

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, fulfillment 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)

*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? a. None b. A little c. Some d. A lot e. 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	Delete this question for PMF

	<ul style="list-style-type: none"> -Disagree -Neither agree nor disagree -Agree -Strongly agree 	
Question Deletion	<p>What is your ethnicity?</p> <ul style="list-style-type: none"> -Hispanic or Latino -Not Hispanic or Latino -I prefer not to answer 	Delete this question for PMF
Question Deletion	<p>How do you currently describe yourself (mark all that apply)?</p> <ul style="list-style-type: none"> -Female -Male -Transgender -I use a different term [free text] 	Delete this question for PMF
Question Deletion	<p>What is your race? Select all that apply.</p> <ul style="list-style-type: none"> -American Indian or Alaska native -Asian -Black or African American -Native Hawaiian or Other Pacific Islander -White -I prefer not to answer 	Delete this question for PMF
Question Deletion	<p>If you reside in the United States and are interested in participating in a recruitment event near you, please share your location information.</p> <p>City:</p> <p>Territory:</p>	Delete this question for PMF