

SUPPORTING STATEMENT - PART A

(PFPA Recruitment, Medical, and Fitness Division Forms)

1. Need for the Information Collection

This information collection is essential to the Pentagon Force Protection Agency (PFPA) and is used to make a determination of fitness for federal employment in the field of law enforcement. To that end, criminal, background and medical information is collected on the applicants. This collection is authorized by the following U.S. codes:

5 U.S.C. 3304 – Competitive service; examinations

5 U.S.C. 3318 – Competitive service; selection from certificates

5 U.S.C. 9101 – Access to criminal history records for national security and other purposes

2. Use of the Information

There are four respondent populations for this collection. Applicants are the first population – they are certified by USAJOBS, for law enforcement positions in PFPA. The medical, background and criminal history information that they are providing is necessary in order to ensure their fitness for the position. The second population is former supervisors who act as references for the applicants. The third population is character references. The fourth population is other law enforcement agencies that these applicants have applied to.

All of this information is filled out over 6 PFPA forms. Applicants are required to fill out this information in order to move to the next part of the hiring process. As of now, applicants receive these forms via email; however, PFPA is moving to a process where all of these forms will be housed on a system (Salesforce) for them to complete and submit.

Information about these collection instruments can be found below:

- 1) **Authorization for Release of Information – PFPA Form 1400 (applicants):** This form is sent to the applicants and filled out as a form and returned via email. The form gives PFPA permission to begin the background/evaluation process. When the new Salesforce system is ready, applicants will fill out and submit the forms on there. These forms are then reviewed and processed by a PFPA employee. The PFPA Form 6040 is administered after the applicant accepts a tentative job offer.
- 2) **Supplemental History Questionnaire – PFPA Form 6040 (applicants):** This form is completed by applicants. This form is sent by email to the applicants information is filled out by computer and then emailed back to requestors. When the new Salesforce system is ready, applicants will fill out and submit the forms on there.

This form is then sent to a PFPA medical review officer to make a final determination on whether an applicant meets the necessary health requirements.

- 3) **Internal Affairs Request – PFPA Form 1407 (former and current supervisors):** This form is generally filled out by recruiters, however, they receive the information from former supervisors by phone or email. The request is sent via email. This information is important to ensure a candidate does not have any past professional issues. These forms are then reviewed and processed by a PFPA employee.
- 4) **Employer Reference Questionnaire – PFPA Form 1410 (former and current supervisors):** The recruiter fills out these forms based on information obtained from applicant's former supervisors. This information is obtained via phone. These forms are then reviewed and processed by a PFPA employee.
- 5) **Application Status Request – PFPA Form 1408 (other law enforcement agencies):** This form is sent to other law enforcement agencies that the PFPA applicants have applied to via email. These law enforcement agencies fill out the forms and respond back via email or fax. These forms are then reviewed and processed by a PFPA employee. The questions on the PFPA Form 1408 are not asked of the applicant, but is asked of other law enforcement agencies where the applicant may have applied to.
- 6) **Character Reference Questionnaire – PFPA Form 1409 (references):** The recruiter fills out these forms based on information obtained from applicant's character references. This information is obtained via phone, email or in person. These forms are then reviewed and processed by a PFPA employee. The questions on the PFPA Form 1409 are not asked of the applicant, but of the applicant's Character References.

3. Use of Information Technology

For the applicant population, more than 75% of the information is collected electronically via email, however, some information can be collected in person or via phone as well. In the future, when the Salesforce site is up and running, that is where applicants will complete and submit the information.

For the former supervisors, most of the information is collected via phone and the forms are completed by the requestors. For the most part, it is more convenient for the former supervisors that our recruiters collect the information via phone.

For references, the information is collected via phone and the forms are completed by the requestors.

For the other law enforcement agencies, most of the forms are returned via email or by fax.

4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source.

5. Burden on Small Businesses

This information collection does not impose a significant economic impact on a substantial number of small businesses or entities.

6. Less Frequent Collection

This information needs to be collected from applicants as they are identified as prospective candidates. The information is only collected once. The information collected from former supervisors, references, and other law enforcement agencies is only conducted once as well.

7. Paperwork Reduction Act Guidelines

This collection of information does not require collection to be conducted in a manner inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments

Part A: PUBLIC NOTICE

A 60-Day Federal Register Notice for the collection published on Friday, August 24, 2018. The 60-Day FRN citation is 83 FRN 42884.

No comments were received during the 60-Day Comment Period.

