

**Peace Corps Office of Volunteer Recruitment and Selection
2018-19 Campus Ambassadors Onboarding form
OMB Control Number 0420-****
Supporting Statement**

General Instructions

A Supporting Statement, including the text of the notice to the public required by 5 CFR 1320.5(a)(i)(iv) and its actual or estimated date of publication in the Federal Register, must accompany each request for approval of a collection of information. The Supporting Statement must be prepared in the format described below, and must contain the information specified in Section A below. If an item is not applicable, provide a brief explanation. When the question “Does this ICR contain surveys, censuses or employ statistical methods” is checked "Yes", Section B of the Supporting Statement must be completed. OMB reserves the right to require the submission of additional information with respect to any request for approval.

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.

Campus Ambassadors are college students that work with recruiters to promote Peace Corps on campuses throughout the United States.

Peace Corps has received overwhelming interest from college students. For the last two years Peace Corps has managed close to one-thousand requests from college students to become campus ambassadors.

Administratively, Peace Corps needs an approved onboarding form to collect students' mailing addresses and t-shirt sizes to send them a promotions kit after they have accepted our offer to become Peace Corps Campus Ambassadors.

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 information will be used by the Office of University Programs to collect name, mailing address, school and t-shirt sizes to send out a promotional kit to students that have accepted our offer to become a campus ambassador.

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

Peace Corps Office of Volunteer Recruitment and Selection
2018-19 Campus Ambassadors Onboarding form
OMB Control Number 0420-****
Supporting Statement

of collection. Also describe any consideration of using information technology to reduce burden.

The onboarding form will be built out on PCrm 2.0. Applicants will submit questions electronically.

PCrm 2.0 is a technology that already exists at Peace Corps. This technology will ensure that the University Programs Office has easy access to campus ambassador information to place orders for t-shirts and other kit materials. Using this technology will greatly reduce the burden of downloading individual forms, saving numerous hours.

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.

Peace Corps Campus Ambassadors is a unique program at Peace Corps. No other offices utilize college students to promote Peace Corps on campus.

5. If the collection of information impacts small businesses or other small entities describe any methods used to minimize burden.

Not applicable.

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.

The collection is limited to once a year for a 4-week period. Without an electronic, online form, it may not be possible to run the Campus Ambassadors Program as Peace Corps has 500+ students accept our offer to become campus ambassadors.

The only alternative would be to post a Word document on the website, and have students email their complete onboarding form to an email account. This method would greatly increase the chance for human error, as well as add an incredible time burden. In addition, Peace Corps would likely see a dramatic drop in students accepting our offer as they are accustomed to filling out forms electronically, and online. In sum – the program would see a decrease in the quality, quantity and diversity of applicants.

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;

Peace Corps Office of Volunteer Recruitment and Selection
2018-19 Campus Ambassadors Onboarding form
OMB Control Number 0420-****
Supporting Statement

- * 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.

There are no special circumstances that would cause an information collection to be conducted in a manner as described 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 60-Day notice was published in the Federal Register on September 29, 2017[82 FR 45631]. No public comments were received during the 60-day period. The agency's 30-Day Federal Register Notice was published on December 29, 2017 [82 FR 61803]. No public comments were received during the 30-day period.

**Peace Corps Office of Volunteer Recruitment and Selection
2018-19 Campus Ambassadors Onboarding form
OMB Control Number 0420-****
Supporting Statement**

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

Does not apply.

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

Does not apply.

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.

Does not apply.

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.**

Below is a table taken from the OMB form "Request for Approval under the 'Generic Clearance for the Collection of Routine Customer Feedback.'" This table shows the estimated number of respondents, frequency of response, and participation time. Using the formula on this form, the estimated burden is 167.

To calculate the annual hour burden, four staff members filled out a mock onboarding form. The amount of time it took to fill out the onboarding form was averaged. Peace Corps does not expect the hour burden on respondents to vary.

Peace Corps Office of Volunteer Recruitment and Selection
 2018-19 Campus Ambassadors Onboarding form
 OMB Control Number 0420-****
Supporting Statement

BURDEN HOURS

Category of Respondent	Estimated No. of Respondents	Frequency of response	Participation Time	Burden
Survey (1) Individuals or Households (secondary form)	1,000	1x per year	10 minutes	167
Totals	1,000	1x per year	10 minutes	167

*** 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.**

FEDERAL COST: The estimated annual cost to the Federal government is \$116.52

- Peace Corps Staff Annual Hourly Estimate to Process/Analyze Forms: 4 hours
- Annual Labor Cost for Survey Processing/Analysis by Peace Corps Program Specialist: \$116.52 (\$60,794 annual salary of a Program Specialist/2087 hrs = \$29.13 per hour) (\$29.13 hourly wage of a Program Specialist * 4 hrs = \$116.52)

13. Provide an estimate for the total annual cost burden to respondents or record-keeper's 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.**

Peace Corps Office of Volunteer Recruitment and Selection
2018-19 Campus Ambassadors Onboarding form
OMB Control Number 0420-****
Supporting Statement

*** 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.**

Does not apply.

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.

FEDERAL COST: The estimated annual cost to the Federal government is \$116.52

- Peace Corps Staff Annual Hourly Estimate to Process/Analyze Forms: 4 hours
- Annual Labor Cost for Survey Processing/Analysis by Peace Corps Program Specialist: \$116.52 (\$60,794 annual salary of a Program Specialist/2087 hrs = \$29.13 per hour) (\$29.13 hourly wage of a Program Specialist * 4 hrs = \$116.52)

15. Explain the reasons for any program changes or adjustments reported on the burden worksheet.

Does not apply.

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.

Does not apply. The results will not be published publicly.

Peace Corps Office of Volunteer Recruitment and Selection
2018-19 Campus Ambassadors Onboarding form
OMB Control Number 0420-****
Supporting Statement

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.

Does not apply.

18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions".

Does not apply.

Peace Corps Office of Volunteer Recruitment and Selection
2018-19 Campus Ambassadors Onboarding form
OMB Control Number 0420-****
Supporting Statement

Section B. Collection of Information Employing Statistical Methods

1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

As this is an onboarding form, respondents would self-select to complete the requested questions. On average, Peace Corps has received between 500-600 onboarding forms per year.

2. 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.**

Does not apply.

3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.

Does not apply. As this is an onboarding form, respondents would self-select to complete the requested questions. However, Peace Corps University Program staff as well as Peace Corps Recruiters would follow-up with selected students that have not responded via email.

4. 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.

Peace Corps Office of Volunteer Recruitment and Selection
2018-19 Campus Ambassadors Onboarding form
OMB Control Number 0420-****
Supporting Statement

A number of tests will be conducted to minimize the burden on the applicants. Peace Corps intends to ask multiple staff members familiar with the program to test and provide feedback on the onboarding form. One of the reasons Peace Corps is requesting an official, electronic application is to reduce the burden on the selected students.

5. 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.

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