



Federal Communications Commission
Washington, D.C. 20554

January 13, 2022

VIA ELECTRONIC MAIL

Ms. 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:

The Federal Communications Commission (Commission or FCC) requests Office of Management and Budget (OMB) approval to submit the information collection described herein under the “emergency processing” provisions of the Paperwork Reduction Act (PRA) of 1995, 5 CFR 1320.13. The Commission is requesting clearance for a new information collection entitled [3060-XXXX], Volunteer Service Agreement, FCC Form A-384. For the reasons explained below, We respectfully request OMB approval for this new information collection at the earliest possible time.

Background

The information collection requirements to be reported under this new collection are the result of requirements imposed by an Executive Order issued by President Biden regarding mandatory COVID-19 vaccination among Federal workers.

On September 9, 2021, President Biden issued Executive Order 14043 to protect the health and safety of the Federal workforce and to promote the efficiency of the civil service. Pursuant to the Executive Order and implementing guidance, the Federal Communications Commission (FCC) informed its workforce that, other than in limited circumstances where a reasonable accommodation is legally required, all employees need to be fully vaccinated against COVID-19 by November 22, 2021, regardless of where they are working. This requirement includes unpaid volunteers.

To ensure compliance with this mandate, the FCC is requiring individuals seeking volunteer service at the agency to certify that they have been vaccinated against the COVID-19 virus as part of its existing Volunteer Service Agreement form. As part of this effort to revise the existing form, however, the agency has discovered that it was never submitted for OMB approval despite being in use for approximately a decade, and wishes to remedy that oversight.

Request for Emergency Processing

Accordingly, as provided under 5 CFR § 1320.13, *Emergency Processing*, the FCC is requesting emergency processing for the new collection of information as specified in the Paperwork Reduction Act of 1995 and its implementing regulations. Specifically, the FCC cannot reasonably comply with normal clearance procedures because the use of normal clearance procedures is unlikely to be complete in time for the FCC to collect COVID-19 vaccine certification from existing volunteers and those wishing to commence volunteer service during the approaching spring semester of their school year. Moreover, if the Commission were to wait 120 days to formally notify the public and potential interested parties of its intent to collect this information, then the Commission's ability to comply with this mandate will be significantly hindered.

In addition, the FCC wants to ensure that the process of seeking approval to use the existing portions of the Volunteer Service Agreement Form will not prevent the continued use of the form for an extended period of time, thereby unintentionally preventing forthcoming volunteers from beginning their service in a timely manner.

Due to the emergency nature of this request, the Commission is also requesting a waiver of the requirement to publish notice in the Federal Register.

The Commission's staff is ready to work with your PRA Desk Officer to immediately provide any additional information needed to facilitate OMB's approval of this emergency request for this new information collection. Please have your PRA desk officer contact Nicole Ongele at (202) 418-2991, or Nicole.ongele@fcc.gov, if there are any questions or any additional information that may be needed.

Sincerely,

Mark Stephens
Managing Director

Enclosure