

Peace Corps
Office of Volunteer Recruitment and Selection
Rating Tool Interview Form
OMB Control Number 0420-0555
Supporting Statement

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 the assessment and selection of eligible applicants for Peace Corps Volunteer service.

Many more individuals apply for service than can be accepted. Therefore, VRS evaluates applicants to select the best qualified among eligible applicants. The Peace Corps uses the Rating Tool Interview form (known hereafter as the interview) to confirm applicants' eligibility, and assesses their relative skills, qualifications, and personal attributes, such as motivation, aptitude, fitness for service, emotional maturity, adaptability, productive competence, and ability to serve effectively as a Volunteer in a foreign country and culture.

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

VRS 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 Peace Corps Volunteer. The information will be used to determine if an invitation to serve will be issued.

3. Consideration of the use of improved information technology.

While the interview is conducted verbally, VRS documents the responses electronically as part of the individual's full Peace Corps application record.

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

The information collected during the interview is new information.

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

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

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

The interview is conducted only one time per Peace Corps applicant, and therefore could not be conducted less frequently. In terms of overall frequency across all applicants, countries overseas request the Peace Corps to provide particular types of trained Volunteers to serve in their countries. The Peace Corps uses the interview to assist in selecting the best Volunteers, and to identify the assignments in the best interests of the Volunteers, the Peace Corps, and the host countries. Without an interview, the Peace Corps runs the risk of not conducting a thorough assessment and selection process, and then selecting poorly qualified individuals for Peace Corps Volunteer service.

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 regulation 5 CFR 1320.6.

8. Consultation.

The agency's 60-Day notice was published in the Federal Register on September 18, 2017[82 FR 43577]. 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.

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

There is no payment or gift provided to respondents.

10. Describe any assurance of confidentiality provided to respondents.

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

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

The interview covers topics that could be categorized as of a sensitive nature. The interview is an opportunity for the Peace Corps to provide specific examples of potential challenges and to set expectations for service for the candidate. For example, the following questions are in the “Expectations for Service” section of the interview.

Please tell me about any concerns you have related to the challenge and if not, why not:

- Different and/or lack of familiar foods; lack of variety in diet. Are you a vegetarian?
- Different living conditions or lack of modern conveniences.
- Separation from family/friends/significant other.
- Modifying appearance: A Volunteer’s appearance has an effect on the relationship with the community, and the Peace Corps expects Volunteers to dress in a manner similar to their host community/country.
- Lack of privacy with host family or lack of privacy in the community.
- Geographic isolation or isolation from other Volunteers.
- Prescribed gender roles, including roles that may be considered “traditional” or “conservative.”
- Volunteers are going to be in the minority. This could be due to ethnicity, race, physical attributes, sexual orientation, gender identity, religion, or other traits.
- Personal religious requirements or possible lack of access to your own religious services. Serving in a region where there is a predominant religion.
- Are you comfortable living in a culture that prohibits the use of alcohol altogether or living in a culture where alcohol may be widely consumed and consumption is expected?
- Do you have concerns about there being restrictions on your personal use of drugs and alcohol during service, as outlined in the Peace Corps Drug and Alcohol Policy?

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These and similarly sensitive questions are necessary for the evaluation of applicants' suitability and qualifications to serve as a Peace Corps Volunteer.

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

Estimated annual burden (hours) of the collection of information:

- a. Number of Respondents 10,000
- b. Frequency of response: one time
- c. Completion time: 90 minutes
- d. Annual burden hours across all respondents: 15,000 hours

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

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

There will be no cost to respondents.

14. Estimates of annualized Federal Government costs.

A	Hours spent interviewing applicants 10,000 interviews x 90 minutes	15,000
B	Hours spent scheduling and recording interviews 10,000 interviews x 30 minutes	5,000
C	Total labor hours A + B	20,000
D	Average hourly wage of interviewer	\$28.00
E	Estimated Annualized Cost C x D	\$560,000

15. Explanation of change in burden.

The labor burden has changed due to:

- Improved scheduling tools and practices contributed to a reduction in time spent preparing for an interview

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- Previous submission provided an overestimate of staff time spent scheduling and summarizing interviews
- Number of interviews has increased

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