

SUPPORTING STATEMENT
FOR PAPERWORK REDUCTION ACT SUBMISSION

- 1. Explain the circumstances that make the collection of information necessary. What is the purpose for this information collection? Identify any legal or administrative requirements that necessitate the collection. Include a citation that authorizes the collection of information. Specify the review type of the collection (new, revision, extension, reinstatement with change, reinstatement without change). If revised, briefly specify the changes. If a rulemaking is involved, list the sections with a brief description of the information collection requirement, and/or changes to sections, if applicable.**

The *Executive Order on America's Cybersecurity Workforce* (Executive Order 13870), signed on May 2, 2019, included a directive for the U.S. Department of Education (Department) to accomplish the following:

Within 1 year of the date of this order, the Secretary of Education, in consultation with the DAPHSCT and the National Science Foundation, shall develop and implement, consistent with applicable law, an annual Presidential Cybersecurity Education Award to be presented to one elementary and one secondary school educator per year who best instill skills, knowledge, and passion with respect to cybersecurity and cybersecurity-related subjects. In developing and implementing this award, the Secretary of Education shall emphasize demonstrated superior educator accomplishment — without respect to research, scholarship, or technology development — as well as academic achievement by the educator's students.

Pursuant to 5 CFR 1320.13, the Department requests approval of this information collection request to fulfill President of the United States Executive Order directive.

Previously this information collection was approved under OMB 1875-0292. This program and the associated collection have moved to the Office of Career, Technical, and Adult Education within the Department. As such, it requires a new OMB number that corresponds with the OMB numbers for the Office of Career, Technical, and Adult Education. Although there is a program change because of requesting an 1830-New control number, there has been no change from the previous ICR.

- 2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**

The information collected will be used to (1) review and evaluate nominations of candidates, including, but not limited to, assessing candidate eligibility, in order to select one elementary and one secondary educator to whom the Department will present on an annual basis, the Presidential Cybersecurity Education Award; (2) develop and implement the Presidential Cybersecurity Education Award program's annual recognition component; and, (3) carry out the responsibilities set forth in Section 3(c) the authorizing Executive Order 13870.

The Department will conduct internal reviews of the nominations received. The Department may disclose information from its system of records pursuant to published routine use disclosures (see notice of a new system of records for the listing of the Department’s proposed routine use disclosures, which include, but are not limited to, disclosures to permit the Department’s review and evaluation of candidate applications and nominations and to promote the selection and recognition of recipients of the Presidential Cybersecurity Education Award, along with the visibility of the awards itself).

- 3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or forms of information technology, e.g. permitting electronic submission of responses, and the basis for the decision of adopting this means of collection. Please identify systems or websites used to electronically collect this information. Also describe any consideration given to using technology to reduce burden. If there is an increase or decrease in burden related to using technology (e.g. using an electronic form, system or website from paper), please explain in number 12.**

Once the Department announces the opening of the nomination period, nominators will be able to access the “Rules, Terms, and Conditions” on <https://cte.ed.gov/cyberaward> (Website). The Website, including the “Rules, Terms, and Conditions” for the Award will be compliant with section 508 of the Americans with Disabilities Act and Department publishing guidelines for accessibility to reduce burden on nominators and reviewers.

Nominations will be submitted via email to CyberAwards@ed.gov. Microsoft Word and Portable Document Format (.pdf) file formats are accepted. The nominated educator’s name and contact information at their place of employment are requested in the of the nomination. Once a nomination is submitted, an automated email response will be generated from the Department to confirm receipt to the person who submitted the nomination. Therefore, educators who are nominated by someone else will not be notified unless they are selected for the Presidential Cybersecurity Education Award.

