

**Peace Corps**  
**Office of Peace Corps Response**  
**OMB Control Number 0420-0556**  
**Supporting Statement-Peace Corps Response Interview Assessment Form**

**General instructions**

**The supporting statement must be prepared in the format described below. If an item is applicable, use “N/A” and provide a brief explanation.**

**Section A: Justification**

**1. Circumstances that make the collection of information necessary.**

The Peace Corps Response interview is necessary to assess applicants’ qualifications and eligibility to serve in Peace Corps Response. The interview is a critical point in the recruitment process, as it is the point when the applicant and the recruitment and placement specialist verbally discuss the nature of the Volunteer assignment. Eligibility requirements for Peace Corps Volunteer service are set at 22 C.F.R. 305; enclosed.

**2. By whom, how, and for what purpose the information is to be used.**

Peace Corps Response uses the information collected during the interview to determine whether an applicant would be a good candidate as a Peace Corps Response Volunteer. The recruitment and placement specialists within the Office of Peace Corps Response use the information obtained from this form to consider if an applicant is a qualified and suitable candidate and whether or not the individual should be invited to participate as a Peace Corps Response Volunteer.

There is no other means of obtaining the required data, and the information gathered is not shared with outside sources or other government agencies.

**3. Consideration of the use of improved information technology.**

Peace Corps Response conducts interviews primarily over the phone, and occasionally, by video chat or in person. The Peace Corps Response recruitment and placement specialist takes notes during the interview, which are stored in an electronic database covered under System of Records Notice PC-21, Peace Corps Response Database.

**4. Efforts to identify duplication. Why similar information cannot be used.**

Similar information cannot be used because it does not exist. Peace Corps Response interviews are specific to the Volunteer assignment for which the candidate has applied. There is no other interview for the recruitment and placement specialist to use, and each interview is unique to that application.

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**5. Methods to minimize the burden to small business if involved.**

This collection of information does not impact small business or other small entities.

**6. Consequences to the Federal program if collection were conducted less frequently.**

The program would be unable to adequately assess applicants' eligibility, qualifications and suitability if Peace Corps Response were unable to conduct an interview,. Peace Corps Response Volunteers are representatives of the United States. An inadequately screened Peace Corps Response Volunteer may have poor performance, bad judgment or lacking qualifications. Such Volunteers may create conflict and embarrassment for the United States by attracting negative media or political attention.

**7. Explain any special circumstances that would cause the information collection to be conducted in a manner inconsistent with guidelines.**

No special circumstances exist that require the information collection to be conducted in a manner inconsistent with the guidelines in 5 CFR 1320.6.

**8. Consultation.**

The agency's 60-day notice was published in the Federal Register on December 8, 2020, 85 FR 79045. The Privacy Act Office responsible for the notice did not receive any public comments. No public comments were received. The 30-Day notice was published December 15, 2021, 86 FR 71292. The Privacy Act Office responsible for the notice did not receive any public comments.

**9. Explain any decision to provide any payment or gift to respondents.**

No payments or gifts are provided to respondents.

**10. Describe any assurance of confidentiality provided to respondents.**

All applicants selected for an interview will receive an interview confirmation email from Peace Corps Response. The body of the email will include the following text:

In closing, I ask that you please review the Privacy Act statement (located below my signature) regarding the interview.

**Privacy Act Statement**

The Peace Corps, a U.S. government agency, is required by the Privacy Act of 1974 (5 U.S.C. 552a) to advise you of the following information regarding this form. The Peace Corps follows the requirements of the Privacy Act which protects personal information that the agency maintains and uses in its systems of records.

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Authority: The Peace Corps Act (22 U.S.C. 2501 et seq.), as amended.

Purpose: The primary use of this information is to determine whether a volunteer candidate for Peace Corps Response is qualified and suitable for volunteer service.

Routine Use: Use of the information collected on this form is restricted to the purposes cited in this privacy statement or unless the disclosure is otherwise permitted under the provisions of the Privacy Act of 1974, 5 U.S.C. 552a (b) "Conditions of disclosure," and the agency's privacy policy. The information you provide on this form may be shared under the system of records routine uses A, B, C, E, F,G, H, I, K, L and M. Peace Corps also allows shares the name, country of service and dates of service for former and Returned Peace Corps Volunteers/Trainees. This information is considered public information and may be disclosed to any person upon request and to the public as the Peace Corps deems appropriate. For information on these routine uses, click the link to the Peace Corps Privacy webpage. This information collection is covered by System of Records Notice PC-21, Peace Corps Response Database.

The Privacy Act of 1974 also allows the head of an agency to publish rules to exempt any system of records from the requirement that individuals be permitted access to records pertaining to themselves, as well as exemption from other requirements. This system has been exempted from the provisions of the Privacy Act of 1974 per 5 U.S.C. 552a (k) (6), that permit access and correction. The exemption from access is limited if the disclosure would compromise the objectivity or fairness of the test or examination process. The agency is committed to ensuring that any personal information it receives is safeguarded against unauthorized disclosure.

Disclosure: Completion of this form is voluntary; however, failure to complete this form may impair or delay the Peace Corps' ability to process and consider the candidate's application.

**11. Additional justification for any questions of a sensitive nature.**

No questions of a sensitive nature are asked.

**12. Estimates of reporting and recordkeeping hour and cost burdens of the collection of information.**

a. Number of interviewed applicants:	1000
b. Frequency of response:	One time
c. Completion time:	60 minutes
d. Annual burden hours:	1000

**13. Estimates of annualized capital and start-up costs.**

Cost estimate to the respondent: \$0.00

**14. Estimates of annualized Federal Government costs.**

Total annual cost to the Federal government per annum: \$31,946

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- a. Number interviews conducted: 1000
- b. Annual burden hours: 1000 (*60 minutes per interview*)
- c. Labor cost: \$31,946  
*1000 hours/12480hours per year (2080 hours per year times 6 RPSs) = 8% of Recruitment and Placement Specialists' time;  
8% of Recruiters' salary \* \$66,555 average Recruitment and Placement Specialist annual salary \* 6 Recruitment and Placement Specialists*

**15. Explanation of change in burden.**

No changes.

**16. Information collections data planned to be published for statistical use.**

The results of this collection of information will not be published.

**17. Explanation for seeking not to display the expiration date for OMB approval of the information collection.**

The Agency is not seeking approval to conceal or omit the expiration date for OMB approval of the information collection. The Privacy Act statement, Paperwork Reduction Act statement OMB control number, and expiration date will be listed in email sent to applicants prior to the interview during which the interview questions in this submission are used.

**18. Exception to the certification statement.**

The agency is able to certify compliance with all provisions under Item 19 of OMB Form 83-I.