

Peace Corps Office of Third Goal and Returned Volunteer Services
RPCV Event Bulletin Board
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.

The Peace Corps Office of Third Goal and Returned Volunteer Services office (3GL) has two primary duties: aiding returning and recently returned Peace Corps Volunteers with transition back to the United States; and supporting the Third Goal of Peace Corps, which is to promote a better understanding of other peoples on the part of Americans. The authority for these duties is outlined in two sections of the Peace Corps Act.

- 22 U.S.C. § 2517 states: *“In order to further the goal of the Peace Corps, as set forth in section 2501 of this title, relating to the promotion of a better understanding of other peoples on the part of the American people, the Director, utilizing the authorities under section 2509 (a) (1) of this title and other provisions of law, shall, as appropriate, encourage, facilitate, and assist activities carried out by former volunteers in furtherance of such goal and the efforts of agencies, organizations, and other individuals to support or assist in former volunteers carrying out such activities.”*
- 22 USC 2504(k) states: *“In order to assure that the skills and experience which former volunteers have derived from their training and their service abroad are best utilized in the national interest, the [Peace Corps Director] may, in cooperation with agencies of the United States, private employers, educational institutions, and other entities of the United States, undertake programs under which volunteers would be counseled with respect to opportunities for further education and employment.”*

To fulfill these goals, it is essential that Peace Corps provide RPCVs with (1) opportunities for career advancement and job search training and (2) opportunities to connect with the RPCV community at large and in the location where an individual RPCV resides, and (3) opportunities to reach the American

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public with events that promote understanding of other peoples and cultures. For these purposes, 3GL has developed an RPCV Events Bulletin Board that RPCVs and other members of the public access at any time to view RPCV career development opportunities and Third Goal-related events available at any particular location. This Events Bulletin Board will replace a monthly events newsletter as a more effective vehicle to promote RPCV opportunities and events.

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.

This is a new data collection point. The event information submitted via the form will be used to (1) populate events on the RPCV Events Bulletin Board webpage; (2) assess the events for compliance with the Peace Corps statutory authority, regulations, and policy; (3) enable 3GL to better understand and support activities of RPCV groups related to the Third Goal and career; and (4) enable University Programs to better understand and support activities of the Paul. D. Coverdell Fellows partner universities related to RPCV career development.

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.

Submitting information via web-based technology versus the current collection method (by email) is the fastest and most secure process for collecting information.

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, or any other U.S. government entity, does not currently collect similar event information. Information currently submitted for inclusion in the monthly email, or information provided in the event description is limited and brief, and does not allow Peace Corps to fulfill its Third Goal as effectively, nor to monitor that events are compliant with the Peace Corps statutory authority, regulations, and policies, as would the information submitted on this form.

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

Some RPCV Groups or university programs may be considered small entities. Submitting information via

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the web-based technology versus the current collection method (by email) is the fastest and most secure process for collecting information and would reduce the burden to these entities.

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.

Information solicited on the form is limited to that necessary to fulfill the goals identified previously. If the information is not collected, it would not be possible for the Peace Corps to list the RPCV Events on the website, as it will not be possible to determine if the events are consistent with the Peace Corps statutory authority, regulations, and policy.

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;
- * 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.

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

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

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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 May 16, 2018, 83 FR 22715. No public comments were received. The 30-day notice was published in the Federal Register on July 30, 2018, 83 FR 36634. No public comments were received.

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

No payments or gifts will be provided to respondents.

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

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

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.

No questions of a sensitive nature will be asked.

12. Provide estimates of the hour burden of the collection of information. The statement should:

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*** 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 Respondents (first year)	25
b. Number of Respondents (annually)	50
c. Frequency of response:	10 times
d. Completion time:	5 minutes
e. Annual burden hours (first year):	21 hours
f. Annual burden hours (annually)	42 hours

The burden was calculated by researching the number of individuals who have contributed to the RPCV events newsletter in the last year. 25 RPCV Group members or Coverdell Fellows partners will submit events monthly to the RPCV Event Bulletin Board via the web submission form. The 5 minute approximation was calculated by having several Peace Corps staff fill out the form and report the completion time back to 3GL. Having 25 submitters access the service 10 times in the first year, with a 5 minute completion time per visit results in a burden of 1,250 minutes in a year, or 21 hours. After the first year, an estimated 50 submitters will submit events to the RPCV Events Bulletin Board, resulting in a burden of 42 hours annually after the first year.

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).

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*** 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 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.**

There will no cost 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.

The estimated start-up costs to the Peace Corps as the record keeper were as follows and totaled \$4,600:

- Forum One Designer — \$600 (4 hours)
- Forum One Developer — \$400 (3 hours)
- Current Peace Corps staff time:
 - Peace Corps IT Specialist: 28 hours at \$45/hour = \$1260
 - Third Goal staff for project management: 15 hours at \$40/hour = \$600

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- o Peace Corps Supervisory IT Specialist: 20 hours at \$60/hour = \$1200

The RPCV Events Bulletin Board requires periodic maintenance and updates, which will amount to less than 10 staff hours a year. Maintenance and updates will be performed by an IT Specialist located in the Office of Communications at Peace Corps Headquarters. The current rate for this position is \$45 per hour. Anticipated annual cost for maintenance is \$450. Event form submissions will be monitored for criteria compliance and then published to the Peace Corps website by a Peace Corps headquarters staff member in the Office of Third Goal and Returned Volunteer services. The current rate for this position is \$40 per hour. Each submission will take 5 minutes to review and publish. Based upon submissions received for the current events newsletter, anticipated staff cost is \$1,000.

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

N/A

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.

Collection of RPCV Events Bulletin Board information does not employ statistical methods. The RPCV Events Bulletin Board is intended for continuous use. Event submissions will be assessed for publication based upon a set of criteria. 3GL staff members will review each submission for compliance with the criteria before publication. If an event submission fails to meet with event criteria, the submitter will be notified and has the opportunity to resubmit the event for consideration.

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.

N/A

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

Peace Corps is not seeking exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions."

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Section B. Collection of Information Employing Statistical Methods

The collection of information does not employ 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.

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.**

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.

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.

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.