Per the requirements of subsection (e)(4) of the Privacy Act of 1974, as amended (5 U.S.C. 552a(e)(4)) (Privacy Act) and Office of Management and Budget Circular No. A-108, the Department maintains a system of records to protect the privacy of the information that the Department will collect about the nominees. The Department published its notice of a systems of records (SORN) in the [Federal Register](#) on October 3, 2019. The proposed routine uses in the SORN became applicable on November 4, 2019.

For technical assistance or questions, individuals can email CyberAwards@ed.gov and Department staff will provide assistance in a timely fashion.

- 4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.**

These nominations are unique to the Presidential Cybersecurity Education Award and do not duplicate other efforts.

5. **If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden. A small entity may be (1) a small business which is deemed to be one that is independently owned and operated and that is not dominant in its field of operation; (2) a small organization that is any not-for-profit enterprise that is independently owned and operated and is not dominant in its field; or (3) a small government jurisdiction, which is a government of a city, county, town, township, school district, or special district with a population of less than 50,000.**

This collection does not impact small businesses or other entities.

6. **Describe the consequences to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

If approval to collect this data is not approved, the Department will fail to fulfill a President of the United States Executive Order directive.

7. **Explain any special circumstances that would cause an information collection to be conducted in a manner:**
- **requiring respondents to report information to the agency more often than quarterly;**
 - **requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**
 - **requiring respondents to submit more than an original and two copies of any document;**
 - **requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;**
 - **in connection with a statistical survey, that is not designed to produce valid and reliable results than can be generalized to the universe of study;**
 - **requiring the use of a statistical data classification that has not been reviewed and approved by OMB;**
 - **that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or that unnecessarily impedes sharing of data with other agencies for compatible confidential use; or**
 - **requiring respondents to submit proprietary trade secrets, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**

There are no special circumstances that would require OMB approval.

- 8. As applicable, state that the Department has published the 60 and 30 Federal Register notices as required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB.**

Include a citation for the 60 day comment period (e.g. Vol. 84 FR ##### and the date of publication). Summarize public comments received in response to the 60 day notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden. If only non-substantive comments are provided, please provide a statement to that effect and that it did not relate or warrant any changes to this information collection request. In your comments, please also indicate the number of public comments received.

For the 30 day notice, indicate that a notice will be published. Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instruction and record keeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years – even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

A 60-day notice was published in the Federal Register on January 17, 2023 (88 FR 2609). No public comments were received during the 60-day public comment period. A 30-day notice will be published.

- 9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees with meaningful justification.**

No payment or gifts will be provided to nominators or awardees.

- 10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy. If personally identifiable information (PII) is being collected, a Privacy Act statement should be included on the instrument. Please provide a citation for the Systems of Record Notice and the date a Privacy Impact Assessment was completed as indicated on the IC Data Form. A confidentiality statement with a legal citation that authorizes the pledge of**

confidentiality should be provided.¹ If the collection is subject to the Privacy Act, the Privacy Act statement is deemed sufficient with respect to confidentiality. If there is no expectation of confidentiality, simply state that the Department makes no pledge about the confidentiality of the data. If no PII will be collected, state that no assurance of confidentiality is provided to respondents. If the Paperwork Burden Statement is not included physically on a form, you may include it here. Please ensure that your response per respondent matches the estimate provided in number 12.

The citation for the Systems of Record Notice is 18-15-01.

The Privacy Act Statement is as follows and will appear on the “Rules, Terms, and Conditions” document:

