

Request for Approval under the “DOL Departmental Generic Clearance for the Collection of Routine Customer Feedback”

TITLE OF INFORMATION COLLECTION: ODEP Workforce Recruitment Program (WRP) Participant Experience Survey

PURPOSE: The purpose of this submission is to collect customer satisfaction survey data from participants in the Workforce Recruitment Program (WRP) jointly managed by the Office of Disability Employment Policy (ODEP) and the Department of Defense. WRP connects federal employers with college students and recent graduates with disabilities for federal employment and internships. ODEP has collected customer service satisfaction data from program participants in the past two years and is looking to issue a similar survey in 2025 and 2026. This survey data may help ODEP identify areas for program improvement. The survey will be voluntary. This data will not be made public and will only be analyzed internally for program improvement purposes.

DESCRIPTION OF RESPONDENTS: ODEP plans to survey the most recent WRP cohort from the 2024 database. There were 3,300 WRP applicants in 2024. Participants include college students and recent graduates who submitted applications and were included in the WRP database in 2024.

ODEP may also survey the WRP cohort from the 2025 database, once their participation year concludes. There are 4,000 WRP applicants in 2025. Participants include college students and recent graduates who submitted applications and were included in the WRP database in 2025.

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> Other: _____ |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.

3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Frances Vhay

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? ☐ Yes ☒ No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? ☐ Yes ☐ No NA
3. If Applicable, has a System or Records Notice been published? ☐ Yes ☐ No NA

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? ☐ Yes ☒ No

ESTIMATED ANNUALIZED BURDEN HOURS

Information Collection	Category of Respondent	No. of Respondents	Participation Time	Burden
Email Survey of WRP 2024 participants	Individuals or Households	660	5 minutes	55 Hours
Email Survey of WRP 2025 participants	Individuals or Households	800	5 minutes	67 Hours
Totals		1,460	5 minutes	122 Hours

FEDERAL COST: The estimated annual cost to the Federal government is \$0.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?

☒ Yes ☐ No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

WRP possesses the email addresses of all WRP participants from 2024. We will email all participants and provide the Survey Monkey link. We estimate that 20 percent of participants will respond.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)

☒ Web-based or other forms of Social Media

Percentage of Respondents Reporting Electronically: 100%

☐ Telephone

☐ In-person

☐ Mail

☐ Other, Explain

2. Will interviewers or facilitators be used? ☐ Yes ☒ No

3.

Please make sure that all instruments, instructions, and scripts are submitted with the request.

Instructions for completing Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback”

TITLE OF INFORMATION COLLECTION: Provide the name of the collection that is the subject of the request. (e.g. Comment card for soliciting feedback on XXXXX)

PURPOSE: Provide a brief description of the purpose of this collection and how it will be used. If this is part of a larger study or effort, please include this in your explanation.

DESCRIPTION OF RESPONDENTS: Provide a brief description of the targeted group or groups for this collection of information. These groups must have experience with the program.

TYPE OF COLLECTION: Check one box. If you are requesting approval of other instruments under the generic, you must complete a form for each instrument.

CERTIFICATION: Please read the certification carefully. If you incorrectly certify, the collection will be returned as improperly submitted or it will be disapproved.

Personally Identifiable Information: Provide answers to the questions.

Gifts or Payments: If you answer yes to the question, please describe the incentive and provide a justification for the amount.

BURDEN HOURS:

Category of Respondents: Identify who you expect the respondents to be in terms of the following categories: (1) Individuals or Households; (2) Private Sector; (3) State, local, or tribal governments; or (4) Federal Government. Only one type of respondent can be selected.

No. of Respondents: Provide an estimate of the Number of respondents.

Participation Time: Provide an estimate of the amount of time required for a respondent to participate (e.g. fill out a survey or participate in a focus group)

Burden: Provide the Annual burden hours: Multiply the Number of responses and the participation time and divide by 60.

FEDERAL COST: Provide an estimate of the annual cost to the Federal government.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents. Please provide a description of how you plan to identify your potential group of respondents and how you will select them. If the answer is yes, to the first question, you may provide the sampling plan in an attachment.

Administration of the Instrument: Identify how the information will be collected. More than one box may be checked. Indicate whether there will be interviewers (e.g. for surveys) or facilitators (e.g., for focus groups) used.

Please make sure that all instruments, instructions, and scripts are submitted with the request.