



## Public Burden Statement

A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with an information collection subject to the requirements of the Paperwork Reduction Act of 1995 unless the information collection has a currently valid OMB Control Number. The approved OMB Control Number for this information collection is 0648-0047. Without this approval, we could not conduct this information collection. Public reporting for this information collection is estimated to be approximately 15 minutes/hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. All responses to this information collection are required to obtain benefits. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden to the OMAO Policy Program, NOAA, 1315 East West Highway, Silver Spring, MD 20910, [omao.policy@noaa.gov](mailto:omao.policy@noaa.gov).

## Privacy Act Advisory Statement

The Privacy Act of 1974 requires that you be given certain information in connection with the information solicited on the attached forms. The data is required under 33 USC 3002 -3072 The information requested in this form is utilized to evaluate your qualifications. The furnishing of this data is voluntary for use in determining your qualifications for appointment in the NOAA Corps. Failure to provide the requested data will preclude your consideration for appointment.

## Privacy Act Statement

**Authority:** The collection of this information is authorized under 5 U.S.C. § 301, Departmental regulations; Executive Order 12656, Assignment of emergency preparedness responsibilities; Homeland Security, Federal Continuity Directive 1, requiring Federal agencies to account for its personnel during emergencies; and Departmental Administrative Order 210-1, Emergency Readiness for Departmental Continuity.

**Purpose:** The Department of Commerce (Department) is collecting this information to ensure managers, supervisors, continuity of operations (COOP), and other appropriate staff and individuals have the most current personal contact information for contacting you in the event of an emergency or if needed for a shift and cannot be contacted otherwise. As an example, the information will be used to ensure employee accountability as it relates to protection and safe being in a catastrophic situation.

**Routine Uses:** The Department will use this information to send notifications, alerts, and/or activations and to relay critical updates and guidance to Department personnel in response to an emergency scenario or exercise. Disclosure of this information is permitted under the Privacy Act of 1974 (5 U.S.C. Section 552a) to be shared among Department staff for work-related purposes. Disclosure of this information is also subject to all of the published routine uses as identified in the Privacy Act System of Records Notice [COMMERCE/DEPT-18](#), Employees Personnel Files Not Covered by Notices of Other Agencies.

**Disclosure:** Furnishing this information is mandatory. The failure to provide accurate information may delay or prevent you from receiving notifications in the event of an emergency. The failure to provide this information also may have an effect on your Federal service under certain circumstances. For example, failure to supply this information may delay or make it impossible to notify you in the event of an emergency about a change to your duty location and/or the Department's needs for your service in an emergency, which may result in you being placed in an absent without leave status.