

SUPPORTING STATEMENT A
U.S. Department of Commerce
U.S. Census Bureau
Decennial Census Temporary, Intermittent Applicant Information Collection
OMB Control No. 0607-XXXX

Abstract

The Census Bureau is implementing an electronic Decennial Census Temporary, Intermittent Applicant Information Collection to gather information from job seekers needed to fill temporary, intermittent Decennial Census Program positions, starting with the 2026 Census Test. Questions used to qualify and select applicants for positions are in the *job application information* section of the collection. This section collects Social Security number, date of birth, contact information, citizenship status, selective service and veterans' preference status and documentation, Federal employment/annuity status, access to transportation, hours of availability and related job experience. The *supplemental voluntary applicant information* section includes questions found on the Equal Employment Opportunity Commission's (EEOC's) common use form 3046-0046, Demographic Information on Applicants for Federal Employment, developed to support EEOC Management Directive (MD) 715. The voluntary questions also include recruiting source and education questions to help improve future recruiting efforts.

This collection gathers basic information needed for most temporary, intermittent decennial positions, streamlining the application process for both the applicant and the Census Bureau, by allowing applicants to be considered for several positions with one set of application data. To further evaluate each applicant's fit for positions, as part of the Decennial Census Temporary, Intermittent Applicant Information Collection, applicants will answer position related assessment/test and self-response interview questions. (This paragraph was updated from the 60-day federal records notice to clarify that the assessment/test questions are included in this package and to add the self-response interview questions to this collection.)

The Census Bureau discontinued a similar collection for the Current Surveys, Special Census, and Decennial Census Programs under OMB No. 0607-0139.

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.**

The information below describes several components of this collection. The collection is used to gather information from job applicants for temporary, intermittent decennial census jobs. The four components are listed below and described in detail in this justification.

Component	Legal or administrative requirements
Job application information	Title 13 U.S.C, Chapter 1, Subchapter II, Section 23(a) and 23(c); Title 5 U.S.C., Part II Chapter 13; Title 5, U.S.C., Part III, Subpart B, Chapter 33, Subchapter 1, Section 1 and 20; and Executive Orders 9397 and 10566
Supplemental voluntary applicant information	Title 5 U.S.C. Part III, Subpart F, Chapter 72, Subchapter I, Section 7201; 29 C.F.R. Part 1607.4, Section 501 of the Rehabilitation Act of 1973,
Applicant assessments/tests	Title 13 U.S.C, Chapter 1, Subchapter II, Section 23(a) and 23(c); Title 5 U.S.C., Part II Chapter 13; and Title 5, U.S.C., Part III, Subpart B, Chapter 33, Subchapter I
Self-response interview questionnaires	Title 13 U.S.C, Chapter 1, Subchapter II, Section 23(a) and 23(c); Title 5 U.S.C., Part II Chapter 13; and Title 5, U.S.C., Part III, Subpart B, Chapter 33, Subchapter I

Job Application Information

Collection of the *job application information* is a critical component of the hiring process for temporary, intermittent decennial census staff and is authorized by Title 13 U.S.C, Chapter 1, Subchapter II, Section 23(a) and 23(c); Title 5 U.S.C., Part II Chapter 13; Title 5 U.S.C., Part III, Subpart B, Chapter 33, Subchapter 1, Section 1 and 20; and Executive Orders 9397 and 10566. Administrative staff and hiring officials use the information collected to determine eligibility, compatibility, and the qualifications of job applicants. Failure to collect this information could result in the hiring of unsuitable and/or unqualified candidates and make the application process more cumbersome, as one application allows the applicant to apply and be considered for several positions.

The *job application information* component of the collection is voluntary; however, if applicants do not complete the *job application information* the applicants will not be considered for any positions.

The following is a summary of the information collected in the *job application information* component of this collection and provides the reason the information is needed. Attachment A contains the full content and instructions for this component, starting on page 6.

1. *Social Security Number* – Used to uniquely identify records for each applicant and for background clearances, for additional justification see Section 11 of this document.
2. *Full Legal Name (First Name, Middle Name, Last Name, and Suffix)* – Used to identify applicants and will be used for background clearances.
3. *Email Address* – Used to communicate with applicants via email.
4. *Phone Number(s)* – Used to communicate with applicants via phone call or text message (with applicant permission). Includes collecting information on whether a phone number is associated with a mobile phone and asking permission to text a mobile phone number.

5. Home Address (Physical Address) – Applicants are selected for work based partly on where they live. Includes collecting the county of residence.
6. Mailing Address – Used to send communications or other physical items to applicants via the U.S. Postal Service.
7. What is your date of birth? – Used to determine eligibility of an applicant for employment (employees must be 18 years or older). Also used for background clearances. Includes collecting the month, day, and year of birth.
8. Were you born in the United States or its territories? – Used to determine eligibility of an applicant for employment. Includes collecting the state and city or U.S. territory in which the applicant was born (if the applicant responds yes) or collecting the country in which they were born (if the applicant responds no).
9. Are you a citizen or national of the United States? – Used to determine eligibility of an applicant for employment.
10. If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions. Were you born a male after December 31, 1959? – Used to determine eligibility of an applicant for employment. Applicants who are male and born after December 31, 1959, and are 18 or older must be registered with the Selective Service System to be hired, unless they have a valid exemption.
11. Have you registered with the Selective Service System? – Used to determine if the applicant meets the Selective Service eligibility requirement. Includes collecting their Selective Service number if the applicant is registered or collecting documentation of an exemption if the applicant is not registered.
12. Do you claim veterans' preference? – This information is needed to determine veterans' preference eligibility of an applicant. If the applicant indicates yes, then he/she will be provided with a list of veterans' preference categories to choose from. The applicant will be required to upload supporting documentation to claim preference.
13. Are you currently employed by a federal government agency? – Needed to determine eligibility of an applicant. Unless there is an approved waiver for dual federal employment with the applicant's associated agency, the applicant cannot be hired. If the applicant responds yes, the agency, job title, and hire date are collected.
14. Are you a retiree receiving a federal annuity? – Used to determine if the applicant would require a salary offset if hired. If the applicant is a federal annuitant, the name of the agency from which the applicant receives the annuity and the applicant's Civil Service Annuitant number are collected.
15. Have you worked for the federal government or military and received a Voluntary Separation Incentive Payment (VSIP) or "Buyout" within the past 5 years? – Needed to determine if applicant may be required to repay a VSIP payout if hired. If the applicant has received a VSIP,

then the year the VSIP was received, the name of the agency from which it was received, and proof of re-payment (if repaid) are collected.

