

Job Corps Hall of Fame / Successful Graduate Nomination  
OMB Control Number 1205-0NEW  
OMB Expiration Date:

**SUPPORTING STATEMENT**  
**Job Corps Hall of Fame / Successful Graduate Nomination**  
**OMB Control No. 1205-0NEW**

This information collection request (ICR) seeks approval for soliciting nominations to the Job Corps Hall of Fame and Successful Graduate selection process.

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.*

Job Corps is the nation's largest residential, educational, and career technical training program for young Americans. Job Corps was established in 1964 by the Economic Opportunity Act and is currently authorized by Title I-C of the Workforce Innovation Opportunity Act (WIOA) (29 U.S. Code § 3196). Since its inception, Job Corps has helped prepare over 3 million at-risk young people between the ages of 16 and 24 for success in our nation's workforce. With more than 120 centers in 50 states, Puerto Rico, and the District of Columbia, Job Corps assists students across the nation in attaining academic credentials, including a High School Diploma (HSD) and/or High School Equivalency (HSE), and career technical training credentials, including industry-recognized certifications, state licensures, and pre-apprenticeship credentials. In addition, Job Corps provides the necessary assistance and support to ensure that eligible students leaving the Job Corps program are placed into a job, the military, or additional training, and that program graduates receive the support necessary to retain employment long-term. Job Corps is a national program administered by the U.S. Department of Labor (DOL) through the Office of Job Corps and six Regional Offices.

DOL is seeking approval for the Job Corps Hall of Fame Candidate and Successful Graduate Nomination forms, which gather information about program graduates' post-enrollment outcomes. The information submitted through the Hall of Fame Candidate and Successful Graduate forms will be reviewed by the National Office of Job Corps, for selection of one graduate annually to the Job Corps Hall of Fame and two recent graduates recognizing their career success after leaving the program. This is a new information collection request and Job Corps prefers approval at the earliest possible opportunity in order to begin the process.

The rationale for collecting nominations for the Job Corps Hall of Fame and Successful Graduate selections is explained in further detail in Section A6 of this Supporting Statement. This collection is necessary to obtain the data required under Sections 159(c) and (d) of WIOA. Section 159(c) requires the Secretary of Labor to collect information on performance of Job Corps participants, centers, recruiters, and career transition service providers. It requires the information to be consistent with the WIOA performance indicators as amended by Section 116(b) (2) (A) (ii). It also includes additional metrics that Job Corps is required to track. In addition, Section 159(c) (1) of WIOA includes reporting requirements for primary indicators of

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performance that are applicable to the youth formula programs, which are found at Section 116(b) (2) (A) (ii).

The regulatory citations are detailed below:

**686.945** Provides the procedures for the management of Job Corps student records. These can be found in the Department of Labor's Privacy Act System of Records Notice (SORN) DOL/GOVT-2, Job Corps Student Records. The Secretary issues guidelines for a system for maintaining records for each student during enrollment and for disposition of such records after separation.

**686.1000** Describes how the performance of the Job Corps program as a whole, and the performance of individual centers, outreach and admissions providers, and career transition service providers, is assessed in accordance with the regulations in this part and procedures and standards issued by the Secretary, through a national performance management system, including the Outcome Measurement System (OMS).

**686.1010** Describes the primary indicators of performance for Job Corps centers and the Job Corps program.

**686.1020** Describes the indicators of performance for Job Corps outreach and admissions providers.

**686.1030** Describes the indicators of performance for Job Corps career transition service providers.

**686.1040** Details the information that will be collected for use in the Annual Report.

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 implementation of the forms is the responsibility of each Job Corps Regional Office. Submissions come from the staff members at more than 120 Job Corps centers, the National Job Corps Association (NJCA) and Job Corps' alumni group. Job Corps Graduates may also nominate themselves for either award. When a form is submitted, the graduate listed is considered for induction into either the Hall of Fame or Successful Graduate program. After National Office review of all submitted information, one graduate, with at least 5 years of career experience, is then selected to be inducted into the Hall of Fame, recognized at an annual celebration, and listed on a permanent plaque in DOL's Great Hall. Two graduates, who finished the program within the past 2 years, are selected to be recognized as Successful Graduate awardees with Certificates of Success. These are new collections, and there is no past-use data to reference. The awardees, working under Job Corps' supervision, would serve as program ambassadors to employers and potential applicants for up to 12 months.

