

## **SUPPORTING STATEMENT FOR PRESIDENTIAL MANAGEMENT FELLOWS (PMF) PROGRAM APPLICATION**

Justification:

1. **Explain the circumstances that make the collection of information necessary.**

The PMF Program authority changed with Executive Order 13562, Recruiting and Hiring Students and Recent Graduates (Presidential Management Fellows Program), signed by President Barack Obama on December 27, 2010. The Executive Order authorizes OPM to provide appropriate program related procedures for the recruitment, screening, placement, and continuing career development of outstanding men and women from a variety of advanced degree programs and academic disciplines. Applicants must demonstrate an exceptional ability for, as well as a clear interest in and commitment to, excellence in the leadership and management of public policies and programs. Regulations governing the administration of the program are found at 5 CFR part 362. Other associated regulations which address the PMF Program are found at 5 CFR 213.3402; 5 CFR 315.201; and 5 CFR 315.708. Additional minor references to the PMF Program are found in 5 CFR 297.501; 5 CFR 537.104; and 5 CFR 550.703.

Changes to data collection listed within the categories of records for this system include the following: (1) elimination of nominations by accredited educational institutions (hence, the elimination of Nominee status for applicants); (2) the added collection of academic transcripts for verification of eligibility; and (3) the collection of Applicant Flow Data in the TAS in accordance with the approved Office of Management and Budget Approval #3046-0046. As part of its effort to revamp the PMF Program, the program office sought to improve the applicant experience and improve the data collection systems by contracting with a private talent acquisition system provider.

2. **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.**

The information collected is used by OPM's PMF Program Office to obtain applicant data in support of a nationwide competitive selection process. Notices are sent to educational institutions and other academic stakeholders announcing the application period each year.

Students must complete a graduate degree (master's, law, or doctoral-level degree) from a qualifying college or university during the academic year or have completed a qualifying degree within the prior two years of the announcement opening. The Job Opportunity Announcement is posted on USAJOBS and on the PMF website. Applicants will access and complete the on-line application via a link to the contractor hosted talent acquisition system.

Applicants will complete an on-line assessment in order to be considered as a Semi-Finalist. Semi-Finalists are invited to participate in a structured assessment center process. Selection as a PMF Finalist is based on a review of the Semi-Finalist's assessment center results.

Participating agencies are informed of the list of Finalists. The Finalists' resumes will be viewed by Federal agencies interested in appointing Finalists as Fellows. Resumes are electronically available and secured, requiring agencies to register online for access. Those applicants not selected as Finalists would still have the opportunity to seek other Federal Government job opportunities through the Pathways Programs Recent Graduates.

- 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.**

Applicants will access the electronic Talent Acquisition System (TAS) application through a link on a USAJOBS announcement or on the PMF website. All applicant data is entered in the electronic system. Applicants are required to include both a resume and transcript in their application. They may upload it in the TAS system or fax it with a pre-populated cover sheet that links to their application.

- 4. 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.**

Applicants are required to provide a social security number. The TAS does not permit a duplicate social security number to be entered in the system. The PMF application process is a standalone system and is not integrated with other application systems.

- 5. If the collection of information impacts small businesses or other small entities, describe the methods used to minimize the burden.**

Not applicable.

- 6. Describe the consequence to Federal program or policy activities if the collection is not collected or is collected less frequently, as well as any technical or legal obstacles to reducing burden.**

The collection of this information is essential to facilitate an applicant's participation in the PMF Program and the annual selection and placement of PMF Finalists into Federal agencies.

- 7. Explain any special circumstances that would cause an information collection to be conducted in a manner inconsistent with the guidelines in 5 CFR 1320.6.**

Not applicable.

- 8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB.**

On June 28, 2012, a 60 day Federal Register PRA notice was published at 77 FR 38681. OPM received the following comments: 5 requests for the ICR; 2 requests for the date of the application period; and 1 inquiring about the type of resume that would be accepted. One individual provided specific recommendations for edits to the questions and the way the information is being collected. The application is a commercial off-the-shelf system and has limited ability for change. On October 9, 2012, a 30 Day Federal Register PRA notice was published at 77 FR 60160. On October 11, 2012, a 30 Day Federal Register SORN notice was published at 77 FR 61791.

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

Not applicable.

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

Personal information is protected through the Privacy Act (5 USC552a) that applies to the collection of personal data. Computerized systems adhere to current information technology and security policies and requirements. All contractor personnel with a need to access data records in this system undergo a background security investigation prior to being granted access. All of that provider's officials having access to the PMF system will undergo an adjudication, pursuant to the terms of the contract, of their fitness to have access to work of this nature and to assess their fitness to perform this work, based upon an appropriate background investigation. In addition, contractor personnel are required by the terms of the contract to adhere to relevant provisions of the Privacy Act.

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.**

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

We estimate 25,000 respondents will apply to the upcoming PMF Class of 2013 application cycle. We estimate it will take applicants 13 minutes to complete the application portion. The annual estimated burden for completing the application is 5417 hours.

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

There is no cost to the applicant.

**14. Provide estimates of annualized cost to the Federal government.**

Annual costs are approximately \$280,000 to partner with the private vendor for license fees; track, monitor, and process the vacancy announcement; and, provide technical support during the application process.

We are partnering with the USAJOBS during the application cycle to host the vacancy announcement. There are no additional costs for this as part of OPM's agreement.

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

The PMF Program wanted to provide a more streamline application process that provides applicants with an experience equal to the status of the program. Significant improvement was needed to improve the functionality and prestige of the application process. With the creation of Pathways Programs, the PMF Program expects the number of applicants to significantly increase as the eligibility is now open for an additional two years. Much of the work that was previously performed by contracted employees will now be performed by the PMF Program office staff.

**16. For collections of information whose results will be published, outline plans for tabulation and publication.**

Not applicable. The results of this information collection are not published.

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

Not applicable.

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

No exceptions.