Non-substantive Change Request, E.O. 14168, 14151

OMB Control Number: **0920-0765**, exp. 3/31/2026

IC Title: **CDC Division of Workforce Development (DWD) Fellowship Management System**

Date Submitted: **March 28, 2025**

SUMMARY. CDC is requesting the following changes:

1. **Revised questions to align with E.O. 14168, *Defending Women From Gender Ideology Extremism and Restoring Biological Truth to the Federal Government*, E.O. 14151 *Ending Radical And Wasteful Government DEI Programs And Preferencing*, and SPD-15 *Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity.***
   a. These changes affect 4 forms.
   b. Detailed changes to each module are listed and described in **Table C** (Fellowship Application module)**, Table D** (Host Site Application module), **Table E** (Alumni Module) and **Table F** (Activity Tracking Module). These tables are provided at the end of this narrative.

Description of Changes to Burden

There are no changes to burden from the alterations in this request. Burden is described below in **Table B.**

Table A: Current CDC Fellowships using FMS

Epidemic Intelligence Service (EIS)

Epidemiology Elective Program (EEP)

CDC Steven M. Teutsch Prevention Effectiveness (PE) Fellowship

CDC E-learning Institute (ELI)

Laboratory Leadership Service (LLS)

Public Health Informatics Fellowship Program (PHIFP)

Public Health Associates Program (PHAP)

Presidential Management Fellowship (PMF)

Evaluation Fellowship Program (EFP)

Science Ambassador Fellowship (SAF)

Table B: Estimated Annualized Burden Hours

Type of respondents (Information Collection "IC" title)	Form	Number of Respondents	Number of Responses per Respondent	Average Burden per Response (in hours)	Total Burden (in hours)
Fellowship Applicants (Fellowship Applications)	FMS Application Module	5286	1	87/60	7665
Reference Letter Writers (Reference Letters for Fellowship Applicants)	FMS Application Module	7142	1	15/60	1786
Subset of FMS Fellowship Applicants** (FMS Application Writing Samples (Subset Applicants))	FMS Application Module (13.6)	220	1	30/60	110
Public Health Agency or Organization Staff (FMS Host Site Module)	FMS Host Site Module	970	1	75/60	1213
Public Health Agency or Organization Staff (Activity Tracking)	FMS Activity Tracking Module	555	2	30/60	555
Fellowship alumni* (FMS Alumni Directory)	FMS Alumni Directory	3484	1	37/60	2148
Total		18212			13477

TABLE C: FELLOWSHIP APPLICATION MODULE				
Program	**Type of Change**	**Page/Section**	**Current Question/Item**	**Requested Change**
EFP	Question Deletion	Personal Statement	Please describe your experience working in a setting (e.g., work, school, or volunteer environment) where there was diverse representation in perspectives, background, and/or culture. Please describe how the environment, situation, or context was diverse and your approach to bringing different people, perspectives, and backgrounds together. Please describe how you may have considered diversity, equity, inclusion, accessibility, and belonging (DEIAB).	Delete question from module
ELI, PE, EFP, PHIFP, PHAP	Question deactivation	Applicant survey	Are you: -Male -Female -Transgender, non-binary, or another gender -Prefer not to answer	Deactivate question for these fellowships
EIS, LLS, EEP, SAF	Question response option revision	Applicant survey	Are you: -Male -Female -Transgender, non-binary, or another gender -Prefer not to answer	Are you: -Female -Male

TABLE D: Host Site Application				
Program	**Type of Change**	**Page/ Section**	**Current Question/Item**	**Requested Change**
EFP	Question Revision	7 Supervisor Experience	Please outline a brief supervision plan that will ensure appropriate on-the-job training, management of the associate's workload and performance, and support for the associate's professional and personal growth. "In this description, include any efforts or practices in your program/team that promote diversity, equity, belonging, inclusion, and accessibility (DEBIA).Is the mentor(s) and/or team mostly remote, in person, hybrid? Please describe how this may play into mentorship and work culture."	Please outline a brief supervision plan that will ensure appropriate on-the-job training, management of the associate's workload and performance, and support for the associate's professional and personal growth. Is the mentor(s) and/or team mostly remote, in person, hybrid? Please describe how this may play into mentorship and work environment.

			TABLE D: Host Site Application	
Program	**Type of Change**	**Page/ Section**	**Current Question/Item**	**Requested Change**
EEP	Question deletion		Optional Question: Together with our public health partners, CDC is working to reduce, and ultimately, eliminate racial and ethnic inequities in health by addressing the structural and social conditions that give rise to them. In consideration of this, describe how project(s) in this position may help address health equity, racism, or social determinants of health.	Delete question from module
PHAP	Question deletion		Is health equity a component of this assignment focused on addressing health disparities? *(ex: serving rural populations, Indigenous and Native American persons, LGBTQ+ persons, persons with disabilities, racial and ethnic minority populations, and persons otherwise adversely affected by persistent poverty or inequality such as persons who are incarcerated, persons experiencing homelessness, etc.)*	Delete question from module
PHAP	Question Revision	Population Information Fields	Population impacted by the Associate's work Sex: - Female - Male - Other	Population impacted by the Associate's work Sex: - Female - Male
PHAP	Question Revision	Population Information Fields	Racial Category: 1. American Indian or Alaska 2. Asian 3. Black or African American 4. Native Hawaiian or Pacific Islander 5. White	Racial/Ethnicity Category: -American Indian or Alaska Native -Asian -Black or African American -Hispanic or Latino -Middle Eastern or North African -Native Hawaiian or Pacific Islander - White
PHAP	Question Deletion	Population Information Fields	Ethnicity: Hispanic or Latino	Delete question from module
EIS	Instructional Text Deletion	6.7.1 Proposed Projects	Describe how health equity or social determinants of health will be incorporated into the project(s).	Delete text from module
PHAP	Instructional Text Revision	6.14.1 Position Assignment	• Health equity/ Access to care	• Access to care

TABLE D: Host Site Application				
Program	**Type of Change**	**Page/ Section**	**Current Question/Item**	**Requested Change**
		Description		
PHAP	Question Revision	8.4.2 Competencies	See Attachment 4 page 67 for full list of changes (too extensive to fit in this box)	Removed cultural competence as a competency area, slightly revised other competencies, and added emergency response and preparedness and evaluation as competencies

TABLE E: Alumni Module				
Program	**Type of Change**	**Page/ Section**	**Current Question/Item**	**Requested Change**
All	Question Revision	Alumni Demographics	What is your race? 1. American Indian or Alaska Native 2. Asian 3. Black or African American 4. Native Hawaiian or Other Pacific Islander 5. White	What is your race and/or ethnicity? -American Indian or Alaska Native *For example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.* -Asian *For example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.* -Black or African American *For example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.* -Hispanic or Latino *For example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, etc.* -Middle Eastern or North African *For example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli, etc.*

TABLE E: Alumni Module				
Program	**Type of Change**	**Page/ Section**	**Current Question/Item**	**Requested Change**
				-Native Hawaiian or Pacific Islander *For example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.* - White *For example, English, German, Irish, Italian, Polish, Scottish, etc.*
All	Question deletion	Alumni Demographics	What is your ethnicity? -Hispanic or Latino -Not Hispanic or Latino	Delete question for all fellowships

TABLE F: Activity Tracking Module				
Program	**Type of Change**	**Page/ Section**	**Current Question/Item**	**Requested Change**
PHAP	Response Option Revision	8.4.2 Competencies	See attachment 6 page 145 for full list of changes	Removed cultural competence as a competency area, slightly revised other competencies, and added emergency response and preparedness and evaluation as competencies