

Peace Corps Office of Volunteer Recruitment and Selection
2024-25 Campus Ambassador Application
OMB Control Number 0420-0565
Supporting Statement

General Instructions

A Supporting Statement, including the text of the notice to the public required by 5 CFR 1320.5(a)(i)(iv) and its actual or estimated date of publication in the Federal Register, must accompany each request for approval of a collection of information. The Supporting Statement must be prepared in the format described below, and must contain the information specified in Section A below. If an item is not applicable, provide a brief explanation. When the question “Does this ICR contain surveys, censuses or employ statistical methods” is checked "Yes", Section B of the Supporting Statement must be completed. OMB reserves the right to require the submission of additional information with respect to any request for approval.

Section A. Justification

1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.

Campus Ambassadors are college or university students who work with the Peace Corps to help promote Peace Corps volunteer service opportunities on college and university campuses throughout the United States. The Peace Corps Campus Ambassadors Program seeks potential college and university applicants, who then complete this Campus Ambassador online application form.

The Peace Corps Campus Ambassador Program started in 2012 to promote Peace Corps service on college and university campuses with under-represented groups. The last Campus Ambassador OMB approval expired in 2021, during the COVID-19 pandemic.

To help manage the campus ambassador application process, Peace Corps seeks OMB approval of the Campus Ambassador application form that will help the Peace Corps collect information to ensure applicants fit the position qualifications. It will also assist in vetting the hundreds – if not thousands – of students who express an interest in becoming campus ambassadors.

Section 3(a) of the Peace Corps Act (22 U.S.C. 2502(a)), authorizes the President to carry out programs in furtherance of the purposes of the Act, on such terms and conditions as he may determine. This authority has been delegated to the Peace Corps Director. The Campus Ambassadors program is an important part of the Peace Corps overall strategy for recruitment of Peace Corps Volunteers, consistent with the purpose of the Peace Corps Act, as stated in Section 2(a) (22 U.S.C. 2501(a)), to “make

Peace Corps Office of Volunteer Recruitment and Selection
2024-25 Campus Ambassador Application
OMB Control Number 0420-0565
Supporting Statement

available to interested countries and areas men and women of the United States qualified for service abroad and willing to serve” and the authority of the President under Section 5 of the Peace Corps Act to “enroll in the Peace Corps for service abroad qualified citizens and nationals of the United States (referred to in this Act as ‘volunteers’).”

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 on each Campus Ambassador application form will be used by the Peace Corps to select student campus ambassadors. The application requests that applicants provide personal identifiable information about how the Peace Corps can contact the applicant, brief questions related to relevant experience for the position, that students upload their resume. The information requested – general information, questions related to the position and a student’s resume – is a standard practice to determine the best candidates for the program.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.

The online application form will be posted on the Peace Corps website. To reduce burden, existing information technology is used by permitting electronic submission of responses (while also providing an option to receive a paper version). Applicants will submit their applications electronically via a form posted on the Peace Corps external website. Applicants can request a paper copy of the application by contacting: The Office of University Programs, Peace Corps, 1275 First Street NE, Washington, DC 20526, or via email at: ambassadors@peacecorps.gov

The Peace Corps’ Recruitment and Marketing Customer Relationship Management System (PCrm) is existing information technology used to process the online form responses within Peace Corps. PCrm is an electronic system that is already extensively used at Peace Corps by Peace Corps’ recruiters to identify and interact with contacts and organizations (including schools), create and post events to the Peace Corps website, report on those events, and collect and manage leads. Peace Corps determined this technology will help ensure that the involved Peace Corps staff will have easy access to campus ambassadors’ application materials. Peace Corps’ use of this information technology and existing internal system will help greatly reduce the time, cost, and burden that would otherwise be required of printing, downloading,

Peace Corps Office of Volunteer Recruitment and Selection
2024-25 Campus Ambassador Application
OMB Control Number 0420-0565
Supporting Statement

saving, and sending hundreds of individual applications to apply to the program. The applications will be stored on PCrm in accordance to the agency's retention schedule.

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.

The Peace Corps Campus Ambassador Program is a unique program at the Peace Corps. No other offices engage college or university undergraduate students to promote Peace Corps on campus: therefore, this program is housed in the Office of Volunteer Recruitment and Selection (VRS).

The Campus Ambassador Program focuses on peer-to-peer student engagement. This specific program provided targeted outreach to potential Peace Corps Volunteers who would not otherwise be aware of Peace Corps opportunities. The information collected and described in Item 2 above would not otherwise be available at Peace Corps without the use of this Campus Ambassador application form.

5. If the collection of information impacts small businesses or other small entities describe any methods used to minimize burden.

Campus Ambassador program activities are conducted only on college and university campuses, allowing for peer-to-peer outreach, which builds Peace Corps' volunteer pipeline and pool of interested candidates. Small businesses or other small entities are not directly impacted by this collection of information.

6. Describe the consequence 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.

The collection is limited to once a year for a six-week period. The form is open for a six-week period annually and students are able to apply at any point within that open period. It is possible that Peace Corps will receive application forms every day during that period of time due to the significant interest in this program.

Without an electronic, online application, it may not be possible to run this important Peace Corps Campus Ambassadors Program. It is important to conduct this collection annually to engage current students as Campus Ambassadors. By providing a six-week open period annually, obstacles are reduced for students who might not have time to complete the Campus Ambassador application within only one week or a shorter time period.

Peace Corps Office of Volunteer Recruitment and Selection
2024-25 Campus Ambassador Application
OMB Control Number 0420-0565
Supporting Statement

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 that 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 which 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 cause an information collection to be conducted in a manner as described above.

8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.

Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, 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

Peace Corps Office of Volunteer Recruitment and Selection
2024-25 Campus Ambassador Application
OMB Control Number 0420-0565
Supporting Statement

periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

The agency's 60-Day notice was published in the Federal Register on **March 27, 2024 [89 FR 21289]**. No public comments were received during the 60-day period.

The agency's 30-Day Federal Register Notice was published on **May 31, 2024 [89 FR 47184]**. No public comments were received during the 30-day period.

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

The Peace Corps does not offer payment or gifts to respondents for completing this form.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

Confidentiality is assured to respondents based on the Privacy Act of 1974, as amended and as conveyed to the students under the Privacy Act Statement on the application form, and Peace Corps Manual Section 897, Privacy Act Administration.

The Campus Ambassador application form includes the following Privacy Act Statement:

Privacy Act Statement

The Peace Corps, an agency of the federal government, is required by the Privacy Act of 1974 (5 U.S.C. 552a) to advise you of the following information regarding this application. The Privacy Act addresses the federal government's use of certain personal information in agency files.

A. This application is authorized by the Peace Corps Act (22 U.S.C. 2501 et seq.) as amended.

B. The information you provide will be used to evaluate your suitability and qualifications to serve as a Peace Corps Campus Ambassador.

C. The information may be used for the routine uses described in the Privacy Act, 5 U.S.C. 552a, and the Peace Corps' published Routine Uses, summarized in [Peace Corps' Privacy web page](#).

D. The completion of this application is voluntary. However, failure to complete the application will result in the Peace Corps being unable to assess your qualifications and may preclude your consideration for the Peace Corps Campus Ambassador Program.

E. The Peace Corps estimates that it will take 20 minutes to complete this application. The Peace Corps may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are

Peace Corps Office of Volunteer Recruitment and Selection
 2024-25 Campus Ambassador Application
 OMB Control Number 0420-0565
Supporting Statement

commonly considered private. This 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.

Not applicable. There are no questions of a sensitive nature.

12. Provide estimates of the hour burden of the collection of information. The statement should:

*** Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. 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 the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.**

This table shows the estimated number of respondents, frequency of response, and participation time. Using the formula on this form, the estimated burden is 333 hours.

The Peace Corps used the following method to calculate an estimate of the annual hour burden to complete the application. Peace Corps solicited four of its staff members to complete a sample application. A fifth staff member started the timer on her cell phone and documented on a piece of paper the amount of time it took for each of the four staff members to review the instructions, and to read and respond to each question on the application. Each staff member was timed separately. Once the staff member completed the application, the timer was stopped. The fifth staff member then took the average of the four times to estimate the average time it took to fill out the application. Peace Corps does not expect the hour burden on respondents to vary greatly.

BURDEN HOURS

Category of Respondent	Estimated No. of Respondents	Frequency of response	Participation Time	Burden (hours)
Survey (1) Individuals or Households (application)	1,000	1x per year	20 minutes	333
Totals	1,000	1x per year	20 minutes	333

**Peace Corps Office of Volunteer Recruitment and Selection
2024-25 Campus Ambassador Application
OMB Control Number 0420-0565
Supporting Statement**

*** If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in Item 13 of OMB Form 83-I.**

*** Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. 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 13.**

1. **FEDERAL COST:** The estimated annual cost to the Federal government is \$4,660.80, or about 10 minutes per application:
 - Peace Corps Staff Annual Hourly Estimate for two staff members to Process/Analyze Forms: 160 hours
 - Annual Labor Cost for Survey Processing/Analysis by two Peace Corps Program Specialists: \$4,660.80 (\$60,794 annual salary of a Program Specialist / 2087 hours = \$29.13 per hour) (\$29.13 hourly wage of a Program Specialist * 160 hours = \$4,660.80) ($\$4,660.80 * 2 / 2 = \$4,660.80$)

13. Provide an estimate for the total annual cost burden to respondents or record-keeper's 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 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 purchasing or contracting out information collections 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**

Peace Corps Office of Volunteer Recruitment and Selection
2024-25 Campus Ambassador Application
OMB Control Number 0420-0565
Supporting Statement

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.**

The two staff employees who will be assigned this project will use their government-issued, previously provided Peace Corps computers and technology (estimated at approximately \$1,000 per person). There will be no additional systems, information technology, hardware, software, operational, or service costs required beyond the pre-existing technology.

14. Provide estimates of annualized costs 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 may also aggregate cost estimates from Items 12, 13, and 14 in a single table.

Peace Corps will not purchase any new equipment or software to process the forms and plans to utilize equipment that is already available. The estimated aggregate cost (including from items above) is:

Description	Estimated annualized cost
Peace Corps Labor Cost for Survey Processing	\$4,660.80

15. Explain the reasons for any program changes or adjustments reported on the burden worksheet.

Not applicable.

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.

Not applicable. The results will not be published publicly or for an internal report.

Peace Corps Office of Volunteer Recruitment and Selection
2024-25 Campus Ambassador Application
OMB Control Number 0420-0565
Supporting Statement

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.

Not applicable.

18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions".

Per the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," this form:

- (a) Is necessary for the proper performance of agency functions;
- (b) Avoids unnecessary duplication;
- (c) Reduces burden on small entities;
- (d) Uses plain, coherent, and unambiguous language that is understandable to respondents;
- (e) Its implementation will be consistent and compatible with current reporting and recordkeeping practices;
- (f) Indicates the retention periods for recordkeeping requirements;
- (g) Informs respondents of the information called for under 5 CFR 1320.8(b)(3) about:
 - (i) Why the information is being collected;
 - (ii) Use of information;
 - (iii) Burden estimate;
 - (iv) Nature of response (voluntary, required for a benefit, or mandatory);
 - (v) Nature and extent of confidentiality; and
 - (vi) Need to display currently valid OMB control number;
- (h) Was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected; and makes appropriate use of information technology.