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- 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.*

The forms will be distributed to the Job Corps field by e-mail, and made available through NJCA and the alumni group. Respondents will submit the completed forms to the National Office for review. Each Regional Office will send recommended candidates to an e-mail address managed by a Job Corps contractor.

- 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.*

This form is for nominations for the Job Corps graduates Hall of Fame. There is no existing form in use that would collect duplicate information.

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

This collection does not impact small businesses or other 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.*

If this information is not collected, Job Corps cannot implement the annual Hall of Fame program or initiate the successful graduate program.

- 7. Explain any special circumstances that would cause an information collection to be conducted in a manner that requires further explanation pursuant to regulations 5 CFR 1320.5.*

*\* 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.*

There are no such special circumstances and no recordkeeping requirement for respondents.

8. *If applicable, provide a copy and identify the data 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 record keeping, 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.*

In accordance with the Paperwork Reduction Act of 1995, the public was given 60 days to review and comment on this information collection by way of a *Federal Register* notice published on Wednesday, July 22, 2020 (85 FR 44325), and a correction was published on Friday, September 18, 2020 (85 FR 58392) to correct an administrative error. The comment period was extended in that notice and ended November 17, 2020. There were no public comments.

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

There are no payments or gifts to respondents.

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

This form does not require the submission of confidential information.

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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.

There are no questions of a sensitive nature.

12. Provide estimates of the hour burden of the collection of information.

\* 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.

\* 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 under "Annual Cost to Federal Government."

Annual Hall of Fame Respondent Burden:

- a) Estimate 150 respondents x 1 hour per response = 150 (burden hours)
- b) Estimate 50 self-nominations x 2 hours per response = 100 (burden hours)

Successful Graduate Respondent Burden:

- a) Estimate 150 respondents x 1 hour per response = 150 (burden hours)
- b) Estimate 50 self-nominations x 2 hours per response = 100 (burden hours)

**Estimated Annualized Respondent Cost and Hour Burden**

Activity	Number of Respondents	No. of Responses per Year	Total Responses	Average Burden Hour	Total Burden (Hours)	Hourly Wage Rate	Total Burden Cost
Job Corps Hall of Fame Nomination Forms	150	1	150	1	150	\$28.00	\$4,200
Job Corps Hall of Fame Self Nomination Forms	50	1	50	2	100	\$12.03	\$1,203
Job Corps Successful Graduate Nomination Forms	150	1	150	1	150	\$28.00	\$4,200
Job Corps Successful Graduate Self Nomination Forms	50	1	50	2	100	\$12.03	\$1,203

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<b>Unduplicated Total</b>	<b>400</b>	<b>-</b>	<b>400</b>	<b>-</b>	<b>500</b>	<b>-</b>	<b>\$10,806</b>
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Burden for graduates who choose to self-nominate is estimated by experienced managers to be twice that of Job Corps staff.

Hourly wage rate based on average Job Corps contract staff rate (\$28.00 per hour) and average wage of Job Corps graduate for Program Year 2018 (\$12.03).

*13. Provide an estimate of the total annual cost burden to respondents or record keepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14).*

All respondents are federal contractors, except graduates who choose to self-nominate. The form is maintained electronically; therefore, there are no printing or mailing costs associated with this collection.

*14. Provide estimates of annualized cost 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.*

Additional expenses incurred beyond the response to #12 above is estimated to be \$32,000, based on hourly GS-13 step 5 rate of \$55.75 for review of 400 submissions.

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

There are no material changes or adjustments to the burden. This is a new collection request.

*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.*

The results for the Job Corps Hall of Fame and Successful Graduate selectees will be published online.

*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.*

The expiration date will be displayed upon OMB approval.

*18. Explain each exception to the topics of the certification statement identified in "Certification for Paperwork Reduction Act Submissions."*

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There are no exceptions.

**B. Collection of Information Employing Statistical Methods**

This collection does not employ statistical methods.