16. Some Census Bureau jobs require employees to be bilingual in English and another language. The employee must be able to convince individuals who speak no English to respond to the interview by explaining the purpose. Employees will receive census job-related training, but not language training. Are you fluent in any language where you can hold a conversation, record responses, and respond to questions in that language? – Needed to select applicants for positions requiring language skills. If the applicant has the indicated that he/she has language skills, then the names of the language(s) are collected.
17. Indicate the type(s) of transportation available for your use – Needed to select applicants for positions requiring access to transportation. Applicants can select one or more from a list of options that includes “none of the above”. Applicants who select personal vehicle, are asked to indicate if the vehicle is a 4-wheel drive.
18. When are you available to work? – Needed to select applicants who are available when work needs to be completed.
19. Total hours per week you are willing to work up to and including 40 hours - Needed to select applicants who are available the required number of hours for a position.
20. Have you conducted in-person training in a classroom environment? – Needed to determine eligibility of an applicant for positions requiring training skills.
21. Have you conducted live virtual training using online meeting software or virtual training tools (e.g. Zoom, Cisco WebEx, Microsoft Teams, GoTo Meeting, etc.)? – Needed to determine eligibility of an applicant for positions requiring virtual training skills.
22. Do you have the following types of work or volunteer experience? – Needed to determine eligibility of an applicant for positions requiring specific skills.

Supplemental Voluntary Applicant Information

The *supplemental voluntary applicant information* collected from job applicants gathers data/information not used to make hiring decisions, including sex, race, Hispanic origin, and disability. The collection of this information allows the Census Bureau to comply with federal directives, described in Section 11 of this document, and is authorized by Title 5 U.S.C. Part III, Subpart F, Chapter 72, Subchapter I, Section 7201; 29 C.F.R. Part 1607.4, and Section 501 of the Rehabilitation Act of 1973.

The *supplemental voluntary applicant information* component of the collection is voluntary. Applicants will still be considered for jobs if they do not complete this component. Applicants can skip all or some questions.

In addition to collecting sex, race and ethnicity, and disability, this component includes collection of a referral code or recruiting source and education level. The Census Bureau uses this information to

determine which types of recruiting advertisements and strategies are working to produce qualified applicants and allows the Census Bureau to determine what level of education applicants have (to refine approaches to outreach).

The following is a summary of the information collected in the *supplemental voluntary applicant information* component and provides the reason the information is needed. Attachment A contains the full content and instructions for this component, starting on page 23.

1. Do you have a referral code? – If the applicant has a referral code from a recruiting advertisement or from a recruiter, then that code is collected. This information is used to enhance data accuracy, conduct analysis on advertisement and outreach effectiveness, allocate and optimize recruiting resources, and for continuous improvement of recruitment strategies.
2. Recruiting Sources categories and subcategories – Applicants who do not have a referral code will be asked to choose their recruiting source from a list of categories and subcategories. This information is used to enhance data accuracy, conduct analysis on advertisement and outreach effectiveness, allocate and optimize recruiting resources, and for continuous improvement of recruitment strategies.
3. Sex – The applicant may respond by selecting one option of male or female. This information allows the Census Bureau to comply with federal directives, described in Section 11 of this document.
4. What is your race and/or ethnicity? – Applicants may select all categories that apply. This allows the Census Bureau to comply with federal directives, described in Section 11 of this document.
5. Education - Highest education level – The applicant may choose from a list of ten levels of educational attainment. This allows the Census Bureau to determine what level of education applicants have and is used to refine approaches to outreach.
6. Disability/Serious Health Condition: Do you have any of the following? – The applicant is presented with a list of disabilities and serious health conditions and may select one or more options from the list. The applicant is also provided with options to not provide this information or to indicate the question does not apply to them. This information allows the Census Bureau to comply with federal directives, described in Section 11 of this document.

Applicant Assessments/Tests

Collection of the *non-supervisory applicant assessment/test* and *supervisory applicant assessment/test* is a critical component of the hiring process for temporary, intermittent decennial census staff and is authorized by Title 13 U.S.C, Chapter 1, Subchapter II, Section 23(a) and 23(c); Title 5 U.S.C., Part II Chapter 13; and Title 5 U.S.C., Part III, Subpart B, Chapter 33, Subchapter I. Administrative staff and hiring officials use the information collected to help determine the basic qualifications of applicants being considered for any position. Failure to collect this information could result in the hiring of unqualified candidates.

The *non-supervisory applicant assessment/test* and the *supervisory applicant assessment/test* batteries allow for evaluation of job applicants' competencies, related to successful job performance. The assessments/tests were developed to help streamline the job application

process and allow for a quick initial evaluation.

The assessments/tests are voluntary; however, applicants who do not complete the *non-supervisory applicant assessment/test* will not be considered for any positions. Applicants interested in being considered for supervisory positions, who do not complete the *supervisory applicant assessment/test*, will not be considered for supervisory positions.