A 30-Day Federal Register Notice for the collection published on Monday, June 10, 2019. The 30-Day FRN citation is 84 FRN 26821.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the 60-Day Federal Register Notice was conducted for this submission.

9. Gifts or Payment

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

10. Confidentiality

Yes, a privacy act statement will be needed for each of the instruments on this collection.

Yes. OPM GOVT-5 SORN is being used.

<https://www.opm.gov/information-management/privacy-policy/sorn/opm-sorn-govt-5-recruiting-examining-and-placement-records.pdf>

Records in this system are retained for varying lengths of time, ranging from a few months to 5 years, e.g., applicant records that are part of medical determination case files or medical suitability appeal files are retained for 3 years from completion of action on the case. Most records are retained for a period of 1 to 2 years. Some records, such as individual applications, become part of the person's permanent official records when hired, while some records (e.g., non-competitive action case files), are retained for 5 years.

11. Sensitive Questions

Social security numbers are being requested which are essential in order to conduct a background investigation.

12. Respondent Burden and its Labor Costs

a. Estimation of Respondent Burden

Information being collected from applicants.

1. Authorization for Release of Information (PFPA Form 1400)

- a. Number of Respondents: 240
- b. Number of Responses Per Respondent: 1
- c. Number of Total Annual Responses: 1
- d. Response Time: 5 minutes
- e. Respondent Burden Hours: 20 hours

2. Supplemental Medical History Questionnaire (PFPA Form 6040)

- a. Number of Respondents: 240
- b. Number of Responses Per Respondent: 1

- c. Number of Total Annual Responses: 1
- d. Response Time: 20 minutes
- e. Respondent Burden Hours: 80 hours

Information being collected from former supervisors.

- 1. Internal Affairs Request (PFPA Form 1407)
 - a. Number of Respondents: 960
 - b. Number of Responses Per Respondent: 1
 - c. Number of Total Annual Responses: 1
 - d. Response Time: 5 minutes
 - e. Respondent Burden Hours: 80 hours

- 2. Employer Reference Questionnaire (PFPA Form 1410)
 - a. Number of Respondents: 960
 - b. Number of Responses Per Respondent: 1
 - c. Number of Total Annual Responses: 1
 - d. Response Time: 10 minutes
 - e. Respondent Burden Hours: 160 hours

Information being collected from references.

- 1. Character Reference Questionnaire (PFPA Form 1409)
 - a. Number of Respondents: 960
 - b. Number of Responses Per Respondent: 1
 - c. Number of Total Annual Responses: 1
 - d. Response Time: 10 minutes
 - e. Respondent Burden Hours: 160 hours

Information being collected from other law enforcement agencies

- 1. Application Status Request (PFPA Form 1408)
 - a. Number of Respondents: 240
 - b. Number of Responses Per Respondent: 1
 - c. Number of Total Annual Responses: 1
 - d. Response Time: 5 minutes
 - e. Respondent Burden Hours: 20 hours

Total Submission Burden (Summation or average based on collection)

- a. Total Number of Respondents: 3,600
- b. Total Number of Annual Responses: 3,600
- c. Total Respondent Burden Hours: 500 hours

b. Labor Cost of Respondent Burden

Information being collected from applicants.

The salary information listed below is based on the average wage for office clerks, general, for all US, Level 06 found on the Bureau of Labor Statistics website.

1. Authorization for Release of Information
 - a. Number of Total Annual Responses: 240
 - b. Response Time: 5 minutes
 - c. Respondent Hourly Wage: \$24
 - d. Labor Burden per Response: \$2
 - e. Total Labor Burden: \$480

2. Supplemental Medical History Questionnaire
 - a. Number of Total Annual Responses: 240
 - b. Response Time: 20 minutes
 - c. Respondent Hourly Wage: \$24
 - d. Labor Burden per Response: \$8
 - e. Total Labor Burden: \$1920

Information being collected from former supervisors.

The salary information listed below is based on the mean wage for first-line supervisors of office and administrative support workers, for all US, Level 07.

1. Internal Affairs Request
 - a. Number of Total Annual Responses: 960
 - b. Response Time: 5 minutes
 - c. Respondent Hourly Wage: \$30
 - d. Labor Burden per Response: \$2.5
 - e. Total Labor Burden: \$2,400

2. Employer Reference Question
 - a. Number of Total Annual Responses: 960
 - b. Response Time: 10 minutes
 - c. Respondent Hourly Wage: \$30
 - d. Labor Burden per Response: \$5
 - e. Total Labor Burden: \$4,800

Information being collected from references.

