

**Peace Corps
Volunteer Recruitment and Selection
Peace Corps Volunteer Application Form
OMB Control Number 0420-0005
Supporting Statement**

Section A: Justification

1. 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.

The Peace Corps Act, in 22 U.S.C. 2504(a), gives the Peace Corps the authority to set the terms and conditions for enrollment of individuals as Peace Corps Volunteers. Further description of those terms and conditions, in 22 CFR Part 305, include the need for particular skills, experience, medical condition, and other characteristics.

The Peace Corps Office of Volunteer Recruitment and Selection (VRS) is responsible for recruiting individuals to serve in the Peace Corps. The Volunteer application is the mechanism by which interested members of the public apply to serve in the Peace Corps. The Peace Corps uses the application as the tool to collect information from the applicant that it will use to determine whether an individual has the qualifications to serve as a Peace Corps Volunteer.

The Peace Corps Volunteer application is divided into several sections:

- Name and contact Information

This information is collected to ensure that the Peace Corps is able to contact applicants during the application process.

- Eligibility

This section includes questions aimed at collecting information on a number of subjects that are relevant to determining whether applicants have the proper qualifications for Peace Corps service:

- o Date of birth because applicants must be over 18 years old to serve in the Peace Corps.

- o US citizenship because you must be a US citizen or national to serve with the Peace Corps.
- o Information about an applicant's marital and partnership status and plans to serve with or without their spouse or partner is necessary for purposes of assignment and placement.
- o Information about an applicant's military history is necessary to ensure that there are no current obligations.
- o Information about an applicant's legal/criminal history is necessary to ensure that they have no outstanding obligations or responsibilities to the justice system, and for purposes of the statutorily required background check, per 22 USC § 2519.
- o Information about an applicant's intelligence background is necessary to implement the Peace Corps' longstanding policy of maintaining separation between itself and agencies engaging in intelligence activities.

- Skills and Experience

This section allows the applicant to submit a resume or answer questions about the applicants' employment, education and language skill levels. This information is used to determine whether the applicants have adequate skills and experience, and to determine the types of volunteer positions to which applicants could be assigned.

- Interest and Availability

This information is used in determining appropriate placements for applicants.

- References

The information from references is necessary to provide outside verification of qualifications.

- Motivation Statement

The statement is aimed at providing the Peace Corps with information about an applicant's sincere desire to serve and his/her understanding of and/or experience with living in and adapting to other cultures.

- Request for Racial and Ethnic Data (optional). This information is used for statistical purposes only.

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 Volunteer Application is used by the Peace Corps to collect essential information from individual applicants, including technical and language skills, and availability for Peace Corps service. The information is used by the Peace Corps Office of Volunteer Recruitment and Selection (VRS) in its assessment of an individual's qualifications to serve as a Peace Corps Volunteer, including practical and cross-cultural experience, maturity, motivation and commitment. Selection for Peace Corps service is based on that assessment.

The Peace Corps has collected similar information for many years. The Peace Corps has historically received more applications than it has Peace Corps Volunteer positions to fill. The information in the application has been (and is being) used by VRS staff to evaluate the qualifications of applicants and to make selection decisions.

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, 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.

The Peace Corps Volunteer application is an electronic document accessed through the Peace Corps website. Volunteers apply on-line. The information provided by the applicant is collected electronically and becomes part of the applicant's record. Details on the Peace Corps' Privacy Impact Assessment are attached to this document, and are available on the Peace Corps website at www.peacecorps.gov/foia. Applicant data captured in the Peace Corps Application is stored in a Type 2 data center, in compliance with SAS 70 Type II.

The application employs the use of information technology to make the transmission and collection of that data electronic, reducing time for applicants and the use of agency resources. Drop-down and cascading menus also reduce burden to applicants and staff because they allow for the uniform indication of select names, titles, universities, etc. Staff will not have to spend time reconciling individual applicants' selections that could otherwise be stated in a variety of ways (for example, OSU versus Ohio State University versus the Ohio State University). It also is designed to improve the quality of the information collected, by ensuring that the same information is received from all applicants.

For those people who do not want to or who cannot submit the application electronically, a hard copy version of the application will be available.

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.

The application is the only document of its type used by the Peace Corps and is the initial interaction with individuals interested in applying to the Peace Corps. The electronic, web-based nature of the application allows for staff in multiple offices, domestic or overseas, to view the same information without having to ask applicants to provide it again.

Peace Corps Response is a separate Peace Corps-related volunteer opportunity for short-term volunteer assignments. These assignments are typically reserved only for applicants who have previously served as Peace Corps Volunteers or who have ten years of professional experience in a particular field, and most assignments are 3-6 months in duration. Peace Corps Response has a separate application with questions that are more appropriate for applicants entering short-term assignments than questions in the Peace Corps Volunteer application that are meant to assess someone's qualifications for 27-month assignments.

