

Peace Corps – Office of Office of Volunteer Recruitment and Selection
Form Name: Interview Rating Tool
OMB Control Number 0420-XXXX
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 evaluating individuals who apply to serve in the Peace Corps. VRS will use the interview rating tool to further assess the applicant to determine whether an individual has the proper qualifications to serve as a Peace Corps Volunteer.

- 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 Office of Volunteer Recruitment and Selection will use the information as an integral part of the selection process to learn whether an applicant possesses the necessary characteristics and skills to serve as a Volunteer. See 22 CFR Part 305.4 selection standards for Peace Corps volunteer service.

Peace Corps will use the interview as one of the factors for determining if an applicant should be invited into the Peace Corps. The interview gives us significant insight into the personal attributes that Peace Corps uses to select qualified applicants. The attributes include cultural agility, motivation and commitment, productive competence and emotional maturity/adaptability.

- 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 applicants will be asked the interview assessment questions verbally and the interviewer will use a computer to key in applicant responses into the Interview Rating

Peace Corps – Office of Office of Volunteer Recruitment and Selection
Form Name: Interview Rating Tool
OMB Control Number 0420-XXXX
Supporting Statement

Tool form during or following the interview assessment. The majority of the interviews will be conducted via internet video conference. In those rare instances that applicants are unable to participate via internet video conference, applicants will be asked to participate in a telephone interview.

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 information collected from an applicant during the interview will be recorded in an electronic format and will be new information and not otherwise available to be used or modified for the purpose described in item 2 above.

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.

The collection of information will not impact small businesses or other small entities in any capacity.

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.

If Peace Corps were unable to gather responses to the interview questions and record the information requested on this form, the agency would run the risk of sending poorly qualified or unqualified representatives into foreign countries. The communities where Peace Corps assigns Volunteers often observe closely the actions and behaviors of Volunteers, who are representatives of the United States.

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;**

Peace Corps – Office of Office of Volunteer Recruitment and Selection
Form Name: Interview Rating Tool
OMB Control Number 0420-XXXX
Supporting Statement

- * 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.**

There are no special circumstances that would cause an information collection to be conducted in such a manner as indicated in item 7 above.

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 notice was published in the Federal Register on June 16, 2014 [79 FR 34367]. No public comments were received during the 60-day period. The agency's 30-Day Federal Register Notice was published on August 22, 2014 [79 FR 49822].

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

Peace Corps – Office of Office of Volunteer Recruitment and Selection
Form Name: Interview Rating Tool
OMB Control Number 0420-XXXX
Supporting Statement

No payment or gift is provided to respondents.

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

Each applicant will receive an interview confirmation email from the Peace Corps confirming their interview with Peace Corps for a particular Volunteer assignment. The body of the email will include the following text:

In closing, I would ask that you please review the following Privacy Act statement related to the interview:

Privacy Act

The Peace Corps, an agency of the federal government, is required by the Privacy Act of 1974 (5 U.S.C. 552a) to advise you of the following information regarding this interview. The Privacy Act addresses the federal government's use of certain personal information in agency files. The interview is part of the application process for Peace Corps service.

A. This application is authorized by the Peace Corps Act (22 U.S.C. 2501 et seq.) as amended.

B. The interview will be used is to evaluate your suitability and qualifications to serve as a Peace Corps Volunteer.

C. This information may be used for the routine uses described in the Privacy Act, 5 U.S.C. 552a, and the Peace Corps' published Routine Uses, summarized in [Peace Corps' System of Records](#).

D. The participation in and completion of this interview is voluntary. However, failure to participate in or to complete the interview will result in the Peace Corps being unable to assess your qualifications and may preclude your consideration for the Peace Corps.

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.

Section XIV of the Interview Rating Tool form contains topics that could be categorized as of a sensitive nature. However, Section XIV of the Interview Rating Tool form is meant to be a conversation between the assessor and the candidate about the

Peace Corps – Office of Office of Volunteer Recruitment and Selection
Form Name: Interview Rating Tool
OMB Control Number 0420-XXXX
Supporting Statement

challenges that Volunteers face during service. A Volunteer’s successful and sustainable development work is based on the local trust and confidence that they build by living in, and respectfully integrating into, a host community and culture. This section of the interview is an opportunity for the assessor to provide specific examples of potential challenges and for the candidate to think about how he or she will manage these challenges. This section is not scored, but the conversation may provide information that will assist the assessor in making an ultimate determination regarding the candidate’s selection.

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.**

Estimated burden (hours) of the collection of information:

a) Number of Applicants	20,000
b) Estimated number of applicants who interview:	4500*
c) Frequency of response:	1 time
d) Completion time:	90 minutes
e) Annual burden hours:	6750 hours

*Estimated number of applicants who are interviewed using the interview assessment form decreased from 20,000 to 4,500 because the Peace Corp will only collect the interview assessment form information from those under final consideration for an invitation to serve as Peace Corps Volunteers.

Peace Corps – Office of Office of Volunteer Recruitment and Selection
Form Name: Interview Rating Tool
OMB Control Number 0420-XXXX
Supporting Statement

13. Provide an estimate for the total annual cost burden to respondents or record keepers 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.**

- a. There are no associated start-up costs as this is an existing business process.
- b. There are no costs associated with operation and maintenance and no costs to respondents.

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.

Peace Corps – Office of Office of Volunteer Recruitment and Selection
Form Name: Interview Rating Tool
OMB Control Number 0420-XXXX
Supporting Statement

Cost Calculations

Amount of hours Placement Officers Interviews Applicants (4,500 interviews x 90 minutes per interview)	6750 Hrs
Placement Officers Hourly Estimate to Process Applicant Interview (4,500 interviews x 150 minutes per interview for scheduling and paperwork)	11250 Hrs
Labor cost for interviews by Placement Officers (\$55,492 annual salary of a Placement Officer/2087 hrs = \$26.59 per hour) (\$26.59 hourly wage of a Placement Officer * 18000hrs)	\$478,620.00
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Total Labor Hours per Year	18000 Hrs
Estimate of Annualized Costs to Federal Government	\$478,620.00

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

The Interview Rating Tool has been in use without a control number since July 1, 2014. The Office of Volunteer Recruitment and Selection became aware that such a collection needed to have PRA clearance, and thus the Interview Rating Tool and supporting statement was submitted in June 2014 for the 60 day Federal Register Notice publication.

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.

This information will not be published for statistical use.

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.

The Peace Corps will display the expiration date in accordance with OMB regulations.

Peace Corps – Office of Office of Volunteer Recruitment and Selection
Form Name: Interview Rating Tool
OMB Control Number 0420-XXXX
Supporting Statement

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

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

Section B: Collection of Information Employing Statistical Methods

The Peace Corps does not employ statistical methods as it relates to the collection of information via the Interview Rating Tool.