

## SUPPORTING STATEMENT

### 2700-0103, NASA Voluntary On-Line Job Applicant Racial and Ethnic Data Collection

#### A. Justification

**1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection.**

NASA needs to collect racial and ethnic data information from on-line job applicants to determine if NASA's recruitment efforts are reaching all segments of the country, as required by Federal law.

**2. Indicate how, by whom, how frequently, and for what purpose the information will be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**

There is currently no other collection within NASA of racial and ethnic data from job applicants. Each NASA Center will store the data as a tally for the group of all applicants for each job vacancy. NASA has analyzed the information to ensure that recruitment advertisements, career fairs, and targeted recruitment venues are producing diverse candidates for employment opportunities.

**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. Also describe any consideration of using information technology to reduce burden.**

NASA will utilize an on-line job application system to collect information. There is no other information technology application available to reduce applicant burden.

**4. Describe efforts to identify duplication.**

The automated system precludes duplication. When an individual applies on-line for a job vacancy, racial and ethnic information will be requested. The only information associated with an applicant's name in the NASA data collection system will be whether the requested information was provided, in order that NASA can ensure that an account is made for one data submission per person, per vacancy. Responses will be stored as a tally for the group of all applicants for each job vacancy.

**5. If the collection of information impacts small businesses or other small entities (Item five of form OMB 83-I, the Paperwork Reduction Act Submission form), describe any methods used to minimize burden.**

It does not impact small businesses or other small entities; i.e., not applicable.

**6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently.**

Federal law requires that we collect the data. If the collection of racial and ethnic information is not collected, NASA will be unable to determine if our recruitment efforts are reaching all segments of the country.

**7. Explain any special circumstances that would cause an information collection to be conducted in certain manners (as listed).**

N/A.

**8. If applicable, provide a copy and identify the date 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 before submission to OMB.**

See attached documentation.

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

N/A.

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

The following information is provided to each respondent:

“YOUR PRIVACY IS PROTECTED: The information requested in this form is needed to determine if our recruitment efforts are reaching all segments of the country, as required by Federal law. This is vital information not available from any other source. We can only get it directly from you.

Your voluntary responses are considered confidential and treated accordingly. They are not released to the selecting official(s) or to anyone else who can affect your application, nor to the public.

The only information associated with your name in our data collection system is whether you have provided the requested information, so that we can ensure that we only account for one data submission per person, per vacancy. Your responses are stored as a tally for the group of all applicants for this vacancy.”

In addition, the “Paperwork Reduction Act and Public Burden Statements” and the “Privacy Act Statement” are supplied to the respondents.

**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.**

N/A.

**12. Provide estimates of the hour burden of the collection of information.**

5 minutes per response.

**13. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information.**

N/A.

**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, and any other expense that would not have been incurred without this collection of information.**

N/A.

**15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I.**

N/A.

**16. For collections of information intended for publication, outline plans for tabulation and publication.**

There are no plans for tabulation and/or publication.

**17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display may be inappropriate.**

N/A.

18. **A. Explain each exception to the certification statement identified in item 19, “Certification for Paperwork Reduction Act Submissions” of OMB Form 83-I.**

N/A

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

This collection does not employ statistical methods; i.e., N/A.