



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

Human Resources  
Solutions

Sharon Block  
Acting Administrator  
Office of Information and Regulatory Affairs  
Office of Management and Budget  
725 17th Street, NW  
Washington, DC 20503

Dear Ms. Block:

Pursuant to Office of Management and Budget (OMB) procedures established at 5 C.F.R. Part 1320, Controlling Paperwork Burdens on the Public, I request that the proposed information collection of documentation in USA Staffing Onboarding including COVID 19 Vaccination Documentation, OMB Control No. 3206-NEW, be processed as an Emergency Clearance Request in accordance with 5 C.F.R. §1320.13, Emergency Processing.

I have determined that this information must be collected prior to the time periods established under Part 1320 of the regulations. In particular, the COVID 19 Vaccination Documentation is essential to implement Executive Order (EO) 14043: Requiring Coronavirus Disease 2019 Vaccination for Federal Employees (September 9, 2021) and guidance from the Safer Federal Workforce Taskforce (Taskforce). Pursuant to the EO and Taskforce guidance, all Federal employees are required to be vaccinated against COVID-19 and provide documentation confirming their vaccination by November 22, 2021. Individuals who begin their Federal employment after November 22, 2021, are required to provide documentation to prove they are vaccinated prior to their enter on duty date. OPM's USA Staffing proposes to provide a streamlined mechanism for agencies who use USA Staffing to onboard new employees to collect this information in a secure, efficient, and standard manner.<sup>1</sup>

Therefore, the Office of Personnel Management requests a 180-day emergency clearance to allow individuals to provide information, including Vaccination Documentation, prior to their enter on duty date. During the 180-day approval, OPM will work to establish a regular clearance submission of this information collection request under the Paperwork Reduction Act procedures. OPM is also seeking OMB's approval to waive the need for the Federal Register Notices otherwise required by 5 C.F.R. 1320.5(a)(1)(iv) and 1320.8(d)(1) prior to publication and implementation of this disclosure.

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<sup>1</sup> Moreover, I have determined that because of the nature of the current public health emergency and the urgent need for this collection, it is impracticable for OPM to consult in advance with interested agencies and members of the public in order to minimize the burden of the collection of information pursuant to 5 C.F.R. 1320.13(c). OPM estimates that the overall collection of information in USA Staffing Onboarding will be approximately 25 minutes per individual. OPM will consult with other agencies through the Safer Federal Workforce Task Force.

We would appreciate if you could please provide an approval/disapproval determination of this request to collect information under an emergency clearance by close of business on Monday, November 22, 2021.

Sincerely,

Peter Bonner  
Associate Director  
Human Resources Solutions  
Office of Personnel Management