Non-Supervisory Applicant Assessment/Test

The Census Bureau partnered with the Office of Personnel Management, Human Resources Solutions (OPM-HRS), to conduct job analysis, identifying job tasks and competencies that are critical for successful job performance for temporary, intermittent decennial positions. Then, Industrial and Organizational (I/O) psychologists from OPM-HRS and DCI Consulting/API Metrics independently took steps to determine the best questions to include in the assessment/test batteries, based on the ability of questions to predict job performance in each position. The resulting *non-supervisory applicant assessment/test* includes 33 multiple choice questions that take about 10 minutes to complete. The questions help to determine if applicants have the basic competencies for temporary, intermittent decennial census jobs. Attachment B contains a list of the 33 questions by the associated competencies. Attachment C contains the full content and instructions for this component, starting on page 3.

Supervisory Applicant Assessment/Test

The Census Bureau also partnered with OPM-HRS to develop a *supervisory assessment/test*. OPM-HRS conducted job analysis to identify job tasks and competencies critical for job performance for temporary, intermittent decennial census supervisory staff. The I/O psychologists evaluated the ability of the questions to predict job performance. The Census Bureau's Human Resources Division also reviewed the assessment/test questions and provided additional input. The resulting supervisory assessment/test includes 13 multiple choice questions that allow applicants to provide information on their training and experience. Answering the 13 questions takes about 10 minutes to complete and helps qualify applicants for supervisory positions. Attachment B contains a list of the 13 questions by the associated competencies, starting on page 5. Attachment C contains the full content and instructions for this component, starting on page 13.

Self-Response Interview Questionnaires

Collection of the *self-response interview questionnaires* is a critical component of the hiring process for temporary, intermittent decennial census staff and is authorized by Title 13 U.S.C., Chapter 1, Subchapter II, Section 23(a) and 23(c); Title 5 U.S.C., Part II Chapter 13; and Title 5 U.S.C., Part III, Subpart B, Chapter 33, Subchapter I. Administrative staff and hiring officials use the information collected to help determine the basic qualifications of applicants being considered. Failure to collect this information could result in the hiring of unqualified candidates.

The Census Bureau developed five self-response interview questionnaires for temporary,

intermittent decennial census positions. They include a universal questionnaire and four position-specific questionnaires. Attachment D contains all questions for each self-response questionnaire and the associated reasons for collecting the information. Attachment E contains the full list of questions in the order presented to applicants, along with the instructions. The five questionnaires are:

1. Universal Self-Response Interview Questionnaire
2. Enumerator Self-Response Interview Questionnaire
3. Outreach Assistant Self-Response Interview Questionnaire
4. Census Trainer Self-Response Interview Questionnaire
5. Census Field Supervisor Self-Response Interview Questionnaire

Job applicants under consideration (on a selection certificate) for any temporary, intermittent decennial census position will complete a *universal self-response interview questionnaire* by logging into the same portal they used to apply. This questionnaire determines if the applicant is still interested, if he/she has potential conflicts of interests, and if he/she agrees to the basic conditions of employment (such as being fingerprinted, safeguarding confidential data, and working in the community). If an applicant who completes the questionnaire is not selected for a position, but is later under consideration for another position, then the applicant will be asked to validate or update his/her previous responses.

The Census Bureau will request that applicants who are under consideration (on a selection certificate) for temporary, intermittent decennial census positions complete a *position-specific self-response interview questionnaire* by logging into the same portal they used to apply. These questionnaires determine if an applicant is still interested in the position being offered, if he/she agrees to the basic conditions of employment (such as being fingerprinted and safeguarding confidential data) and has the required experience. If an applicant who completes a position-specific questionnaire, does not get selected for a position and is later under consideration for the same position, then the applicant will be asked to review and validate or update his/her previous responses.

Attachment F contains copies of the sections of each statute and regulation mandating or authorizing the collection of information, including those cited in Section 11 of this document.

- 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 detailed in Section 1 of this document is collected from persons interested in obtaining a temporary, intermittent job to work on decennial census activities for the Census Bureau. Information will be collected electronically. Sections 1 and 16 of this document describe the uses of the information being collected in detail. Below is a summary for each component of

the collection:

Job Application Information

The *job application information* component includes collection of personally identifiable information, including contact information (home and mailing addresses, phone numbers, and email), Social Security number, and birthdate. The contact information is used to communicate with the job applicant for clarification and follow-up, to make job offers, and/or to notify applicants of the status of their job applications. The Social Security number and date of birth are used to uniquely identify individuals and prevent duplicate applications. As applicants are offered jobs and move through the hiring process, this information is used in the background clearance process.

Additional information collected includes military service (to allow for veterans' preference to be awarded, if applicable); citizenship; and selective service enrollment for males born after December 31, 1959; federal annuitant and voluntary separation incentive program (VSIP) status; current government work history; current or past volunteer experience related to outreach and training; language skills; and availability for work. These questions are used by administrative staff to determine whether applicants are eligible for hire and to determine the best qualified candidate for a decennial position. The information also allows the Census Bureau to comply with regulations regarding veterans' preference, selective service, dual federal employment, federal annuities, and VSIP.

After the *job application information* is collected electronically, the data is transferred to electronic PDF form that applicants can download for their own records and will become part of their official personnel folder, if they are hired. The PDF will contain the OMB clearance number and expiration date. In addition, when a person is selected, an electronic copy of the PDF will be forwarded to the human resources office as part of the on-boarding packet needed to hire the applicant. Data from the *job application information* may be shared with Census Bureau authorized staff performing human resources and recruiting services/support functions, staff completing background clearance, staff conducting analysis of applicant data, and to other government agencies during the background clearance process.

The applicant's information will remain active in the applicant pool for the duration of the census test for which the applicant applied or until the person is selected, deemed ineligible for hire, or requests to be removed from consideration.