5. 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.

NA

6. 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.

Countries overseas request the Peace Corps to provide particular types of trained Volunteers to serve in their countries. Those Peace Corps Volunteers represent the United States in those countries overseas. In order to ensure that the applicants selected as Volunteers have the appropriate skills, experience and other qualifications from among the many individuals interested in Peace Corps service, the Peace Corps uses the Volunteer Application as the mechanism to collect information, to select the best Volunteers, and to identify the assignments in the best interests of the Volunteers, Peace Corps, and the host countries.

7. 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;
- * requiring respondents to submit more than an original and two copies of any document;
- * requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records, for more than three years;
- * in connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;
- * requiring the use of a statistical data classification that has not been reviewed and approved by OMB;
- * that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or
- * requiring respondents to submit proprietary trade secrets, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.

No special circumstances exist that require the information collection to be conducted in a manner inconsistent with the guidelines in 5 CFR 1320.6.

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 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.

Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years - even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

The agency's 60-day notice was published in the Federal Register on December 12, 2013, 78 FR 75580. No public comments were received during the 60-day period. The 30-Day notice was published February 18, 2014, 79 FR 9288.

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

There is no payment or gift provided to respondents.

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

No assurance of confidentiality beyond that provided by the Privacy Act is provided to respondents. Please see the attached Privacy Impact Assessment for more detailed information. Any material or records that contain personal information on an individual, whether filed in a system of records or any other Agency file, will be treated in a confidential manner. Distribution of such information will only be to staff members on a need-to-know basis or as authorized by statute, regulation, or a routine use published in the Agency's rules and regulations.

Distribution of forms, documents, and letters containing personal information originated by Peace Corps staff will be made only as necessary.

Forms, documents and letters containing personal information received from outside Peace Corps will be distributed only to those staff members having need of such information.

Contents of records systems will be divulged outside the Agency only for appropriate routine uses as published in the Federal Register and as allowed by Agency regulation under 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 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.

The Peace Corps asks the following questions which can be considered of a sensitive nature. These questions make it possible for Peace Corps to determine

whether the applicant might be neglecting legal responsibilities while serving as a Volunteer.

- Have you ever been cited for, arrested, charged with, or convicted of any offense? Exclude minor traffic violations, citations, and parking tickets.
- Are you on probation?
- Are you currently involved in any court proceedings (civil or criminal) that will require your participation (as a plaintiff, defendant, or witness) during the time you would be serving as a Peace Corps Volunteer?
- Have you or a family member ever been employed by or connected with an intelligence agency, or engaged in intelligence activity or related work?

12. 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.**

a. Estimated number of respondents	20,000
b. Estimated average burden per response	1 hour
c. Frequency of response	one time
d. Annual reporting burden	20,000 hours
e. Number of applications received electronically (99%)	19,800
f. Number of applications received in hard copy (1%)	200

The average burden per response was estimated using feedback from a small (less than 10) sample population. The estimated total reporting burden is simply the estimated number of respondents multiplied by the estimated average burden per response.

The average reporting burden per section was estimated using feedback from a small (less than 10) sample population. We estimate that it will take each applicant one hour to complete the application. If an application is completed in hard copy, the data from the application will be inputted into Peace Corps' system by staff, and the original copy of the application will be scanned and attached to the applicant's electronic record.

13. 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 and14).

* 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 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.

There will be no cost to respondents. Peace Corps will provide them a return envelope that covers postage.

14. 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.

Hosting new 2xB staging and production instances	24,000
Project Management/gap analysis/requirements definition	75,000
Detailed Designed/prototyping	75,000
FISMA security documents and assessment	50,500
Additional security for new FedRAMP requirements	125,000
PCV acceptance testing support	75,000
2xB production ready includes migration/integrations, etc.	600,000
Training Materials	100,000
Integration rework (ESB/PCVDBMS - EBSS Biztalk contractor)	50,000
MAXx Integration rework (EBSS CRM developer contractor)	150,000
Map-Driven content/integration with peacecorps.gov (Office of Comms.)	250,000
Total: Application Process	1,574,500

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

The cost listed at item 14 is the total cost to revise the application. The agency decided to simplify the application form and the application process to reduce the burden on applicants and to eliminate the collection of information which applicants don't need to provide.

16. 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.

The information collected will not be quantified and/or 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.

NA

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

NA

Section B: Collections of Information Employing Statistical Methods

This collection of information does not employ statistical methods.