



**Department of Energy**  
Washington, DC 20585

November 26, 2021

MEMORANDUM FOR SHARON BLOCK  
ACTING ADMINISTRATOR  
OFFICE OF INFORMATION AND REGULATORY AFFAIRS  
OFFICE OF MANAGEMENT AND BUDGET

FROM: ERIN MOORE  
CHIEF HUMAN CAPITAL OFFICER

SUBJECT: Emergency Information Collection Request – DOE’s Applicant  
Portal

Pursuant to the Office of Management and Budget (OMB) procedures established in 5 C.F.R Part 1320, Controlling Paperwork Burdens on the Public, the Department of Energy (DOE) is requesting that the proposed information of collection, DOE’s Applicant Portal, be processed as an Emergency Clearance Information Collection Request (ICR) as referenced in 5 C.F.R. § 1320.13, Emergency processing.

DOE has determined that the information must be collected prior to the time periods established under Part 1320 of the regulation, and that this information is essential to DOE’s implementation of the Bipartisan Infrastructure Deal (BID). DOE has a key role in implementing the clean energy provisions of BID to modernize the nation’s energy infrastructure, create jobs, reduce greenhouse gas emissions, advance our energy sector, and benefit underserved communities. BID provides more than \$62 billion to the Department and DOE will need to hire nearly 1,000 new employees in the immediate future.

Due to the expedited timeframe for hiring these new employees, DOE is requesting a waiver for requesting comments from the public via the Federal Register. DOE is requesting an Emergency Clearance to collect general applicant information from the public for a six-month approval period, allowing interested applicants to identify areas of interest for potential job opportunities within DOE to support the BID. During this approval period, DOE will work to establish a regular submission of this ICR.

We would appreciate if you could provide an approval/disapproval determination of this request to collect information under an emergency clearance by noon on Friday, December 3, 2021.