

SUPPORTING STATEMENT FOR DHS Enterprise eRecruitment

A. Justification

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.

Hiring the right people into the right positions is critical to successfully meeting the Department's mission to protect the homeland. The backlog of open positions is growing as DHS continues to work with manual processes when hiring personnel. An Enterprise eRecruitment solution has been a critical need since the stand-up of the Department and the project was unavoidably delayed for 200 days by procurement protests that the Department won. The backlog of hiring actions has become mission effective and any additional delay will have a negative impact on the accomplishment of the Department's mission.

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.

The hiring/recruitment information collected will enable DHS to implement best practices for creating and using prescreening questions on an enterprise level to reduce manual processes, providing an easy-to-use interface for all system users, reduce hiring costs, and create a single portal for applicants. The information will be used to: plan recruitment efforts based on workforce analytics regarding turnover rates and expected budget/FTE allocations; proactively recruit for anticipated vacancies to reduce the time-to-hire; automate employee referrals, applications, pre-screening, resume management, candidate tracking, and candidate rating and ranking; provide applicant workflow, communications, interview management, reference/background checking, and "on-boarding" services; provide regulatory and analytical reports for both recruiters and hiring managers.

This collection is designed to further allow DHS to comply with regulatory mandates such as the Equal Employment Opportunity Commission Management Directive 715 which require agency heads to be responsible for developing systems for the evaluation of program effectiveness and barrier identification and elimination; ensuring that the agency has adequate data systems for effective analysis of applicant flow, on-board workforce and personnel transactions data; providing current guidance for the development of program plans to all component and field installations; establishing agency-wide objects and developing and submitting program plans; and preparing accomplishments reports and plan updates for timely submission to EEOC.

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.

Technology-enabled recruitment can deliver both time savings and improved results. Based on an internal inventory of DHS HR systems, more than 50 systems are currently used by DHS components to perform hiring/recruitment related activities. As part of the effort to consolidate and modernize the HR systems, the Chief Human Capital Officer (CHCO) is leading an effort to consolidate towards an automated enterprise solution that can contribute to material improvements in the overall hiring process.

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

The information collected is for DHS Headquarter's; however, the target goal for the program is to deploy the system to all DHS components as the DHS enterprise recruitment solution.

5. If the collection of information impacts small businesses or other small entities (Item 5 of OMB Form 83-I), describe any methods used to minimize burden.

This information 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.

The consequence to the Department of not implementing eRecruitment is a failure to adhere with compliance with the Homeland Security Act of 2002 and the E-Government Act of 2002. The [Homeland Security Act of 2002](#) called for the establishment of a new human resources system for the Department of Homeland Security (DHS) that is flexible and contemporary. In related legislation, the [E-Government Act of 2002](#) called for the use by the Government of web-based Internet applications and other information technologies, combined with processes that implement these technologies, to bring about improvements in Government operations that may include effectiveness, efficiency, service quality, or transformation. It also called for the adoption of innovative information technology, including the appropriate use of commercial best practices. Authority for Maintenance of the System: 5 U.S.C. 1302, 3109, 3301, 3302, 3304, 3305, 3306, 3307, 309, 3313, 3317, 3318, 3319, 3326, 4103, 4723, 5532, and 5533, and Executive Order 9397.

7. Explain any special circumstances that would cause an information collection to be

conducted in a manner:

The special circumstances contained in item 7 of the Supporting Statement are not applicable to this information collection.

- Requiring respondents to report information to the agency more often than quarterly;
 - requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;
 - requiring respondents to submit more than an original and two copies of any document;
 - requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;
 - In connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;
 - requiring the use of a statistical data classification that has not been reviewed and approved by OMB;
 - that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or
 - requiring respondents to submit proprietary trade secret, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.
8. If applicable, provide a copy and identify the data 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.

Describe efforts to consult with 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.

Consultation with representatives of those from whom information is to be obtained or

those who must compile records should occur at least once every 3 years -- even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

On November 25, 2008, DHS published a 60-day notice in the Federal Register at 73 FR 71655. DHS did not receive any comments for this information collection.

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

There is no offer of monetary or material value for this information collection.

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

The information will be kept private or anonymous to the extent allowable by law.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to person's form whom the information is requested, and any steps to be taken to obtain their consent.

There are no questions of sensitive nature.

12. Provide estimates of the hour burden of the collection of information. The statement should:
- Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.
 - If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in Item 13 of OMB Form 83-I.

- Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in Item 14.

The average burden of hours was estimated based upon the average time for a candidate to complete a vacancy announcement assessment.

Form Name/Form Number	No. Of Respondents	No. of Responses per Respondent	Average Burden per Responses(Hours)	Total Annual Burden(Hours)
N/A	10,000	1	2.0	20,000

13. Provide an estimate of the total annual cost burden to respondents or record keepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14).
 - The cost estimate should be split into two components: (a) a total capital and start-up cost component (annualized over its expected useful life); and (b) a total operation and maintenance and purchase of services component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.
 - If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.
 - Generally, estimates should not include purchases of equipment or services, or

portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records for the government or (4) as part of customary and usual business or private practices.

Total Annual Cost Burden		
Start-up Cost	\$20,341,958	Startup costs include: <ul style="list-style-type: none"> • Integration services to deploy solution across DHS • Licensing • Hosting setup to include cost for Certification and Accreditation • Helpdesk setup • Configuration support
Total Annual Costs (O&M)	\$39,845,675 (5 yrs)	O&M costs include: <ul style="list-style-type: none"> • Application Service Provider (ASP) licensing fees for DHS components • Helpdesk Support • Operational and System Administration Support

14. Provide estimates of annualized cost to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. Agencies also may aggregate cost estimates from Items 12, 13, and 14 in a single table.

The annualized cost for this system is \$60,187,633. The cost was estimated from the start-up cost and total annual cost.

15. Explain the reasons for any program changes or adjustments reporting in Items 13 or 14

of the OMB Form 83-I.

This is a new collection, therefore, there is no increase or decrease in the estimated annual burden hours previously reported for this information 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 collection 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.

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

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

DHS does not request an exception to the certification of this information collection.

