

**SUPPORTING STATEMENT FOR  
Schedule A and Veterans Recruitment Initiative Information  
NARA Employment Interest Questionnaire, NA Form 3102  
OMB Control No. 3095-0075**

**1. Circumstances making the collection of information necessary.** We are implementing a new recruitment initiative by which we work to connect people who are 30 percent-or-more disabled veterans or are Schedule A-eligible with non-competitive employment opportunities within our agency.

OPM's Schedule A hiring authority permits Federal agencies to non-competitively hire people with intellectual, severe physical, or psychiatric disabilities who have demonstrated satisfactory performance through a temporary or permanent appointment, or have been certified as likely to succeed in performing the duties of the job. Candidates under the Schedule A hiring authority (5 CFR 213.3102(u)) can be appointed on a temporary or permanent basis. Though not specifically for veterans, agencies can use the Schedule A hiring authority to appoint eligible veterans and others with such disabilities to positions for which they are qualified as outlined above.

Our recruitment initiative for 30 percent-or-more disabled veterans also allows us to non-competitively appoint any veteran with a 30 percent-or-more service-connected disability. Eligible veterans include:

- veterans who retired from active military service with a service-connected disability rating of 30 percent or more; OR
- veterans who have a rating by the Department of Veterans Affairs showing a compensable service-connected disability of 30 percent or more.

Our Special Placement Program Coordinator (SPPC) serves as a liaison between the applicant and NARA managers and supervisors to find viable employment opportunities for Schedule A-eligible people and veterans.

SPPC has developed a Resumé Repository (retained in a spreadsheet) to store resumés of qualified individuals who may meet our hiring needs. The Repository helps our agency find highly motivated veterans and Schedule A candidates who are eager to demonstrate their abilities in the workplace through excepted service positions, which could become permanent positions after trial period requirements have been met.

We are going to automate collecting the information for the Repository through an online Google form, NARA Employment Interest Questionnaire, NA Form 3102, which will include the following information for each individual:

- Applicant name
- Email address
- Phone number
- Types of positions applicant is interested in (may be multiple areas of interest)

- Applicant's desired location(s)
- Minimum starting grade level applicant is willing to accept

Collecting this information directly from the applicant via the online questionnaire enables us to generate a searchable spreadsheet for only hiring managers and supervisors to access. Information submitted on the questionnaire and the uploaded documents are linked together by the applicant's submission. The SPPC team carefully reviews resumés and other documents uploaded with the questionnaire for completeness and for personally identifiable information (PII) not normally submitted for hiring purposes before we push the information through to the Repository.

The hiring manager will search through the Repository for any candidates they are interested in. We do not provide supporting documentation and PII not normally submitted for hiring purposes to the hiring managers, including medical documentation, DD 214, SF 15, or other veteran documentation, and Schedule A documentation. Managers will have unlimited access to the Repository information and resumés and can select qualified applicants to fill vacancies through a direct, non-competitive hire.

Once they identify a prospective candidate, the hiring manager will then send an email to the SPPC expressing interest in the candidate. Their email will include the candidate's name, the NARA Resource Allocation Board (RAB) approval to fill the position, and the position description for the position they are filling. The SPPC forwards the hiring manager's request, along with the candidate's resumé and disability status letter, to our shared service provider for a qualification review.

The Department of Treasury, Bureau of the Fiscal Service, Administrative Resource Center (ARC) (our human resources shared services provider) makes the final qualification determinations. They will respond directly to the hiring manager and the SPPC with their determination.

The Schedule A and disabled veterans recruitment questionnaire link will be listed:

- in our agency's information on the OPM website,
- in information provided by other agencies and organizations with similar programs, and
- on various pages of our agency's website: [www.archives.gov](http://www.archives.gov).

Candidates must be U.S. citizens, eligible veterans or be eligible under the Schedule A hiring authority.

In October 2022, a Change Worksheet was submitted to OMB as the program office added two questions relating to Veteran's Recruitment Appointment (VRA) and Military Spouse Hiring Authority and videos of the type of work performed at NARA.

**2. Purpose and use of the information.** SPPC will use information provided by veterans or Schedule A applicants for tracking purposes and to connect hiring managers and supervisors with interested applicants. Applicants are not immediately placed into jobs — through this information collection they are only indicating their interest in employment with NARA and including information to be part of our resumé repository of disabled veterans and Schedule A

applicants. Managers and supervisors will subsequently reach out to applicants if they are interested in interviewing or hiring them for a specific position.