Supplemental Voluntary Applicant Information

The *supplemental voluntary applicant information* collects, from job applicants, information that is not used to make hiring decisions, including sex, race and ethnicity, and disability. The collection uses questions pulled from the Equal Employment Opportunity Commission's (EEOC) common use form 3046-0046, *Demographic Information on Applicants for Federal Employment* (expiration date 9/30/2026). However, the race question on the 3046-0046 does not conform to OMB Statistical Policy Directive No. 15 (SPD 15); therefore, the question used in the *supplemental voluntary applicant information* component of this collection was drawn from SPD 15 to incorporate the updated standards for collecting race/ethnicity. The collection of information in this component of

the collection allows the Census Bureau to comply with federal directives, described in Section 11 of this document. The *supplemental voluntary applicant information* also collects referral codes or recruiting source and education level, which will assist the Census Bureau recruiting staff in determining if recruiting advertisements and strategies are working to produce qualified applicants and allow the Census Bureau to determine what level of education applicants have (to refine approaches to outreach).

The *supplemental voluntary applicant information* may be shared with the Office of Personnel Management and the EEOC, as described in Section 16 of this document, and is used for Census Bureau internal analysis described in Section 16 of this document.

Applicant Assessments/Tests and Self-Response Interview Questionnaires

Each response to the questions on the applicant assessments/tests will be assigned a response score. Response scores will be used to calculate overall assessment/test scores for each assessment/test. The overall scores are used to place applicants who meet the specific selection criteria¹ for the open position into tiers on selection certificates. Each applicant on the selection certificate will receive a *universal self-response interview questionnaire* and a *position-specific self-response interview questionnaire* to complete. The responses to these questionnaires are used by selecting officials to make final selection decisions.

Information quality is an integral part of this collection as the Census Bureau needs to ensure proper candidate eligibility and qualifications for decennial census jobs. Information quality is also integral to the information collections conducted by the Census Bureau and is incorporated into the clearance process required by the Paperwork Reduction Act.

- 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.**

Data will be gathered electronically in a system called, the Decennial Administrative, Recruiting, Hiring, and Training System (DARHTS). Applicants will visit census.gov, click on a link to access the DARHTS, create an account and proceed to complete the *job application information*, the *supplemental voluntary applicant information*, and then the *assessment(s)/test(s)*. Applicants under consideration (on a selection certificate) will log into the DARHTS to complete the *universal* and *position specific self-response interview questionnaire(s)*. The DARHTS will create an electronic PDF output of the *job application information* and the *universal and position specific self-response interview questionnaire(s)*. The PDF files will include the questions and the applicant's responses. If the applicant makes subsequent changes to his/her responses on these questionnaires, the

¹ The specific selection criteria for the position could include living within the geographic area of consideration, availability during certain days or for a specific number of hours, etc.

system will create additional PDF documents for each change submission. Each PDF created will include the OMB clearance number and the expiration date.

The Census Bureau is not including for clearance an online Spanish version of the DARHTS or paper versions of the forms in this collection for the three-year period covered by this request. The current collection does not require these alternatives. Subsequent renewals may include a Spanish version and paper versions, when the collection is rolled out to Puerto Rico and remote parts of Alaska.

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 Question 2.

The Census Bureau needs a mechanism that allows members of the public to express their interest in temporary, intermittent decennial census jobs. The decennial census operations require large numbers of employees for assignments of a limited duration (weeks or months). This collection allows the Census Bureau to collect the minimum and most up-to-date information needed to make hiring decisions and allows the applicant to apply for multiple jobs without completing multiple applications. The process also reuses information previously provided by the applicant to populate the *self-response interview questionnaires* when applicants are considered multiple times for a specific position.

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

Not applicable to this collection.

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 Census Bureau will be unable to support the short-term, high volume staffing needs of decennial census field operations, including decennial census field tests and the 2030 Census. Decennial field tests allow the Census Bureau to conduct trial runs of systems and procedures to plan, prepare for, improve, and modernized the decennial census every ten years.

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*** - Respondents (applicants) report information to the agency one time for each census test or decennial census for which they would like to be considered for a job. Applicants may provide

updates if they choose. For example, the applicant may choose to update his/her application with new contact information.

- ***requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it*** - Respondents (applicants) can choose when to complete the collection anytime between the start and end of the recruiting period for a decennial census test or a decennial census.
- ***requiring respondents to submit more than an original and two copies of any document*** - Respondents (applicants) who are required to submit documentation will submit only one copy of each required document.
- ***requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years*** - Respondents (applicants) are not required to retain records for this collection.
- ***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*** - This collection is not considered a statistical survey.
- ***requiring the use of a statistical data classification that has not been reviewed and approved by OMB*** - This collection does not use statistical data classification.
- ***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*** - This collection does not require applicants pledge confidentiality to submit the data.
- ***requiring respondents to submit proprietary trade secret, 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*** - This collection does not require respondents (applicants) to submit proprietary trade secret, or other confidential information.

The Census Bureau does request an exception from using the approved *Race and Ethnicity Question with Minimum Categories, Multiple Detailed Checkboxes, and Write-In Response Areas with Example Group* as required by the 2024 revision to *Statistical Policy Directive No. 15: Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity*. Instead, the Census Bureau requests approval to use the *Race and Ethnicity Question with Minimum Categories Only and Examples*. The Census Bureau does not use the race and ethnicity response to collect race and ethnicity data for statistical purposes, reporting data or any other uses. Race and ethnicity information is collected in the supplemental voluntary applicant information component of the collection. This information will not be used to make hiring decisions. In October 2003, the EEOC issued Management Directive 715 (MD 715), which directed and guided agencies to collect race and national origin data from applicants to evaluate possible barriers to equal employment opportunity. Subsequently, on March 3, 2010, a related joint memorandum was issued to Federal Directors of Equal Employment Opportunity and Chief Human Capital Officers from the Acting

Chairman of the EEOC and the Director of the Office of Personnel Management. The joint memorandum reminded agencies of the importance of collecting applicant flow data and provided the EEOC's common use form 3046-0046, Demographic Information on Applicants for Federal Employment, for agencies to use to collect these data. The *Race and Ethnicity Question with Minimum Categories Only and Examples* question places a smaller burden on the public, in terms of both response burden and risk to respondent's privacy or confidentiality.

