

**SUPPORTING STATEMENT FOR PAPERWORK REDUCTION SUBMISSION,  
APPLICANT SURVEY (OMB APPROVAL NO. 3145-0096)**

A. Justification for Collection of Data

**1. CIRCUMSTANCES MAKING COLLECTION OF INFORMATION NECESSARY**

This data collection is needed to ensure compliance with Federal laws and regulations which mandate equal opportunity in the recruitment of applicants for Federal employment.

Solicitation of this information is authorized by Section 2000e-16 of Title 42 of the U.S. Code, which requires that agency employment practices be made free from discrimination and provide equal employment opportunity for all and by Section 7201 of Title 5 of U.S.C., which authorizes agencies to conduct affirmative recruitment for those occupations and grades within their workforce in which there is underrepresentation of minorities and women and to make statistical determinations under the Federal Equal Opportunity Recruitment Program. Copies of the Federal statutes are attached.

**2. HOW, BY WHOM, AND PURPOSE FOR WHICH INFORMATION IS TO BE USED**

The data is collected in the National Science Foundation (NSF), Division of Human Resource Management and maintained by the NSF Office of Equal Opportunity Programs. The applicant survey form (NSF 1232) is programmed into the eRecruit system. When an applicant completes the one time registration, the survey form is also completed at that time. The Applicant Data is automatically processed by the eRecruit system. It is then retrieved by authorized officials of the Office of Equal Opportunity Programs and Division of Human Resource Management for analysis and reports (to ensure compliance with Equal Employment Opportunity Commission regulations and Federal laws).

Failure to collect this information will result in the NSF's inability to effectively examine the racial/sexual/disability composition of applicant pools. The analysis of applicant pools is necessary to determine if NSF's targeted recruitment efforts are reaching groups which are underrepresented in the agency's workforce.

**3. USE OF AUTOMATION**

Information technology is being used to collect all data. Storing the information electronically reduces the burden on agency employees and – together with files security– also prevents any possible misuse of the information by agency employees.

**4. EFFORTS TO IDENTIFY DUPLICATION**

No other method of determining the racial and ethnic designation of applicants is used within the Foundation.

**5. SMALL BUSINESS CONSIDERATIONS**

The collection of this information does not involve small businesses.

## **6. CONSEQUENCES OF LESS FREQUENT COLLECTION**

If the collection was done less frequently, it would hinder NSF's ability to analyze the racial, sexual and disability composition of applicant pools and identify possible trends in a timely manner.

## **7. COLLECTION INCONSISTENT WITH GUIDELINES IN 5 CFR 1320.6**

There are no special requirements relating to frequency, timing, or number of copies of responses.

## **8. FEDERAL REGISTER NOTICE**

The agency's notice for public comment was published in the Federal Register on April 1, 2014 (79 FR 18322). We received no comments from the public.

## **9. GIFTS OR REMUNERATION**

We do not pay or provide gifts to respondents.

## **10. CONFIDENTIALITY PROVIDED TO RESPONDENTS**

The privacy Act of 1974 (Public Law 93-589) mandates that personal information solicited from individuals completing Federal records and forms shall be kept confidential. The respondent is informed that response is voluntary, that individual selections for employment are not based on the information and that only authorized agency officials will have access to Social Security Numbers.

The questions regarding disability status are necessary because 5 U.S.C. Section 7201 requires Federal agencies to collect data on applicants with certain disabilities. This information is used to evaluate and improve NSF's recruitment of disabled persons and to ensure that our personnel practices meet the requirements of Federal law.

## **11. ESTIMATE OF BURDEN**

The average time to read and complete the form is three minutes. Experience shows that about 4,000 individuals complete the form when they apply to Foundation positions each year. Each respondent is estimated to take three minutes. Thus, the total annual burden to respondents is estimated at 200 hours.

### **ANNUALIZED COST TO RESPONDENTS**

There is no estimated annual cost to the respondent.

## **12. CAPITAL/STARTUP COSTS**

Not applicable.

**13.ANNUALIZED COST TO THE FEDERAL GOVERNMENT**

The total estimated annual cost to the Federal Government is \$683. A description of the method used to estimate the cost follows:

Retrieval and Analysis of Data (1 GS-13, \$43.25 per hour x 16 hours = \$692)	= \$692
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**14.CHANGES IN BURDEN**

The burden change is due to an adjustment based on a reevaluation of the amount of the time needed to complete the form. While the burden has gone up, a more accurate account of the time needed to complete the form is now accounted for.

**15. PUBLICATION OF COLLECTION**

This information will not be published.

**16. SEEKING APPROVAL TO NOT DISPLAY OMB EXPIRATION DATE**

We will display the OMB number, but request permission to not display the expiration date of OMB approval, as further changes to this form are not anticipated, and the cost of editing and reprinting could be avoided in the future.

**17. EXCEPTION(S) TO THE CERTIFICATION STATEMENT (19) ON OMB 83-I**

No exceptions.

**B. STATISTICAL METHODS**

Not applicable.

**Attachments:**

- 42 U.S.C. 2000e-16
- 5 U.S.C. 7201
- NSF Form 1232, Applicant Survey (June 2014)