agency Personnel staff, and then analyzed in depth by the agency Office of Civil Rights, which constitutes the agency Equal Employment Opportunity staff. Specific questions should be addressed to Ophelia Anderson, Department of the Interior, Office of Civil Rights, (202) 219-0805.