The Department’s authority to ask for this information is Executive Order 13870 issued on May 2, 2019. The information provided is voluntary. The main purpose for which the information will be used is to make awards. Should nominations not provide the information requested, nominations may be deemed ineligible. The routine use disclosures which may be made of the information was published in a System of Records Notice (SORN) in the Federal Register on October 3, 2019. The Department will be able disclose information from this SORN for certain enumerated purposes to specific users without the nominees’ or awardees’ prior written consent pursuant to such routine use disclosures. The routine use disclosures are expected to include disclosures to references listed in applications and nominations in order to permit the Department to determine that applicants and nominees meet the criteria for the Presidential Cybersecurity Education Award, to the general public to announce the awardees, to the media to announce the awardees and to respond to inquiries about them, to government officials to notify them of the awardees in their States or districts, to assist with preparing congratulatory letters, certificates, or other honors, or to schedule events and office visits, to state and local education official to inform them of awardees in their states, districts, or schools, to White House or other Federal agencies for speechwriting and briefings of officials who will be addressing the awardees at events or to obtain needed security clearances at such events, to individuals and entities, such as vendors, in preparation for the awards ceremony or related educational and celebratory activities, to the Department’s contractors as needed to carry out any function of the Department, to members of Congress in response to an inquiry made at the nominee’s or awardee’s written request, to the Department of Justice to obtain advice, to the Department of Justice, parties, counsel, representatives, witnesses, courts, or other adjudicative authorities as relevant and necessary to administrative or judicial litigation, to appropriate parties and entities to respond to a breach of data, to researchers to carry out

¹ Requests for this information are in accordance with the following ED and OMB policies: Privacy Act of 1974, OMB Circular A-108 – Privacy Act Implementation – Guidelines and Responsibilities, OMB Circular A-130 Appendix I – Federal Agency Responsibilities for Maintaining Records About Individuals, OMB M-03-22 – OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002, OMB M-06-15 – Safeguarding Personally Identifiable Information, OM:6-104 – Privacy Act of 1974 (Collection, Use and Protection of Personally Identifiable Information)

research on the purposes and functions of the system of records, to law enforcement officials if information in the system of records on its face or in connection with other information indicates that there has been a violation of statute, regulation, or order, and to the Department of Justice or the Office of Management and Budget if the Department concludes that disclosure is desirable or necessary in determining whether particular records are required to be disclosed under the Freedom of Information Act or the Privacy Act.

- 11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. The justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.**

This collection does not ask questions of a sensitive nature.

- 12. Provide estimates of the hour burden for this current information collection request. The statement should:**
- **Provide an explanation of how the burden was estimated, including identification of burden type: recordkeeping, reporting or third party disclosure. Address changes in burden due to the use of technology (if applicable). Generally, estimates should not include burden hours for customary and usual business practices.**
 - **Please do not include increases in burden and respondents numerically in this table. Explain these changes in number 15.**
 - **Indicate the number of respondents by affected public type (federal government, individuals or households, private sector – businesses or other for-profit, private sector – not-for-profit institutions, farms, state, local or tribal governments), frequency of response, annual hour burden. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable.**
 - **If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burden in the table below.**
 - **Provide estimates of annualized cost to respondents of the hour burdens for collections of information, identifying and using appropriate wage rate categories. [Use this site](#) to research the appropriate wage rate. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in Item 14. If there is no cost to respondents, indicate by entering 0 in the chart below and/or provide a statement.**

Provide a descriptive narrative here in addition to completing the table below with burden hour estimates.

The information in the application is provided by either nominators or teachers themselves who elect to nominate exceptional individuals who teach, promote, or inform students about cybersecurity or cybersecurity-related subjects in a public or private elementary or secondary school. The total number of respondents is estimated to be 80. The total number of responses is one response per respondent for a total of 80 responses. Respondents are expected to spend 60 minutes per response. The total burden hours are 80 hours. The total number of burden hours is estimated to be 120 hours annually. The mean hourly wage for Education Administrators in Elementary and Secondary Schools was \$46.54 as reported in May 2021 by the [U.S. Department of Labor, Bureau of Labor and Statistics](#), at the link provided. This is the most appropriate labor category for school administrators and local education agency staff because it is the most likely category of nominator. Eighty hours at this rate represents \$3,723.20 in burden hours, rounded to \$3,723.