8. **If applicable, provide a copy and identify the date and page number of publications 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.**

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 Decennial Temporary, Intermittent Applicant Information Collection, Docket ID USBC-0204-0030 was posted in the Federal Register on December 6, 2024, in Volume 89, No. 235. The full citation for this 60-day Federal Register notice is included as Appendix G, along with copies of the correspondence.

The Census Bureau received the following comments in response to the 60-day Federal Register:

1. A comment, received on December 12, 2024, from a private citizen requested that the Census Bureau consider updating the sentence in the Federal Register abstract that read *"This collection gathers basic information needed for all temporary, intermittent decennial positions, streamlining the application process for both the applicant and the Census Bureau, by allowing applicants to be considered for several positions with one set of application data."* to read *"This collection gathers basic information needed for most temporary, intermittent decennial positions, ..."*. The comment indicated that this "... wording change gives [the Census Bureau] wiggle room in case it is needed and may be less confusing to applicants. Mixed Tour positions ... can have an Intermittent tour, some people do not understand the difference." This change was made in the abstract in this document by removing the word "all".
2. Comments received in a letter dated February 10, 2025, from The Leadership Conference on Civil and Human Rights (LCCHR) are summarized in Table 1.

Table 1: Comments From LCCHR

LCCHR Request/ Suggestion	LCCHR Rationale	Agency Response
Provide compatibility with assistive technologies such as screen readers, voice navigation tools, and alternative input devices.	To ensure compliance with Section 508 of the Rehabilitation Act, the DARHTS system must accommodate applicants with disabilities.	The Census Bureau complies with sections 504 and 508 of the Rehabilitation Act. The Census Bureau has a Section 508 Program Office that provides guidance for all staff work and materials and provides tools for ensuring 508 compliance in all the Bureau's work. Our plan is to use our compliance tools to evaluate all methods for communications and ensure accessibility and inclusion for individuals with disabilities.
Conduct usability testing with individuals with disabilities to ensure the platform is fully accessible and incorporate feedback to address potential barriers before deployment.	To ensure compliance with Section 508 of the Rehabilitation Act, the DARHTS system must accommodate applicants with disabilities.	
Providing materials in Braille, large print, and plain-language formats and ensuring that American Sign Language interpretation is available.	Ensure digital accessibility for all census job applications.	
Proactively recruiting individuals with disabilities for temporary Census positions, particularly in outreach and enumeration roles.	These perspectives can improve engagement with individuals with disabilities	The Census Bureau advertises jobs through various channels and outlets and will partner with community-based organizations to recruit applicants.
Offering video or text tutorials on how to navigate the system would further assist applicants with varying needs.	To ensure compliance with Section 508 of the Rehabilitation Act, the DARHTS system must accommodate applicants with disabilities.	For the 2026 Census Test, the Census Bureau will provide tutorial videos on how to navigate the application and onboarding system, as resources allow.
Prioritize Paper-Based Accessibility in Recruiting Census Workers	While we recognize the advantages of a streamlined online application system, we are concerned that the lack of a paper-based option will preclude qualified individuals, particularly individuals from persistently undercounted communities, from applying or even knowing about the opportunity to apply. In remote or rural areas where internet access is often limited, paper-based applications are essential to ensure that candidates can be hired from their local communities.	<p>The Census Bureau will not develop a paper application for the 2026 Census Test.</p> <p>The use of the online job application in the test may demonstrate whether a pattern observed in job applicants from the 2020 Census continues into this decade. This 2020 analysis shows that as the percentage of households in a county without broadband access (or without internet) increases, the percentage of the population that applied for a decennial census job increases.</p>

LCCHR Request/ Suggestion	LCCHR Rationale	Agency Response
		<p>In addition, the Census Bureau will explore ways to support applicants in rural or remote areas. First, applicants can apply using a mobile phone or computer. Second, the Census Bureau will gather information about public locations where internet and computer access is available in the community and provide this information to applicants. Third, the Census Bureau will work with partner organizations to provide direct assistance to applicants who need help applying online.</p> <p>Finally, the Census Bureau will set recruiting goals at the county and tract level and monitor recruiting results and advertisement of jobs with the goal of meeting recruiting goals throughout the geographic area of decennial field operations.</p>
Prioritize Multilingual (a Spanish-Language) Application in the 2026 Census Test	The absence of an online Spanish-language application in the 2026 Census Test will limit participation by applicants with limited English proficiency, particularly in areas with significant Spanish-speaking populations. Not including a Spanish-language application would be a missed opportunity to evaluate the success of the new hiring system in communities where Spanish-speaking candidates could best fill various field positions.	For the 2026 Census Test, the Census Bureau will not develop a Spanish job application. Moving towards the 2030 Census, the Census Bureau will consider this idea and evaluate the downstream impacts on staffing, training, system development, and other considerations.
Allow for a waiver for citizenship requirements, where lawful employment authorization can be verified and clearly communicate that work-eligible noncitizens can be considered for positions requiring language skills.	Requiring U.S. citizenship for all census workers may unnecessarily limit the available pool of qualified applicants, particularly in communities where noncitizens represent a significant portion of the population. Noncitizens, including lawful permanent residents, asylum seekers, and others authorized to	The Census Bureau will not request a delegation of authority to appoint individuals under Title 5, Code of Federal Regulation §213.3102 (bb), for the 2026 Census Test.

