

**SUPPORTING STATEMENT**  
**FOR PAPERWORK REDUCTION ACT SUBMISSION**

**USAJOBS Resume Builder and Application Profile**

**OMB #3206-0219**

**A. JUSTIFICATION**

1. *Why is this collection necessary and what are the legal statutes that allow this?*

In accordance with the Paperwork Reduction Act of 1995 (Public Law 104-13, May 22, 1995), the notice announces that the U.S. Office of Personnel Management (OPM) intends to submit to the Office of Management and Budget (OMB) a request for review of an existing information collection which requires renewal (ICR) 3206-0219 (USAJOBS Resume Builder and Application Profile).

This information collection occurs electronically via the USAJOBS Resume Builder and Applicant Profile. The online application on USAJOBS captures the essential information Federal agencies require to evaluate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361 3393, and 3394 of Title 5 United States Code and is an existing information collection.

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

The individual enters the information electronically in the USAJOBS Resume Builder and Applicant Profile. The information is used to capture the essential information Federal agencies require to evaluate applicants using Talent Acquisition Systems for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of Title 5 United States Code.

3. *How are the respondents expected to complete the collection? Can this collection be completed electronically (e.g., through a website or application)?*

The collection of information involves the use of the USAJOBS Resume Builder and Applicant Profile, which uses information technology and allows the upload of resumes and is fully web-based. This information is shared with the agency responsible for the Job Opportunity Announcement posting to begin the employment selection process.

4. *Does this collection duplicate any other collection of information? Describe why the agency doesn't already have this information within their systems.*

USAJOBS is the official one-stop collection point for all Federal agency job postings. There are currently by law no other Government-wide collections such as this to facilitate hiring for all Federal Executive agencies.

5. *Describe any impacts on small business. If applicable, describe any methods used to minimize those impacts.*

Not applicable. This collection of information does not affect small businesses or other small entities.

6. *What are consequences to the Federal program or policy goals if this collection is not done or the information is collected less frequently? Describe any technical or legal obstacles to reducing burden.*

If the collection of information is not conducted, there would be a violation of Title 5, United States Code, Sections 1104, 1302, 3301, 3304, 3320, 3361 3393, and 3394. The online application on USAJOBS captures the essential information that Federal agencies require to evaluate applicants for Federal jobs.

7. *Do any of the following special circumstances apply?*

- *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.*

Not applicable. This information collection is in compliance with 5 CFR 1320.6.

8. *Cite the Federal Register publication for a request for public comments and address any comments received.*

On April 16, 2024 OPM published a 60 Day Federal Register Notice at Volume 88 FR 74540 page 74540-7454. No comments were received. A 30 Day posting was done on July 5, 2024 with no comments received. However, the package was not ever submitted to OIRA for review so another 30 Day Notice was posted on June 3, 2025 for review/submission.

9. *Are payments or gifts given to the respondents?*

No payments or gifts are given to respondents.

10. *Describe any assurances of privacy/confidentiality. Cite specific privacy laws, relevant OPM regulations, and SORNs.*

This information collection is protected by the Privacy Act of 1974 and OPM regulations (5 CFR 831.106). The routine uses of disclosure appear in the *Federal Register* for OPM/GOVT-5 and GOVT-7.

11. *Are any questions of a sensitive nature asked, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private? If yes, provide justification. 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.*

This information collection does not include questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.

12. *Describe the hour time burden and the hour cost burden on the respondent needed to complete this collection. Please specify hourly salary for your respondent audience by referencing [Bureau of Labor Statistics Occupational Employment and Wage Estimates](#) or other alternative wage site, when applicable.*

It is estimated that the total number of respondents for both forms is 9,444,348 with total annual burden hours of 16,448,029 and a total burden

cost of \$423,043,322. The cost was determined by multiplying the annual hour burden by the mean hourly wage across all occupations (\$25.72) from Bureau of Labor Statistics Website ([http://www.bls.gov/oes/2019/may/oes\\_nat.htm](http://www.bls.gov/oes/2019/may/oes_nat.htm)).

Form Name	Form No.	No. of Respondents	No. of Responses per Respondent	Average Burden per Response (in hours)	Total Annual Burden (in hours)	Ave. Hourly Wage Rate	Total Annual Respondent Cost
Resume Builder	3206-0219	6,431,345	4	.63	16,206,989	\$25.72	\$416,843,767
Application Profile	3206-0219	3,013,003	1	.08	241,040	\$25.72	\$6,199,555

	<u>Number of Respondents</u>	<u>Burden Hours</u>
All Forms	9,444,348	16,448,029

13. Describe the non-hourly monetary burden to respondents needed to complete this collection. This is defined as out-of-pocket costs such as application fees for the collection, document fees ([birth/death certificates](#), school transcripts), mailing costs ([printing](#), [postage](#), and/or [mileage](#)), or anything else respondents may need to pay to complete and/or implement the collection.

There are no non-hourly monetary burden to respondents needed to complete this collection.

14. Describe the cost incurred by the Federal Government to complete this collection.

Form Name	Form Number	Time Required for each HR specialist to Review applicant Data (hours)	Number of Resumes Built in One Year	Total number of hours reviewing applicant data	Annual cost per hour	Total Annual Cost
Resume Builder	3206-0219	.33	25,725,380	8,489,375	\$15	\$127,340,625

Other costs:

Privacy	$\$100,000 * 132 \text{ customers} = \$13,200,000$
Security	$\$150,000 * 132 \text{ customers} = \$19,800,000$
Paper Storage/Destruction	$\$ 50,000 * 132 \text{ customers} = \$ 6,600,000$

15. *Explain any changes/adjustments to this collection since the previous submission, if applicable. Describe whether these changes impact the hour or cost burden. If yes, describe if the impact is the result of deliberate Federal government action (“program change”) or something else (“adjustment”).*

Estimated burden hours and associated costs have been adjusted to reflect the upward trend of USAJOBS visitors and applications.

16. *Specify if the data gathered by this collection will be published. This could include Congressional reporting, using respondent numbers in budget justification, or other broad reporting.*

Not applicable. Information collected in the form will not be published.

17. *If applicable, explain the reason(s) for seeking approval to not display the OMB expiration date.*

Not applicable – expiration date will be displayed.

18. *Explain each exception to the topics of the certification statement identified in “[Certification for Paperwork Reduction Act Submissions](#).”*

Not Applicable.