

## **Supporting Statement for Paperwork Reduction Act Submissions**

**Title:** Proposed Information Collection: Request for Comments on an Existing Information Collection

**OMB Control Number:** 3206-0219

### **A. Justification**

1. Sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of Title 5 United States Code authorizes the capture of essential information Federal agencies require to evaluate applicants for Federal jobs. The online application on USAJOBS and the OF 612 paper application, both capture the essential information required. Information requested in the OF 612, Resume Builder and in the associated vacancy announcement are used to evaluate applicants' qualifications for Federal employment.

USAJOBS is the United States Government's official source for Federal jobs and employment information. The USAJOBS system gives OPM-approved Federal agency HR specialists the ability to create and advertise government jobs, source candidates for employment consideration, and manage the recruiter hiring process through the web interface. The USAJOBS system gives job seekers the ability to create and advertise their resumes, store supplemental documentation to be used in the application process, search government jobs, and apply for a job directly through the web interface.

Due to critical departmental changes, the clearance on this information collection lapsed. We are now requesting reinstatement, with change, to reinstate the electronic Resume Builder and continue the use of the OF 612 application.

2. The Optional Application for Federal Employment (OF 612) is in paper format and may be used by job seekers to apply for Federal positions if this format is accepted by the hiring agency. The USAJOBS Resume Builder allows electronic submission of a resume. By using the USAJOBS Resume Builder, the job seeker has the ability to create and advertise their resumes, store supplemental documentation to be used in the application process, and apply for a job directly through the web interface. OPM-approved Federal agency HR specialists use the system and have the ability to create and advertise government jobs, source candidates for employment consideration, and manage the recruiter hiring process through the USAJOBS web interface. The information has been used to capture the essential information Federal agencies require to evaluate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361 3393, and 3394 of Title 5 United States Code.

3. The collection of information involves the use of the USAJOBS electronic Resume Builder, which uses information technology and is fully web-based. The electronic Resume Builder allows the user to submit essential information on the USAJOBS secured website. In addition, the job seeker has the ability to create and advertise their resumes, store supplemental documentation to be used in the application process, apply for a job directly through the web interface, and review his or her application history. Technological enhancements are performed frequently to ensure that the website stays on the cutting edge. The electronic Resume Builder

assists in reducing the paperwork burden on respondents. The OF 612 is available on the [www.USAJOBS.gov](http://www.USAJOBS.gov) website in a PDF fillable format and meets our GPEA requirements.

4. The USAJOBS Resume Builder electronic application is duplicative only of the OF-612. The USAJOBS Resume Builder was created to meet the goals of the Paperwork Reduction Act and the Government Paperwork Elimination Act. These two instruments are the only available collection instruments for Federal employment. There is no duplication.

5. The information collection does not impact small businesses or other small entities.

6. If the collection of information were not conducted, there would be violation of Title 5 United States Code Sections 1104, 1302, 3301, 3304, 3320, 3361 3393, and 3394. By not following the guidelines and collection of information via this information collection, it would prevent proper evaluation of applicants; provide insufficient means of evaluating applicants' qualifications; preclude ability to determine applicants' true identity and eligibility for Federal employment; and delay agency recruiting and hiring needs. The online application on USAJOBS captures the essential information that Federal agencies require to evaluate applicants for Federal jobs. Individuals interested in applying for Recovery Act jobs, also apply using the USAJOBS Resume Builder.

7. There are no special circumstances with this collection.

8. On February 24, 2009, OPM published a 60 Day Federal Register Notice (74 FR 8589). There were two (2) comments received and responded to.

On August 21, 2009, OPM published a 30 Day Federal Register Notice (74 FR 42333).

9. No gifts or payments of any kind have been provided to any individuals who are connected to this collection.

10. This information collection is protected by the Privacy Act of 1974 and OPM regulations (5 CFR 831.106). The routine uses of disclosure appear in the *Federal Register* for OPM/GOVT-5 and included as a supporting document.

11. This information collection does not include questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.

12. OPM expects approximately 50,125,000 respondents. This figure is derived from an estimated 401,000 positions x 125 respondents per position. The use of the OF 612 decreased, but the electronic usage of the USAJOBS Resume Builder has increased. An estimated 47,618,750 will respond via the website. The collection requires approximately 40 minutes to complete using either response method. Burden of 33,416,667 hours is estimated.

13. There is no cost to the respondents.

14. There is a \$7.0 million annualized cost for 2009. This cost includes employee salary hours devoted to the program, forms cost, and overhead.

15. The respondent burden increased by 27,783,267 hours due to the dramatic upsurge in respondents and the expansion and acceptance of electronic resumes in the Resume Builder, the advancement of technology to provide for online application, as well as increased interest by job seekers in Federal employment as evidenced by a dramatic increase in visits to the USAJOBS Federal employment website from 2005 to 2009. From 2004 to 2008 there was a 37% increase in visits to the website and over 1.1 billion hits in the first six months of 2009.

16. No information collected from the form will be published.

17. The Program office is not seeking this exemption from the USAJOBS Resume Builder, however we are requesting not to display the expiration dates on the OF-612 due to the high cost of reprinting.

18. There are no exceptions requested for this collection.

**B. Collection of Information Employing Statistical Methods**

This information collection does not employ statistical methods.