

**Peace Corps Office of Volunteer Recruitment and Selection**  
**Campus Ambassadors Onboarding form**  
**OMB Control Number 0420-0566**  
**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 Peace Corps recruiters to promote Peace Corps service opportunities on campuses throughout the United States. Once accepted into the program, an ambassador must complete a simple form to obtain the materials required to participate in the program.

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.

Administratively, the agency needs an approved onboarding form to collect students' mailing addresses and t-shirt sizes and to send promotional kits after they have accepted our offer to become Peace Corps 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 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

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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 agency's Office of University Programs will be collecting the name, mailing address, college/university, and t-shirt size of a student Campus Ambassador to send out a promotional kit and other materials as needed. The agency has used this information previously to send key Campus Ambassador materials, including a promotional kit, to the Campus Ambassadors for use on their college/university campuses.

**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 onboarding form will be updated on Peace Corps Recruitment and Marketing (PCrm) Customer Relationship Management System. Applicants will be encouraged to submit their applications electronically. 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](mailto:ambassadors@peacecorps.gov).

The PCrm is a technology system that already exists at the Peace Corps. This technology will ensure that the Office of University Programs has easy access to Campus Ambassador information to place orders for t-shirts and other kit materials. Using this platform will greatly reduce the burden of downloading individual forms or scanning hardcopy forms saving numerous hours. The onboarding forms 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).

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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 onboarding form.

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

Not applicable.

**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 Campus Ambassador onboarding form collection is limited to once a year for a four-week period. Without an electronic, online form, it may not be possible to run the Campus Ambassadors Program.

The only alternative would be to post a Word document on the website, and have students email their complete onboarding form to an email account. This method would greatly increase the chance of human error, as well as add an incredible time burden. In addition, Peace Corps would likely see a dramatic drop in students accepting our offer as they are accustomed to filling out electronic forms seamlessly and online. In sum – the program would see a decrease in the quality, quantity, and diversity of applicants.

**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

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**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 request 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 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 21288]**. 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 47185]**. 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.**

There is no payment or gift provided to respondents. Any additional materials (such as promotional items) that Campus Ambassadors receive will be to carry out the duties of the role in promoting the mission of the Peace Corps.

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

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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:

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

Authority: The Peace Corps Act, 22 U.S. Code § 2501.

Purpose: The purpose of this form is to confirm your interest in participating in the Campus Ambassador Program for the next Academic Year.

Routine Uses: Use of the information collected based 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, and the agency's privacy policy. The information you provide may be used for the routine uses described in the Privacy Act, and the Peace Corps' published System of Records Notices, PC-17, Peace Corps Volunteer Applicant and Service Records System and PC-18, Former Peace Corps Volunteers and Staff Database.

Disclosure: The information you provide is voluntary. However, failure to provide complete information and to submit this form may slow down the selection process, and will eventually disqualify you from being selected as a Campus Ambassador for the Peace Corps. The agency is committed to ensuring that any personal information it receives is safeguarded against unauthorized disclosure.

**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. 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:**

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**\* 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.**

Below is a table taken from the OMB form "Request for Approval under the 'Generic Clearance for the Collection of Routine Customer Feedback.'" This table shows the estimated number of respondents, frequency of response, and participation time. Using the formula on this form, the estimated burden hours is 167.

To calculate the annual hour burden, four staff members filled out a mock onboarding form. The amount of time it took to fill out the onboarding form was averaged. Peace Corps does not expect the burden hours with respondents to vary.

**BURDEN HOURS**

<b>Category of Respondent</b>	<b>Estimated No. of Respondents</b>	<b>Frequency of response</b>	<b>Participation Time</b>	<b>Burden hours</b>
Survey (1) Individuals or Households (secondary form)	1,000	1x per year	10 minutes	167
<b>Totals</b>	<b>1,000</b>	<b>1x per year</b>	<b>10 minutes</b>	<b>167</b>

**\* 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.**

FEDERAL COST: The estimated annual cost to the Federal government is \$116.52:

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- Peace Corps Staff Annual Hourly Estimate to Process/Analyze Forms: 4 hours
- Annual Labor Cost for Survey Processing/Analysis by Peace Corps Program Specialist: \$116.52 (\$60,794 annual salary of a Program Specialist/2087 hrs = \$29.13 per hour) (\$29.13 hourly wage of a Program Specialist \* 4 hrs = \$116.52)

**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 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.**

Not applicable.

**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.**

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

<b>Description</b>	<b>Estimated annualized cost</b>
Peace Corps Labor Cost for Onboarding Processing	\$116.52

**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.

**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;



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- (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.