

SUPPORTING STATEMENT A

National Health Service Corps Scholar Travel Request Worksheet

OMB Control No. 0906-0087 – Revision

Terms of Clearance: None

A. Justification

1. Circumstances Making the Collection of Information Necessary

This is a request for the Office of Management and Budget's (OMB) approval of a revision to the Health Resources and Services Administration's (HRSA) National Health Service Corps (NHSC) Travel Request Worksheet (TRW). The TRW is approved under OMB Control Number 0906-0087 and is currently approved through April 30, 2027.

The NHSC uses the TRW to collect the information needed to support participant interactions with NHSC-approved service sites, including requests for reimbursement of travel expenses and verification of site eligibility for recruitment and interview activities. These activities support health care professionals who are securing employment in a clinical practice to fulfill an NHSC service commitment. In addition to supporting reimbursement determinations, the TRW is used to verify and document the eligibility of NHSC-approved service sites in connection with participant recruitment and interview activities. This includes circumstances in which no travel reimbursement is requested, such as telephone, in-person local, or virtual interviews, where NHSC staff must confirm site eligibility prior to participant engagement.

Section 331(c)(1) of the Public Health Service Act authorizes the Secretary of Health and Human Services to reimburse applicants for positions in the NHSC, including individuals who are considering entering into a written agreement under section 338D, for actual and reasonable travel expenses incurred when traveling between their residence and an eligible site where they may be assigned under section 333. The statute limits reimbursement to one trip per approved site and authorizes relocation reimbursement only for an individual's initial employment site, not for subsequent site transfers.

The NHSC was established by Congress to increase access to health care by addressing shortages of health professionals in Health Professional Shortage Areas (HPSAs). HPSAs are geographic areas, facilities, or population groups designated by the Secretary of Health and Human Services as having a shortage of health

professionals. The NHSC supports eligible health care professionals who agree to practice in HPSAs. The program is administered by HRSA's Bureau of Health Workforce (BHW).

2. Purpose and Use of Information Collection

The NHSC uses the information collected on the TRW to:

- verify participant eligibility for travel or relocation reimbursement;
- verify and document the eligibility of NHSC-approved service sites in connection with participant recruitment and interview activities, including virtual, in-person local, or telephone interviews where no travel reimbursement is requested;
- determine whether requested travel or relocation complies with statutory and program requirements, including reimbursement limitations;
- authorize reimbursement or pre-approve eligible travel and relocation expenses prior to travel or relocation, when applicable; and
- document and track approved travel and relocation expenses to ensure appropriate use of Federal funds and prevent duplicate or unauthorized reimbursements.

The TRW is used exclusively for participants in the NHSC Scholarship Program (SP) and Students to Service (S2S) Loan Repayment Program.

3. Use of Improved Information Technology and Burden Reduction

The TRW is completed and submitted electronically. As a result, 100 percent of responses are collected electronically. The NHSC uses electronic collection methods to comply with the Government Paperwork Elimination Act (GPEA), which encourages Federal agencies to provide electronic options for submitting information whenever practicable.

The TRW is designed to collect only the information necessary to determine eligibility for travel and relocation reimbursement and to verify NHSC-approved service site eligibility for recruitment and interview activities. The form does not request unnecessary information, thereby minimizing burden while supporting program administration.

4. Efforts to Identify Duplication and Use of Similar Information

There are no other sources of this information. The information requested only pertains to scholar or S2S participant placement and practice considerations and is available only from the scholar or S2S participant and the NHSC.

5. Impact on Small Businesses or Other Small Entities

This information collection does not involve small businesses or other small entities.

6. Consequences of Collecting the Information Less Frequently

Without this information collection, NHSC would be unable to determine eligibility for reimbursement, verify site eligibility for recruitment and interview activities, authorize payments in accordance with statutory requirements, or maintain adequate records for program oversight, fiscal accountability, and audit purposes.

7. Special Circumstances Relating to the Guidelines in 5 CFR 1320.5

The request fully complies with the regulation.

8. Comments in Response to the Federal Register Notice/ Outside Consultation

- A. A 60-day Federal Register Notice was published in the *Federal Register*, on May 20, 2026; Vol. 91, No. 90, pp. 29498- 29499. There were no public comments.

A 30-day Federal Register Notice was published in the *Federal Register*, on August 3, 2026; Vol. 91, No. 147, pp. 48903-04.

- B. In 2026, HRSA consulted with seven individuals familiar with NHSC program operations and the TRW, including staff involved in administering participant travel, relocation, and site verification processes. The consultation assessed clarity, burden, and usability. No issues were identified, and no revisions were recommended.

9. Explanation of any Payment/Gift to Respondents

Respondents will not receive any payments or gifts.

10. Assurance of Confidentiality Provided to Respondents

The Privacy Act of 1974 (5 U.S.C. 522a) requires an agency to provide notification to individuals who supply information. The required Privacy Act notification is included on the proposed form. Access to these records is strictly limited to all authorized NHSC principal staff that are aware of their responsibilities under the Privacy Act.

