

Peace Corps Office of Communications
Hometown News Release Form
OMB Control Number 0420-xxxx
Supporting Statement

Section A: Justification

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.

1. The information requested is collected under the authority of the Peace Corps Act, 22 U.S.C. §2501 et seq., for the purposes of preparing news reports and other public information for the Peace Corps. The Peace Corps uses the Hometown News Release form to learn about Peace Corps invitees (applicants who have accepted an invitation from the Peace Corps to serve as Peace Corps Volunteers). It is an optional form that allows a future volunteer to share his or her background, and reasons for becoming a volunteer with the agency and with reporters from his or her local area.

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.

2. The Peace Corps' Press Office within the Office of Communications uses the information collected on the Hometown News Release Form to tell college and local media that someone from the college or community has decided to become a Peace Corps volunteer. By contacting local media and publicizing the work that Volunteers do in their country of service, we are furthering the Peace Corps' goals of cultural exchange and providing trained men and women in countries with need. In addition, publicizing why invitees choose to serve in the Peace Corps is a recruitment tool for the agency so we can continue to supply the best men and women to serve overseas.

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.

3. The Peace Corps has historically collected this information on a paper form mailed within the invitation kit to volunteers, although as the Peace Corps application system goes digital with the new DOVE system, this form will be submitted electronically to the Press Office through a web-based portal and will no longer be paper-based and submitted via mail. The Peace Corps will

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continue to provide a paper form to applicants, if requested, but our expectation is that applicants will complete and submit this information electronically, since 99% of Peace Corps applicants submit their other application materials electronically as well. Adopting this means of collection will reduce the burden to the public because applicants will no longer need to receive the paper form by mail, complete it by hand, carry it with them to their pre-departure event, and submit it to Peace Corps staff by hand. The Peace Corps will submit a revision request to OMB when the DOVE system enables electronic submission of this information.

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.

4. Information from Peace Corps invitees about their hometown news outlets is not collected or available in any other form in the agency. Information that the Press Office collects about why an applicant decides to Volunteer with the Peace Corps will be collected from the Hometown News Release form only. Volunteers are informed that information they provide in the Hometown News Form will be released publically, making this form very different than the confidential information that they provide during the Peace Corps application. Information of specific interest to college and local press-- for instance, how has your college/university prepared you for Peace Corps --will be collected by the form and released to press.

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.

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

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.

6. If Peace Corps were unable to collect the information requested on this form, the agency would not be able to publically release information to the media about why Americans have decided to become Peace Corps volunteers. Peace Corps invitees are given this option to share their decision to serve as a Volunteer with their families and local community by filling out this form.

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Explain any special circumstances that would cause an information collection to be conducted in a manner: * 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;

7. N/A. This information is only collected once.

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 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.

8. The agency's 60 and 30 day notice was published in the Federal Register on May 2, 2012, (77 FR 26051) and July 9, 2012, (77 FR 40387) respectively. No public comments were received.

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

9. No payment or gift is provided to respondents.

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

10. Peace Corps invitees who sign this form are provided no specific promise of confidentiality. In fact, they are informed that the information may be released to the media and the public. (The form is a written consent for such release.) However, the form will become a part of their Peace Corps applicant file, and applicants are informed that their applicant files will be maintained in accordance with the Privacy Act (5 U.S.C. § 552a). Specifically, applicant records are included in the Peace Corps' Privacy Act System of Records (PC-17).

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 persons from whom the information is requested, and any steps to be taken to obtain their consent.

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11. No questions of a sensitive nature are asked.

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 13.**

12. Estimated burden (hours) of the collection of information:

- | | | |
|----|--|-----------|
| a. | Number of Invitees:
(complete the application process) | 13,000 |
| b. | Approximate number of respondents annually: | 1,200 |
| c. | Frequency of response: | One time |
| d. | Completion time:
(9 Peace Corps staff members and interns filled
the form out. It takes an average of 9 minutes to complete) | 9 minutes |
| e. | Annual burden hours:
(9 minutes * 1,200/60 minutes) | 180 hours |

B. Cost to respondents:

\$21.74 average wage for all occupations (based on the Bureau of Labor Statistics' May 2011 National Occupational Employment and Wages Estimates) x 180 annual burden hours = \$3,913.20 total cost to respondents (\$21.74 x 180 = \$3,913.20)

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Provide an estimate for the total annual cost burden to respondents or recordkeepers 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 collections 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 10/95 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.**

13. There is no total annual cost burden to respondents or record keepers.

Provide estimates of annualized costs 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 may also aggregate cost estimates from Items 12, 13, and 14 in a single table.

14. TOTAL COSTS in the DOVE System: \$0

There will be no printing, mailing, or return postage costs incurred.

The Press Relations Office uses unpaid interns to review Homeowner forms as well as write Hometown press releases. The estimated cost to onboard an intern is listed below:

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Public Affairs Specialist (PA Specialist) spend an average 20 hours per year hiring/recruiting interns (20 hours / 2087 work hours per year = 1% per year)

\$20 hourly wage X 20 hours spent per year hiring/recruiting \$400
(\$42,637 PA Specialist average annual salary / 2087 work hours)

Set of Interns spend about 50% of their time working on Hometown forms

Cost to recruit interns for hometown form
Total recruiting cost* 50% of intern's time = \$400 * 50% \$200

Total estimate in labor costs per year in producing Hometown \$200

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

15. This is an information collection currently in use without OMB approval.

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.

16. This information will not be published for statistical use.

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

17. The agency will display the expiration date for Office of Management and Budget approval of the information collection on all instruments.

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

18. The agency is able to certify compliance with all provisions under Item 19 of OMB Form 83-I.