**Non-substantive Change Request
OMB Control Number 0920-1078
The Division of Workforce Development (DWD) Fellowship Alumni Assessment**

**Date Submitted: August 5, 2024**

Summary of request: OMB No. 0920-1078 is comprised of 8 Information Collections (ICs). Each IC consists of an alumni survey that includes common questions (ICR Attachment C) with additional questions that are tailored to specific fellowship programs. In this Change Request, CDC requests OMB approval to add a new IC for the Presidential Management Fellows (PMF) program. The proposed change will increase total annualized burden from 175 hours to 182 hours (+7 hours).

Attachments

* Attachment O, PMF Alumni Survey
* Attachment O-1, PMF Initial Email
* Attachment O-2, PMF Reminder Email
* Attachment O-3, PMF Alumni Survey (with tracked-changes for comparison to the PHAP Alumni Survey)
* Attachment C, DWD Standard Alumni Survey Questions. Note: This attachment was described in the Revision ICR but is not currently visible on Reginfo.gov. We request upload to Reginfo.gov at this time.

**Description of Changes Requested**

This request seeks to add the Presidential Management Fellowship (PMF). The PMF is a 2 year training fellowship administered by the US Office of Personnel Management. The addition of the PMF is intended to parallel other fellowship’s use of the DWD Alumni Survey. PMF will conduct regular collections from their alumni base to describe fellows’ program outcomes, fulfilment of learning objectives, and other integral metrics for program success and development. The PMF survey will be very similar to the survey currently approved for the Public Health Associates Program, with 8 questions removed and 2 questions added.

**Rationale for Change**

The addition of the Presidential Management Fellowship directly aligns with the stated goals of the current approval period for 0920-1078. This request involved consideration and reflection by the PMF program to ensure they could minimize changes to an existing collection while maximizing utility for their program. This deliberation time prevented PMF from being part of the revision under which other DWD programs were added to the ICR. The PMF Alumni Survey is similar to the PHAP Alumni Survey. PMF’s minor alterations to the PHAP survey reflect inherent differences in program evaluation needs. These alterations are viewable in Attachment O-3, a tracked changes version of the updated survey.

Description of Changes to Burden

The only change to burden resulting from this request will be the addition of 50 respondents to the total respondent base. The burden per response for the PMF Alumni Survey is 8 minutes, consistent with the burden per response for the PHAP alumni survey it resembles. This Change Request results in a total increase of 7 burden hours for this collection, a 4% increase from the previous approval of 175 hours.

**Recent Submissions for this Collection**

|  |  |  |
| --- | --- | --- |
| Type of Submission | Approval Date | Content of Submission |
| Revision Request | 3/25/24 | Expands what was formerly the PHAP Alumni Survey to encompass multiple DWD Fellowships, with future intentions to incorporate all division fellowships that are interested. |
| Change Request (Current) | TBD | Adds the Presidential Management Fellowship (PMF). |

# **Table A: Current DWD Fellowships using the DWD Alumni Survey**

Epidemiology Elective Program (EEP)

Evaluation Fellowship Program (EFP)

Epidemic Intelligence Service (EIS)\*

Laboratory Leadership Service (LLS)\*

Future Leaders in Infections and Global Health Threats (FLIGHT)

CDC Steven M. Teutsch Prevention Effectiveness (PE) Fellowship

Public Health Informatics Fellowship Program (PHIFP)

Public Health Associates Program (PHAP)

Science Ambassador Fellowship Program (SAF)

Presidential Management Fellowship (PMF) (Added in this request)

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\*EIS and LLS are combined in one IC

# **Table B: Estimated Annualized Burden Hours and Cost**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Data Collection Instrument Form Name | Type of Respondent | No. of Respondents | No. of Responses per Respondent | Average Burden per Response (in hours) | Total Burden Hours | Hourly Wage Rate | Total Respondent Costs |
| EEP Alumni Survey | EEP Alumni | 135 | 1 | 20/60 | 45 | $108.30 | $4874 |
| EFP Alumni Survey | EFP Alumni | 60 | 1 | 8/60 | 8 | $34.07 | $273 |
| EIS/LLS Alumni Survey | EIS/LLS Alumni | 210 | 1 | 25/60 | 88 | $47.87 | $4,213 |
| FLIGHT Alumni Survey | FLIGHT Alumni | 5 | 1 | 8/60 | 1 | $108.30 | $108 |
| PE Fellowship Alumni Survey | PE Fellowship Alumni | 25 | 1 | 8/60 | 3 | $40.51 | $122 |
| PHIFP Alumni Survey | PHIFP Alumni | 20 | 1 | 8/60 | 3 | $40.51 | $122 |
| PHAP Alumni Survey | PHAP Alumni | 130 | 1 | 8/60 | 17 | $28.42 | $483 |
| SAF Alumni Survey | SAF Alumni | 60 | 1 | 10/60 | 10 | $31.49 | $315 |
| **Previous Totals** |  | **645** |  |  | **175** |  | **$10,510** |
| BURDEN ADDED IN THIS REQUEST:PMF Alumni Survey | PMF Alumni | 50 | 1 | 8/60 | 7 | $48.08 | $337 |
| **New Totals** |  | **695** |  |  | **182** |  | **$10,847** |

**Table C: Description of Changes to PHAP Module for PMF**

|  |  |  |
| --- | --- | --- |
| Type of Change | Question/Item | Requested Change |
| Question Deletion | 17. Is your current work setting in the same agency or organization as your fellowship host site? | Remove question for PMF |
| Question Deletion | 19/21. (this question appears twice, but respondents would only answer one version of it )Is your current work setting in the same CIO or division, agency, or organization as your fellowship host site? | Remove both instances of this question for PMF |
| Question Addition | To what extent does your current job involve public health leadership activities?* 1. None
	2. A little
	3. Some
	4. A lot
	5. All of my job involves public health leadership activities.
 | Add this question under Program Focus Area(s) for PMF |
| Question Addition | Looking back on your fellowship experience, please share any recommendations or comments on ways the PMF Program could improve to ensure fellows are better prepared for their post-fellowship work or other activities. (open response) | Add this question under Preparedness for Post-Fellowship Position for PMF |
| Question Deletion | I consider myself to be a public health ambassador.-Strongly disagree-Disagree-Neither agree nor disagree-Agee-Strongly agree | Delete this question for PMF |
| Question Deletion | What is your ethnicity?-Hispanic or Latino-Not Hispanic or Latino-I prefer not to answer | Delete this question for PMF |
| Question Deletion | How do you currently describe yourself (mark all that apply)?-Female-Male-Transgender-I use a different term [free text] | Delete this question for PMF |
| Question Deletion | What is your race? Select all that apply.-American Indian or Alaska native-Asian-Black of African American-Native Hawaiian or Other Pacific Islander-White-I prefer not to answer | Delete this question for PMF |
| Question Deletion | If you reside in the United States and are interested in participating in a recruitment event near you, please share your location information.City: Territory:  | Delete this question for PMF |