LCCHR Request/ Suggestion	LCCHR Rationale	Agency Response
	work in the U.S., often have unique insights and language skills that would be invaluable for conducting the 2030 Census, especially in undercounted communities. This would enhance recruitment efforts, improve representation, and ensure a more complete and accurate count.	
Include voluntary questions about recruiting sources, education, and demographic characteristics; and develop a transparent framework for analyzing and reporting on recruitment data to inform targeted outreach strategies.	Valuable for refining recruitment strategies and ensuring equal opportunity for all candidates. Analyzing recruiting sources, education and demographic characteristics data will help identify gaps in recruitment efforts, such as underrepresentation of rural residents, tribal populations, and other historically undercounted groups, and inform tailored recruitment activities to address these gaps. A transparent framework for analysis and reporting will ensure that qualified individuals from all communities can access opportunities for decennial Census positions.	<p>The Decennial Census Temporary, Intermittent Applicant Information Collection for the 2026 Census Test includes voluntary collection of recruiting sources, education, and demographic information from applicants.</p> <p>For the 2030 Census, every county in the country will require on-the-ground enumeration staff, and the Census Bureau is planning to set recruiting goals geographically. The Census Bureau will closely monitor recruiting results and adjust recruiting strategies with the goal of reaching the recruiting goals in every county.</p>

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

The agency will not provide any payment or gift to respondents.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy. If the collection requires a system of records notice (SORN) or privacy impact assessment (PIA), those should be cited and described here.

The collection will gather data using the FedRAMP certified Government Cloud Plus. This is a partitioned instance of Salesforce's Platform-as-a-Service (PaaS) and Software-as-a-Service (SaaS), multi-tenant community cloud infrastructure specifically for use by U.S. federal, state, and local government customers, contractors, and Federally Funded Research and Development Centers (FFRDCs). Compliance for United States government agencies involves strict security measures, such as encryption, access controls, and regular audits. Compliance ensures the confidentiality, integrity, and availability of data stored in the cloud. Salesforce provides compliance with various

security and privacy standards. As the primary compliance framework for computing systems, FedRAMP provides a standardized approach to security assessment, authorization, and continuous monitoring.

A Privacy Acquisition Review Checklist (PARC-DCEO-CON-143-07-10-2024) was completed as part of the acquisition process for the development of the collection system (Salesforce platform described above) under this contract. The contractor is required to comply with Privacy Act clauses identified in the PARC and included in the contract. The applicable System of Records Notices (SORN) are Census-5 Decennial Census Program, COMMERCE/DEPT-25, Access Control and Identity Management System and IRS Publication 1075 Compliance with clauses identified in IRC section 6103(p) of IRS Publication 1075 (NOV2021).

The collection of the *supplemental voluntary applicant information* on sex, race and ethnicity, and disability is also covered by Privacy Act System of Record Notice OPM/GOVT-7, Applicant Race, Sex, National Origin, and Disability Status Records, as described in Section 16 of this document.

The collection is also covered by OPM GOVT-5 SORN, Recruiting, Examining, and Placement Records.

- 11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior or 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.**

Job Application Information

For the *job application information* component of the collection, the applicant's Social Security number (SSN) and date of birth are collected. The SSN and date of birth are used to uniquely identify individuals and prevent duplicate applications. As applicants are offered jobs and move through the hiring process, this information is used in the background clearance process. Failure to collect this information would result in the Census Bureau hiring unsuitable and/or unqualified candidates for decennial census jobs and applicants appearing more than once on a selection certificate for the same job.

Supplemental Voluntary Applicant Information

Sex, race and ethnicity, and disability information is collected in the *supplemental voluntary applicant information* component of the collection. This information will not be used to make hiring decisions. In October 2003, the EEOC issued Management Directive 715 (MD 715), which directed and guided agencies to collect race and national origin data from applicants to evaluate possible barriers to equal employment opportunity. Subsequently, on March 3, 2010, a related joint memorandum was issued to Federal Directors of Equal Employment Opportunity and Chief Human Capital Officers from the Acting Chairman of the EEOC and the Director of the Office of Personnel Management. The joint memorandum reminded agencies of the importance of collecting applicant flow data and provided the EEOC's common use form 3046-0046, *Demographic Information on*

Applicants for Federal Employment, for agencies to use to collect these data.

The questions that collect sex and disability in the *supplemental voluntary application information* component utilize the same questions that appear on the EEOC's common use form 3046-0046, *Demographic Information on Applicants for Federal Employment*. However, the race and ethnicity question uses a question provided in the updated standards for collecting race/ethnicity from OMB Statistical Policy Directive No. 15 (SPD 15). Specifically, the question collects data using a single combined race and ethnicity question, allowing multiple responses and includes the approved categories.

In addition to deriving questions from MD 715 and SPD 15, the *supplemental voluntary applicant information* is authorized under Title 5 U.S.C. Part III, Subpart F, Chapter 72, Subchapter I, Section 7201, which provides that the Office of Personnel Management shall implement a minority recruitment program, and by the Uniform Guidelines on Employee Selection Procedures, 29 C.F.R. Part 1607.4, which requires collection of demographic data to determine if a selection procedure has an unlawful disparate impact, and by Section 501 of the Rehabilitation Act of 1973, which requires federal agencies to prepare plans for the hiring and advancement of people with disabilities.

The Census Bureau's purposes for collecting referral code or recruiting source and education information are to assist the recruiting staff in determining if recruiting advertisements and strategies are working to produce qualified applicants and allow the Census Bureau to determine what level of education applicants have (to refine approaches to outreach).

12. Provide estimates of the hour burden of the collection of information.

- **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.**
- **If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens.**
- **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 under 'Annual Cost to Federal Government' (Item #14).**

Table 2 shows the estimated burden minutes and hours by component of the collection. These estimates are based on subject matter expert review of the questions and instructions and were used as a basis for calculations in Table 3 through Table 6.