The salary information listed below is based on the average wage for office clerks, general, for all US, Level 06 found on the Bureau of Labor Statistics website.

1. Character Reference Questionnaire
 - a. Number of Total Annual Responses: 960
 - b. Response Time: 10 minutes
 - c. Respondent Hourly Wage: \$24
 - d. Labor Burden per Response: \$4
 - e. Total Labor Burden: \$3,840

Information being collected from other law enforcement agencies.

The salary information listed below is based on the average wage for office clerks, general, for all US, Level 06 found on the Bureau of Labor Statistics website.

1. Application Status Request
 - a. Number of Total Annual Responses: 240
 - b. Response Time: 5 minutes
 - c. Respondent Hourly Wage: \$24
 - d. Labor Burden per Response: \$2.5
 - e. Total Labor Burden: \$600

2. Overall Labor Burden

- a. Total Number of Annual Responses: 3,600
- b. Total Labor Burden: \$14,040

13. Respondent Costs Other Than Burden Hour Costs

There are no annualized costs to respondents other than the labor burden costs addressed in Section 12 of this document to complete this collection.

14. Cost to the Federal Government

a. Labor Cost to the Federal Government

The wages discussed in this section come from the average wage of the PFPA recruiters who process this information. For the medical questionnaires, the data came from federalpay.org as DoD doctors must review the documentation.

Authorization for Release of Information

- a. Number of Total Annual Responses: 240
- b. Processing Time per Response: 5 minutes

- c. Hourly Wage of Worker(s) Processing Responses : \$38
- d. Cost to Process Each Response: \$3.16
- e. Total Cost to Process Responses: \$760

Training Waiver Statement

- a. Number of Total Annual Responses: 240
- b. Processing Time per Response: 5 minutes
- c. Hourly Wage of Worker(s) Processing Responses : \$38
- d. Cost to Process Each Response: \$3.16
- e. Total Cost to Process Responses: \$760

Supplemental Medical History Questionnaire

- a. Number of Total Annual Responses: 240
- b. Processing Time per Response: 10 minutes
- c. Hourly Wage of Worker(s) Processing Responses : \$65
- d. Cost to Process Each Response: \$10.83
- e. Total Cost to Process Responses: \$2,560

Internal Affairs Request

- a. Number of Total Annual Responses: 960
- b. Processing Time per Response: 5 minutes
- c. Hourly Wage of Worker(s) Processing Responses : \$38
- d. Cost to Process Each Response: \$3.16
- e. Total Cost to Process Responses: \$3,034

Employer Reference Questionnaire

- a. Number of Total Annual Responses: 960
- b. Processing Time per Response: 5 minutes
- c. Hourly Wage of Worker(s) Processing Responses : \$38
- d. Cost to Process Each Response: \$3.16
- e. Total Cost to Process Responses: \$3,034

Character Reference Questionnaire

- a. Number of Total Annual Responses: 960
- b. Processing Time per Response: 5 minutes
- c. Hourly Wage of Worker(s) Processing Responses : \$38
- d. Cost to Process Each Response: \$3.16
- e. Total Cost to Process Responses: \$3,034

Application Status Request

- a. Number of Total Annual Responses: 240
- b. Processing Time per Response: 5 minutes
- c. Hourly Wage of Worker(s) Processing Responses : \$38
- d. Cost to Process Each Response: \$3.16
- e. Total Cost to Process Responses: \$760

2. Overall Labor Burden to Federal Government

- a. Total Number of Annual Responses: 3,600
- b. Total Labor Burden: \$13,182

b. Operational and Maintenance Costs

- a. Equipment: \$0
- b. Printing: \$0
- c. Postage: \$0
- d. Software Purchases: \$0
- e. Licensing Costs: \$300,000 for the Salesforce system.
- f. Other: \$0
- g. Total (P: add A through F in this section): \$300,000

- 1. Total Operational and Maintenance Costs: \$300,000
- 2. Total Labor Cost to the Federal Government: \$13,182
- 3. Total Cost to the Federal Government (P: Add 1 and 2 in this section): \$313,182

15. Reasons for Change in Burden

This is a new collection with a new associated burden.

16. Publication of Results

The results of this information collection will not be published

17. Non-Display of OMB Expiration Date

We are not seeking approval to omit the display of the expiration date of the OMB approval on the collection instrument.

18. Exceptions to "Certification for Paperwork Reduction Submissions"

We are not requesting any exemptions to the provisions stated in 5 CFR 1320.9.