Disclosure of the applicant's unique identifier is required for reimbursement of NHSC applicants. The records associated with the information collection are protected by the Privacy Act. In accordance with the requirements of the Privacy Act, HRSA has established a system of records for BHW Scholarship and Loan Repayment Programs

Records, No. 09-15-0037, which contains information on NHSC scholarship recipients. Data will be kept private to the extent allowed by law.

11. Justification for Sensitive Questions

There are no questions of a sensitive nature.

12A. Estimated Annualized Burden Hours

The burden estimate is as follows:

Form Name	Number of Respondents	Number of Responses per Respondent	Total Responses	Average Burden per Response (in hours)	Total Burden Hours
Travel Request Worksheet	400	2	800	0.0667	53.36
Total	400		800		53.36

The annual burden estimate is based on historical data from NHSC program participants and staff who completed the Travel Request Worksheet over the past three years. The estimated number of respondents, frequency of response, and average burden per response reflect the average volume of submissions and completion times observed during this period. The Travel Request Worksheet takes approximately 4 minutes (0.0667 hours) to complete. The estimated burden includes the time required to review instructions, gather the necessary information, complete the form, and review the information prior to submission.

12B. Estimated Annualized Burden Costs

The annualized cost to respondents is based on the median hourly wage for Healthcare Practitioners and Technical Occupations (SOC 29-0000) published by the U.S. Department of Labor, Bureau of Labor Statistics, Occupational Employment and Wage Statistics (May 2025). This occupational category most closely represents the individuals completing the TRW.

Type of Respondent	Total Burden Hours	Hourly Wage Rate (x2)	Total Respondent Costs
Healthcare	53.36	\$83.20 ¹	\$ 4,439.55

¹ The wage rate is based upon Bureau of Labor Statistics data for the median hourly wage of Healthcare Practitioners; <https://www.bls.gov/oes/current/oes299099.htm>, <https://www.bls.gov/news.release/ocwage.htm>. The median wage of \$41.60 was doubled to \$83.20 to account for fringe benefits and overhead costs. The national median wage was used rather than adjusting for locality because respondents are located throughout the United States.

Practitioners			
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13. Estimates of Other Total Annual Cost Burden to Respondents or Record-keepers/Capital Costs

Other than their time, there are no costs to respondents.

14. Annualized Cost to the Federal Government

Instrument	Annual Salary (GS Pay Table)	Salary (x1.5)	Project Time per FTE	Number of Employees	Total Annual Cost
Travel Request Worksheet	\$146,143/ GS-13 Step 7	\$219,214.50	.05	1	\$10,960.73
Travel Request Worksheet	\$133,964/ GS-13 Step 4	\$200,946.00	.05	1	\$10,047.30
Total				2	\$21,008.03

Base pay rates are based on the [Office of Personnel Management \(OPM\) General Schedule \(GS\) Washington-Baltimore-Arlington locality pay table \(2026\)](#).

The estimated annual cost to the Federal Government is \$21,008.03. This estimate is based on two employees (GS-13 Step 4 and GS-13 Step 7) in the Washington-Baltimore-Arlington locality pay area. Each employee devotes approximately 0.05 FTE (104 hours annually) to reviewing and processing TRW submissions. This estimate assumes a standard Federal work year of 2,080 hours. Wage rates are multiplied by 1.5 to account for overhead costs, consistent with OMB guidance.

15. Explanation for Program Changes or Adjustments

Due to a significant decrease in volume of program participants, the burden for this effort has decreased from 106.72 hours to 53.36. The request reflects a decrease of 50 percent, which is a difference of 53.36 hours.

16. Plans for Tabulation, Publication, and Project Time Schedule

The information collected through the TRW is used solely for administrative review, approval, and verification of participant interactions with NHSC-approved service sites, including reimbursement determinations and site eligibility verification activities. The data are not collected for the purpose of generating statistical estimates or formal

analytical publications.

For internal program management, data may be summarized using descriptive statistics only, such as counts of TRW submissions, approvals, and site verification actions. No inferential statistical analysis, sampling, weighting, or imputation will be used.

Consistent with the OPEN Government Data Act, the agency may release aggregate-level, non-identifiable summary data through official HRSA or HHS open data platforms (e.g., <https://data.hrsa.gov> or <https://www.hhs.gov/open>).

If published, only aggregate summary information will be released. This may include:

- Total TRW submissions
- Total approvals
- Aggregate processing or verification counts
- Other summary-level operational indicators

If aggregate data are published, they will be made available in multiple machine-readable formats, such as CSV or other structured formats consistent with Federal open data standards.

The information collection will be conducted over a three-year approval period. Data are collected on an ongoing basis as TRW submissions are received. If reporting is conducted, it will occur annually following internal validation and program reporting cycles.

17. Reason(s) Display of OMB Expiration Date is Inappropriate

The OMB number and expiration date will be displayed on every page of every form/instrument.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

There are no exceptions to the certification.