

# Supporting Statement Part A

OPM Form 1203-FX, Occupational Questionnaire

OMB Control Number: 3206-0040

Justification – Part A Supporting Statement

## 1. The Information

The Occupational Questionnaire, OPM Form 1203-FX is necessary to collect information from applicants about their background when applying for Federal employment. Collection of this information has been previously approved and the emergency clearance process is not making changes to the previously approved form.

## 2. Need for the collection

OPM is responsible for open competitive examinations for admissions to the competitive service in accordance with section 3304 of title 5, United States Code. OPM is specifically authorized to collect such information as required to carry out its responsibility to examine applicants for competitive service positions. Section 1104 of title 5 allows OPM to authorize agencies to rate applicants for Federal jobs.

## 3. Information Use

Under continuing efforts to modernize and streamline the Federal examining system, many job vacancies are filled from applicants whose applications reside in an electronic inventory. OPM has expanded the use of automated staffing systems in order to more effectively identify the best qualified applicants to meet agency staffing needs. With this form we collect information from applicants regarding their background and experience. The information collected on this form is loaded to computerized applicant inventories, which enables automated screening of applicants based on employment availability and qualifications. Collection of applicant information with this form permits OPM to make faster and more appropriate selections of applicants in order to meet agencies' specific recruiting needs.

## 4. Respondents

The respondents will be individuals.

## 5. Information Collection Method

The information must be collected from all job applicants. Most applicants enter this information using a user-friendly online application via the internet. At least 95% of applicants use the electronic means when applying for Federal jobs. The paper version of the form is used by job applicants who cannot or will not use the electronic means of applying. Forms are available on OPM's Forms web site (<http://www.opm.gov/forms>) and via a "Forms" link on OPM's USAJOBS web site (<http://www.usajobs.opm.gov>).

## 6. Project Schedule

This section is not applicable.

**7. Duplication**

OPM is the sole authority to collect this information, therefore, duplication is minimized.

**8. Minimizing Burdens on Small Businesses**

This section is not applicable.

**9. Consultation Outside of the Agency**

This section is not applicable.

**10. Payment or Gift to Respondents**

This section is not applicable.

**11. Justification for Sensitive Questions**

This section is not applicable.

**12. Burden Estimate**

Due to the fact that this form is used to collect qualifications information for a variety of occupations, as well as the varying levels of experience of the applicants, completion time varies. The burden estimate is also affected by the number of occupational questions for a specific vacancy announcement and the type of questionnaire designed by the user. The average completion time is 40 minutes for the 1203-FX; yielding an estimated annual burden of 7,600,000 hours.

**13. Cost to the Federal Government**

The annualized cost to the Federal government of the 1203-FX is estimated at \$1,048,900, which is only \$0.09 per application. This cost includes overhead, direct labor, forms design, development, and printing.

**14. Expiration Date for OMB Approval**

We do not seek approval to not display the expiration date.

**15. Privacy and Confidentiality**

Privacy Act statement to be included remains unchanged from previous versions of the form and can be found below.

**16. Statistical Classification**

The position title of the position to which an applicant is applying and geographic availability are included on the 1203-FX collection.

**17. Classification System**

The 1203-FX uses the USAJOBS classification system in collecting both Occupation/Job Title and Geographic areas. This is a requirement of the automated interconnection with the USAJOBS system.

**18. Surveys, Censuses, and Other Collections that Employ Statistical Methods**

This section is not applicable.

## **Public Burden Statement**

We estimate the public reporting burden for this collection will vary from 20 to 45 minutes with an average of 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. Send comments regarding the burden statement or any other aspect of the collection of information, including suggestions for reducing this burden to: U.S. Office of Personnel Management (OPM), OPM Forms Officer (3206-0040), Washington, DC 20415-7900. The OMB number, 3206-0040, is currently valid. OPM may not collect this information, and you are not required to respond, unless this number is displayed. Do not send completed application forms to this address. Follow directions provided in the vacancy announcement(s).

# Privacy Statement

The U.S. Office of Personnel Management (OPM) and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. Section 1104 of title 5 allows the OPM to authorize other Federal agencies to rate applicants for Federal jobs. We need the information you put on this form to see how well your education and work skills qualify you for a Federal job. We also need information on matters such as citizenship and military service to see whether you are affected by laws we must follow in deciding who may be employed by the Federal government.

We must have your Social Security Number (SSN) to identify your records because other people may have the same name and birthdate. The OPM may also use your SSN to make requests for information about you from employers, schools, banks, and others who know you, but only as allowed by law or Presidential directive. We request your SSN under the authority of Public Law 104-134 (April 26, 1996). This law requires that any person doing business with the Federal government furnish an SSN or tax identification number. This is an amendment to title 31, Section 7701.

The information we collect by using your SSN will be used for employment purposes and also for studies and statistics that will not identify you. Information we have about you may also be given to Federal, State and local agencies for checking on law violations or for other lawful purposes. We may send your name and address to State and local Government agencies, Congressional and other public offices, and public international organizations, if they request names of people to consider for employment. We may also notify your school placement office if you are selected for a Federal job. Giving us your SSN or any of the other information is voluntary. However, we cannot process your application, which is the first step toward getting a job, if you do not give us the information we request. In addition, incomplete addresses and Zip Code(s) will slow processing.

We may confirm information from your records with prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals. The Privacy Act of 1974, 5 USC 552a, provides protection to individuals by ensuring that personal information collected by Federal agencies is limited to that which is legally authorized and necessary and is maintained in a manner which precludes unwarranted intrusions upon individual privacy.