

SUPPORTING STATEMENT  
APPLICANT BACKGROUND QUESTIONNAIRE  
(OMB No. 3064-0138)

INTRODUCTION

When the U.S. Office of Personnel Management abolished OPM Form 1386, Applicant Race and National Origin (RNO) Questionnaire, FDIC no longer had a tool to collect and tabulate race and ethnicity information for job applicants. To remedy this, to maintain compliance with certain Federal laws and regulations governing minority recruitment, affirmative action, employee selection, and equal opportunity (see A. 1. below), FDIC created the subject collection of this information.

A. JUSTIFICATION

1. Circumstances and Need

Relevant statutes and regulations:

- a. 5 USC 7201, Antidiscrimination Policy; Minority Recruitment Programs
- b. 5 CFR 720, Affirmative Employment Programs
- c. 29 CFR 1607, Uniform Guidelines on Employee Selection
- d. 42 USC 2000e-16, which requires Federal employment practices to be free from discrimination and provide equal employment opportunities for all.

In addition to laws and regulations, in 1999 FDIC's Board of Directors approved an agency Diversity Strategic Plan and a new Affirmative Employment Plan (AEP), and has reaffirmed the substance of the plan on occasion since then. These Plans commit the FDIC's to recruiting and developing a highly qualified work force in which all individuals have equal opportunity to compete for positions based on ability and merit. FDIC uses this collection

2. Use of Information Collected

FDIC uses the information to determine the effectiveness of outreach and recruitment efforts, and to ensure that applicant pools contain candidates from historically underrepresented groups.

3. Use of Technology to Reduce Burden

Pursuant to the Government Paperwork Elimination Act, FDIC has begun to accept electronic application filing for certain positions and expects to expand this practice as feasible.

4. Efforts to Identify Duplication

No duplication exists. The form is the only source of this data from FDIC job applicants.

5. Minimize the Burden on Small Entities

The submission of this information has no burden on small businesses or other small entities.

6. Consequences of No Collection or Less Frequent Collections

This information is collected from job applicants only once per vacancy announcement. Not collecting this information would make it difficult to comply with statute, regulation, and FDIC's Affirmative Employment Plan.

7. Special Circumstances

Because job application materials must be submitted to the agency on or before the closing date of vacancy announcements, it is likely that applicants would need to complete the Applicant Background Questionnaire in less than 30 days. Information may be voluntarily submitted by job applicants each time they apply for a job with the FDIC.

8. Summary of Public Comments; Consultation

A "first" Federal Register notice (attached) seeking comment was published on July 8, 2009 (74 FR 32609). No comments were received.

9. Payment or Gift to Respondents

None.

10. Confidentiality

The Applicant Background Questionnaire will display the standard Privacy Act statement. In addition, a statement is included on the form that personal identifying information will not be included in the tabulation of data from this form. The respondent's Social Security Number is needed to correlate the applicant's qualification rating to the Background Questionnaire information provided by the applicant.

11. Information of a Sensitive Nature

No questions of a sensitive nature are included in the form.

12. Estimate of Annualized Burden

30,000 respondents x 3 minutes = 1500 hours. (The number of respondents is estimated to be 10,000; however, this number can vary significantly from year-to-year based on approved core staffing, attrition rates, and job market.)

Annual cost burden, based on Grade 9 salary (average grade level of respondents): 1,500 hours x \$18 = \$27,000

13. Capital, Start-Up, Operating, and Maintenance Costs

None.

14. Annual Cost to the Federal Government

Estimated annualized cost to the Federal government is negligible.

15. Reason for Program Changes or Adjustments

The estimated change in burden corresponds to the significant increase in staffing levels.

16. Publication

There is no publication of the information reported.

17. Display of Expiration Date

Not applicable.

18. Exceptions to Certification

None.

B. STATISTICAL METHODS

Not applicable.

Attachments

1. FDIC Applicant Background Questionnaire
2. "First" Federal Register notice; "Second" Federal Register notice