

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

Section A: Justification

1. Circumstances that make the collection of information necessary.

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.

Nearly 2 years ago the agency made major overhauls to VRS' business processes. Throughout this period, we have gathered sufficient data to help us understand which aspects of the application that need refinement. With the candidate experience as a top priority, we request for the approval to update the manner in how we collect information. These updates will ensure more accuracy for our assessment and selection processes and reduces burden from our applicants by no longer requesting unnecessary information.

2. By whom, how, and for what purpose the information is to be used.

The information collected by 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 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. Consideration of the use of improved information technology.

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 available on the Peace Corps website at

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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.

4. Efforts to identify duplication. Why similar information cannot be used.

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 had 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. Methods to minimize the burden to small business if involved.

N/A

6. Consequences to the Federal program if collection were conducted less frequently.

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 the information collection to be conducted in a manner inconsistent with guidelines.

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

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8. Consultation.

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 FOIA Officer will provide the Federal Register information.

****If you consulted with anyone outside the agency about the information collection please provide that information here. ****

N/A

9. Explain any decision to provide any payment or gift to respondents.

There is no payment of gift provided to respondents.

10. Describe any assurance of confidentiality provided to respondents.

No assurance of confidentiality beyond that provided by the Privacy Act is provided to respondents.

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11. Additional justification for any questions of a sensitive nature.

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 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?
- Do you have any other legal incidents to report?
- Have you or a family member ever been employed by or connected with an intelligence agency, or engaged in intelligence activity or related work?

These questions are necessary for the evaluation of applicants' suitability and qualifications to serve as a Peace Corps Volunteer. Applicants are offered the Privacy Act of 1974 (5 U.S.C. 552a), the Paperwork Reduction Act Burden Statement and statement of non-discrimination towards the end of the application.

12. Estimates of reporting and recordkeeping hour and cost burdens of the collection of information.

* 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 Respondents	23,000
b. Frequency of response:	one time
c. Completion time:	60 minutes
d. Annual burden hours:	23,000 hours

The estimated total reporting burden is simply the estimated number of respondents multiplied by the estimated average burden per response.

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.

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13. Estimates of annualized capital and start-up costs.

* 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.

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The estimated start-up costs were as follows:

There will be no cost to respondents.

14. Estimates of annualized Federal Government costs.

Year operations & maintenance	\$200K
Design, build, test & deploy v 2.0	\$132K
Total	\$332K

15. Explanation of change in burden.

N/A

16. Information collections data planned to be published for statistical use.

The information collected will not be quantified and/or published.

17. Explanation for seeking not to display the expiration date for OMB approval of the information collection.

N/A

18. Exception to the certification statement.

N/A

SEE NEXT PAGE FOR SECTION B. GO!

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If you checked “Does this ICR contain surveys, censuses or employ statistical method” on the OMB 83-I, the following questions should be answered. Note if any of the methods listed below do not apply to the proposed information collection please note “N/A” and provide a brief explanation.

B: COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

This collection of information does not employ statistical methods.

1. Respondent universe and sampling methods.

2. Procedures for the collection of information.

Describe the procedures for the collection of information including:

- * Statistical methodology for stratification and sample selection,
- * Estimation procedure,
- * Degree of accuracy needed for the purpose described in the justification,
- * Unusual problems requiring specialized sampling procedures, and
- * Any use of periodic (less frequent than annual) data collection cycles to reduce burden.

3. Methods to maximize responses rates and deal with nonresponse.

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4. Tests of procedures or methods to be undertaken.

Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of test may be submitted for approval separately or in combination with the main collection of information.

5. Individuals consulted on statistical aspects and individuals collecting and/or analyzing data.

Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.