**3. Use of information technology and burden reduction.** Applicants will submit, and we will collect and store, applicant information online through the use of internet-connected devices such as computers, laptops, phones, and tablets. This will allow applicants the ability to submit information through the online access available to them.

**4. Efforts to identify duplication and use of similar information.** We collect this information only when an individual wishes to submit their application information. The information is not duplicated elsewhere.

**5. Impact on small businesses or other small entities.** The information collection does not have a significant impact on small businesses or other small entities.

**6. Consequences of collecting the information less frequently.** The information we gather from applicants is necessary to connect them with available job opportunities directly with our agency. Without this information collection, we will not be able to pursue this special hiring initiative. We cannot collect it less frequently because we collect it only when a person wishes to submit themselves as an applicant for such positions.

**7. Special circumstances relating to the guidelines of 5 CFR 1320.5.** This is a voluntary information collection. We collect this information in a manner consistent with the guidelines in 5 CFR 1320.5.

**8. Comments in response to the Federal Register notice and efforts to consult outside the agency.** We published a notice requesting comments on the proposed information collection and use of NA Form 3102 in the *Federal Register* on March 8, 2022 (87 FR 13009). We received no comments. We consulted with the Office of Management and Budget to discuss the parameters of collecting, storing, and using this data for hiring purposes. We will continue to consult with participating employers and candidates to ensure compliance with the process and those parameters.

**9. Explanation of any gift or payment to respondents.** We do not provide a payment or gift to respondents for this information.

**10. Assurance of confidentiality provided to respondents.** We instruct candidates to not include PII not normally submitted for hiring purposes when completing the online questionnaire and uploading resumés and eligibility documents. Information candidates provide will go only to the Office of Human Capital, and we will use it only for employment consideration. We will also

protect the information in consistently with the Privacy Act, the e-Government Act of 2002, the Federal Records Act, and as applicable, through the Freedom of Information Act. We also protect and store this information in a Privacy Act system of records covered by the Government-wide OPM system of records notices for GOVT 5, Recruiting, Examining, and Placement Records, and GOVT 7, Applicant Race, Sex, National Origin, and Disability Status Records.

The online questionnaire (NA Form 3102) includes the following three statements:

- Management officials may review your resumé when there is a job vacancy that corresponds with your qualifications. Your resumé and documentation will be retained for one year from the date of receipt. At the end of one year, your resumé will be removed from our files. You may resubmit an updated resumé and supporting documents after one year.
- Note: When you submit this form, Google retains contact information that is publicly available on your Google account, including your Google email address and profile picture; however, we will not store profile pictures in our resumé repository or share them with hiring officials.
- The name and photo associated with your Google account will be recorded when you upload files and submit this form. Your email is not part of your response.

**11. Justification for sensitive questions.** We do not ask questions of a sensitive nature.

**12. Estimates of the hour burden including annualized hourly costs.** We estimate the number of respondents for NA Form 3102 to be 600 per year. We base this estimate on the annual activity we've received in the Schedule A/Veterans disability employment email box. Last year, we received 239 employment inquiries but had to refer 169 of them back to usajobs.gov because we did not have this recruitment initiative in place. We anticipate that this number will double or triple once this automated recruitment initiative is in place. We estimate the total hour burden at 50, based on each form taking no more than five minutes to read and complete (600 responses x 0.0833 hours per form). The annualized hourly cost to each respondent is \$1.25 (\$15 hourly salary rate x 0.0833 hours per form), and the total annualized hourly cost is therefore \$82.47 (\$1.25 x 600 respondents).

**13. Estimate of the total annual cost burden to respondents or recordkeepers.** Respondents do not incur an annual cost apart from that enumerated in Item 12.

**14. Annualized cost to the Federal Government.** There will be no annual cost burden to the Federal Government resulting from this information collection.

**15. Explanation for program changes or adjustments.** This is a new information collection based on our plans to implement a new special recruitment and hiring initiative.

**16. Plans for tabulation and publication and project time schedule.** We do not use this information collection for statistical publications.

**17. Reason(s) display of OMB expiration date is inappropriate.** We display the OMB expiration date for this information collection on the form.

**18. Exception to the certification for Paperwork Reduction Act submission.** We are not requesting any exceptions to the certification statement.