Table 2: Burden Estimates by Component

Component of Collection	Minutes Per Response	Burden Hours Per Response
Job Application Information	15	0.25
Supplemental Voluntary Applicant Information	5	0.08
Non-Supervisory Assessment/Test	10	0.17
Supervisory Assessment/Test	10	0.17
Position Specific Self-Response Interview Questionnaires (SRIQ)		
Universal SRIQ	7	0.12
Enumerator SRIQ	4	0.07
Outreach Assistant SRIQ	4	0.07
Census Trainer SRIQ	3	0.05
Census Field Supervisor SRIQ	4	0.07

The number of respondents, used in *Table 3* and *Table 4*, is based on the projected number of applicants needed to fill the projected number of positions for decennial census test field work from October 1, 2025 to September 30, 2028. These two tables rely on the following assumptions:

- The total projected job applicants for the three-year collection period (October 1, 2025 to September 30, 2028) is 11,970. The estimate assumes that the 2026 Census Test and the 2028 Dress Rehearsal will require the same numbers of applicants and employees, since at this time, there are few details about plans for the 2028 Dress Rehearsal.
- For the 2020 Census, about 40% of applicants qualified for supervisory positions and 60% did not. This same 40:60 split was used in *Table 3*. Applicants who qualify for supervisory positions are shown as respondent type *Job Applicant: Supervisory* and those who do not qualify for supervisory positions are shown as respondent type *Job Applicant*.
- *Job Applicant* respondents will complete the *job application information*, *supplemental voluntary information*, and *non-supervisory applicant assessment/test*, resulting in a total burden for the applicant of 0.50 hours.
- *Job Applicant: Supervisory* respondents will complete the *job application information*, *supplemental voluntary information*, *non-supervisory applicant assessment/test*, and the *supervisory applicant assessment test*, resulting in a total burden for the applicant of 0.67 hours.

The hourly wage rate for the *Job Applicant* respondent type in Table 4 was taken from the May 2023 median hourly wage from BLS Occupational Outlook Handbook (BLS Handbook) (<https://www.bls.gov/bls/blswage.htm>). Specifically, since these applicants are applying for census enumerator (interviewer) jobs, the wage for *Interviewers, Except Eligibility and Loans* from the BLS Handbook was used. For the respondent type *Job Applicant: Supervisory*, in Table 4, \$1.50 was added to the hourly wage rate for *Job Applicants*. For decennial census programs, the Census Bureau generally pays the enumerators' supervisors \$1.50 per hour more than the enumerators.

Table 3: Applicant Respondent Burden Hours Estimate

Collection Year	Type of Respondent (e.g., Occupational Title)	# of Respondents (a)	Annual # of Responses/ Respondent (b)	Total # of Annual Responses (c) = (a) x (b)	Burden Hours/ Response (d)	Total Annual Burden Hours (e) = (c) x (d)
2026 Census Test						
2025	Job Applicant	1,197	1	1,197	0.50	599
2025	Job Applicant: Supervisory	1,496	1	1,496	0.67	1,002
2026	Job Applicant	898	1	898	0.50	449
2026	Job Applicant: Supervisory	2,394	1	2,394	0.67	1,604
2028 Dress Rehearsal						
2027	Job Applicant	1,197	1	1,197	0.50	599
2027	Job Applicant: Supervisory	1,496	1	1,496	0.67	1,002
2028	Job Applicant	898	1	898	0.50	449
2028	Job Applicant: Supervisory	2,394	1	2,394	0.67	1,604
Totals		11,970		11,970		7,308

Table 4: Applicant Respondent Cost Estimate for Time to Complete Collection

Type of Respondent	Number of Respondents	Number of Responses per Respondent	Average Burden Hours/ Response	Hourly Wage Rate	Total Burden Costs
Job Applicant	4,190	1	0.50	\$19.38	\$40,601
Job Applicant: Supervisory	7,780	1	0.67	\$20.88	\$108,839
Total	11,970				\$149,440

Job Applicant and *Job Applicant: Supervisory* respondents become candidates for specific positions when they are under consideration on a selection certificate. The applicants who do become candidates will complete a *universal self-response interview questionnaire* and the *position specific self-response interview questionnaire* that corresponds to the position the applicant is being considered to fill.

Table 2 shows the burden estimate for the *universal self-response interview questionnaire* and *position specific self-response interview questionnaires*. Table 5 and Table 6 show the number of applicants who are projected to become candidates, by position. These tables rely on the following assumptions:

- Not all applicants will become candidates.
- There are four positions; therefore, there are four types of candidate respondents, enumerators, outreach assistants, census trainers, and census field supervisors.
- Candidate respondents will complete one *universal self-response questionnaire* and one *position specific self-response questionnaire* each time they are considered on a selection certificate.
- 2% of candidates for enumerator positions will be considered on two different selection certificates (provide 1.02 responses).
- Candidates for all other positions will be considered on only one selection certificate (provide 1 response).
- The number of positions was estimated, based on estimated workloads and production rates. For each census test, the estimated number of staff by position is: enumerators 1,092; outreach assistants 37; census trainers 7, and census field supervisors 65.
- 3.15 enumerator candidates will respond for every one position filled.
- 2.30 outreach assistant, census trainer, and census field supervisor candidates will respond for every one position filled.
- The hourly wage rates associated with the respondent applicant type *Job Applicant* were used (in Table 6) for the enumerator and outreach assistant, since these positions are expected to be paid at the same rate for the census tests.
- The hourly wage rates associated with the respondent applicant type *Job Applicant: Supervisory* were used (in Table 6) for the census trainer and census field supervisor, since these positions are expected to be paid at the same rate.