Estimated Annual Burden and Respondent Costs Table

| Information Activity or IC (with type of respondent) | Sample Size (if applicable) | Respondent Response Rate (if applicable) | Number of Respondents | Number of Responses | Average Burden Hours per Response | Total Annual Burden Hours | Estimated Respondent Average Hourly Wage | Total Annual Costs (hourly wage x total burden hours) |
|--|-----------------------------|--|-----------------------|---------------------|-----------------------------------|---------------------------|--|---|
| Nominator | | | 80 | 1 | 1 | 80 | \$46.54 | \$3,723 |
| | | | | | | | | |
| | | | | | | | | |
| Annualized Totals | | | 80 | 1 | | 80 | | \$3,723 |

Please ensure the annual total burden, respondents and response match those entered in IC Data Parts 1 and 2, and the response per respondent matches the Paperwork Burden Statement that must be included on all forms.

13. **Provide an estimate of the total annual cost burden to respondents or record keepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14.)**
 - **The cost estimate should be split into two components: (a) a total capital and start-up cost component (annualized over its expected useful life); and (b) a total operation and maintenance and purchase of services component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for**

collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and acquiring and maintaining record storage facilities.

- If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.
- Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records for the government or (4) as part of customary and usual business or private practices. Also, these estimates should not include the hourly costs (i.e., the monetization of the hours) captured above in Item 12.

| | | |
|---------------------------------------|---|-------|
| Total Annualized Capital/Startup Cost | : | |
| Total Annual Costs (O&M) | : | _____ |
| Total Annualized Costs Requested | : | |

This collection does not require Capital/Start-up cost or equipment and maintenance costs.

14. **Provide estimates of annualized cost to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. Agencies also may aggregate cost estimates from Items 12, 13, and 14 in a single table.**

We estimate that Federal staff will spend an average of 30 minutes per application to review this information. The total number of nominations is estimated to be 80. We estimate total hours of review for these applications to be 40 hours (two applications per hour). Different staff members at different pay levels ranging from General Schedule (GS)-13 to GS-14 are likely to participate in review, so we will use \$65 as the average hourly rate, which is approximately the average hourly rate for a GS-13 to GS-14 level for a Federal employee in Washington, DC. At \$65 per hour, the total hours of review come to an annual cost of \$2,600 to the Federal government.

15. **Explain the reasons for any program changes or adjustments. Generally, adjustments in burden result from re-estimating burden and/or from economic**

phenomenon outside of an agency's control (e.g., correcting a burden estimate or an organic increase in the size of the reporting universe). Program changes result from a deliberate action that materially changes a collection of information and generally are result of new statute or an agency action (e.g., changing a form, revising regulations, redefining the respondent universe, etc.). Burden changes should be disaggregated by type of change (i.e., adjustment, program change due to new statute, and/or program change due to agency discretion), type of collection (new, revision, extension, reinstatement with change, reinstatement without change) and include totals for changes in burden hours, responses and costs (if applicable).

Provide a descriptive narrative for the reasons of any change in addition to completing the table with the burden hour change(s) here.

| | Program Change Due to New Statute | Program Change Due to Agency Discretion | Change Due to Adjustment in Agency Estimate |
|------------------------------------|--|--|--|
| Total Burden | | 80 | |
| Total Responses | | 80 | |
| Total Costs (if applicable) | | | |

Previously, this information collection was approved under OMB 1875-0292. This program and the associated collection have moved to the Office of Career, Technical, and Adult Education within the Department. Although there is a program change because of requesting an 1830-New control number, there has been no change from the previous ICR.

- 16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.**

The Department will publish information on the awardees only. The Department does not intend to publish the data contained in the applications. The Department anticipates that the awardees will be announced publicly during National Cybersecurity Career Awareness Week which occurs annually in October.

- 17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.**

The expiration date for OMB approval of the information collection will be displayed.

- 18. Explain each exception to the certification statement identified in the Certification of Paperwork Reduction Act.**

We do not propose any exceptions to the certification statements identified in the Certification of Paperwork Reduction Act.