

Supporting Statement for FTC Administrative Activities
OMB Control No. 3084-0047

The Federal Trade Commission (“FTC” or “Commission”) is seeking renewal of its existing Administrative Activities clearance. This clearance consists of the burden attributable to (a) applications to the Commission, including applications and notices contained in the Commission's Rules of Practice (primarily Parts I, II, and IV); (b) the FTC’s consumer complaint systems; (c) the FTC’s program evaluation activities and; (d) the FTC’s Applicant Background Form. Each answer below is broken into subsections relating separately or collectively to (a)-(d) as noted and as necessary. The vast proportion of the Paperwork Reduction Act (“PRA”), 44 U.S.C. 3501-3520, burden for the existing clearance is attributable to the FTC’s consumer complaint systems.

B. DISCUSSION OF STATISTICAL METHODS TO BE USED FOR APPLICANT BACKGROUND FORM.

(a)-(c)
Not Applicable.

(d) Applicant Tracking Form

(1) & (2) Description of Sampling Methodology and Information Collection Procedures

_____As described in our answer to Specification A(12) above, the FTC’s Human Resources Management Office surveys job applicants on their ethnicity, race, and disability status in order to determine if recruitment is effectively reaching all aspects of the relevant labor pool, in compliance with management directives from the Equal Employment Opportunity Commission.

The total respondent universe is 7,000 job applicants. The Applicant Background Form will be provided to applicants as part of the electronic and paper application packages. All applicants will have the opportunity to complete the form, but applicants will not be required to do so. The FTC’s Equal Employment Opportunity Office will use the information in summary form to determine trends over many selections within a given occupational or organizational area. The format of the questions on race and ethnicity are consistent with OMB requirements and are comparable to those used by other agencies.

(3) & (4) Methods to Maximize Response Rates and (4) Reliability of Data/ Testing of Procedures or Methods Undertaken

_____As mentioned in the preceding section, the format of the questions are comparable to those used by other government agencies. At the present time, the FTC is not intending to

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follow-up with applicants who do not complete the form. The FTC will assess the response rate at a later date and will consider whether follow-up with applicants is needed.

(5) Individuals Consulted

The FTC's Human Resources Management Office, Equal Employment Opportunity Office, and Information and Technology Management Office have consulted internally regarding the design of the form and the process for collecting the information.