Table 5: Candidate Respondent Burden Estimates

Collection Year	Type of Respondent (e.g., Position)	# of Respondents (a)	Annual # of Responses/ Respondent (b)	Total # of Annual Responses (c) = (a) x (b)	Burden Hours/ Response (d)	Total Annual Burden Hours (e) = (c) x (d)
2026 Census Test						
2025	Enumerator Candidate	47	1.02	48	0.19	9
2025	Outreach Assistant Candidate	0	1	0	0.19	0
2025	Census Trainer Candidate	16	1	16	0.17	3
2025	Census Field Supervisor Candidate	25	1	25	0.19	5
2026	Enumerator Candidate	3,393	1.02	3,461	0.19	658
2026	Outreach Assistant Candidate	74	1	74	0.19	14
2026	Census Trainer Candidate	0	1	0	0.17	0
2026	Census Field Supervisor Candidate	124	1	124	0.19	24
2028 Census Test						
2027	Enumerator Candidate	47	1.02	48	0.19	9
2027	Outreach Assistant Candidate	0	1	0	0.19	0
2027	Census Trainer Candidate	16	1	16	0.17	3
2027	Census Field Supervisor Candidate	25	1	25	0.19	5
2028	Enumerator Candidate	3,393	1.02	3,461	0.19	658
2028	Outreach Assistant Candidate	74	1	74	0.19	14
2028	Census Trainer Candidate	0	1	0	0.17	0
2028	Census Field Supervisor Candidate	124	1	124	0.19	24
Total		7,358		7,496		1,424

Table 6: Candidate Respondent Cost Estimate for Time to Complete Collection

Type of Respondent	Number of Respondents	Number of Responses per Respondent	Average Burden Hours/ Response	Hourly Wage Rate	Total Burden Costs
Enumerator Candidate	6,880	1.02	0.19	\$19.38	\$25,840
Outreach Assistant Candidate	148	1	0.19	\$19.38	\$545
Census Trainer Candidate	32	1	0.17	\$20.88	\$114

Census Field Supervisor Candidate	298	1	0.19	\$20.88	\$1,182
Total	7,358				\$27,681

Total Burden Hours (Tables 3 & 5) **8,731**

Total Burden Cost (Tables 4 & 6) **\$177,121**

- 13. Provide an estimate for the total annual cost burden to respondents or record keepers resulting from the collection of information. (Do not include the cost of any hour burden already reflected on the burden worksheet).**

The total annual cost burden for record keeping is zero.

- 14. Provide estimates of annualized cost 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.**

The cost to the government for both the planning, analysis, design, development, testing, and maintenance of the electronic system and the costs associated with government staff to manage the contract from FY24 to FY28 is estimated to be \$11.36 million.

Fiscal Year	Total Cost
FY 2024	4.95M
FY 2025	4.41M
FY 2026	1.80M
FY 2027	97K
FY 2028	100K
Total	11.36M
Annual Average	2.27M

These costs include fully loaded (direct labor and overheads) for government staff. The Bureau's Service Rate Bulletin provides the overhead percentage rates, by fiscal year and by type of funding. Direct labor costs were calculated using the Census Bureau's Workforce Salary Adjustment Calculation Tool and a two percent adjustment to base (ATB) is used as the inflationary factor for FY26 to FY28. Once the system is developed and in place, enhancements can be made for its continued use for decennial staffing for the 2030 Census and beyond.

- 15. Explain the reasons for any program changes or adjustments reported in ROCIS.**

There are no changes to the information collection as this is a new collection.

- 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.**

Results of the collection are used in the following manner:

Job Application Information and Supplemental Voluntary Applicant Information

The Census Bureau will have summary reports of data from the *job applicant information* and *supplemental voluntary applicant information* components of the collection; for example, an internal recruiting sources report that summarizes where applicants learned about the job. Additionally, internal reports will summarize data and will be used to manage the recruiting progress; for example, reports showing the number of applicants over time by geographic area on maps, in tables, and in graphs.

After each recruiting period (for example, after the 2026 Census Test) an internal report summarizing details about the applicant pool will be produced. For example, a report showing tables and graphs containing the number of applicants available evenings and weekends, the numbers of applicants indicating certain skills or characteristics on the application, and other related information will be developed for use in future planning. These reports are not for public use. They are used to manage and improve the efficiency and effectiveness of the recruiting and hiring programs.

Supplemental Voluntary Applicant Information

The *supplemental voluntary applicant information* may be shared with Census Bureau staff for the work-related purposes, as permitted under the Privacy Act of 1974 (5 U.S.C. Section 552a). The aggregate, nonidentifiable information summarizing all applicants for a position will be used by the OPM and by the EEOC for the routine uses outlined in the Privacy Act System of Record Notice OPM/GOVT-7, *Applicant Race, Sex, National Origin, and Disability Status Records*. The EEOC may publish the summary data.

Applicant Assessments/Tests

After applicants complete the *non-supervisory applicant assessment/test* and the *supervisory applicant assessment/test* the test batteries will be scored, and the scores will be used to determine which tier the applicant will fall into on the selection certificate. Generally, higher scores will place applicants in higher tiers and applicants in higher tiers will be hired over applicants in lower tiers. Veterans' preference is also considered. Selecting officials will not use the individual responses to individual assessment/test questions to make selection decisions.

Self-Response Interview Questionnaires

Responses to questions on the *self-response interview questionnaires* will be used to evaluate applicants who are on a selection certificate. The selecting officials will review the responses to

determine which applicants are the best qualified for the position being offered and to make selection decisions.

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.

The agency plans to display the expiration date for OMB approval of the information collection on all instruments.

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

The agency certifies compliance with [5 CFR 1320.9](#) and the related provisions of [5 CFR 1320.8\(b\)\(3\)](#).