

**SUPPORTING STATEMENT FOR THE
DECLARATION FOR FEDERAL EMPLOYMENT,
OPTIONAL FORM 306 (OF 306)
OMB #3206-0182**

Justification:

1. **Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection.**

This is a request for a renewal of an existing information collection. The information collected on this form is used to determine acceptability for Federal and Federal contract employment. The U.S. Office of Personnel Management (OPM) is authorized to request this information under Executive Orders 10577 and 13467, as amended; sections 1302, 3301, 3304, 3328, 7301, and 8716 of title 5, United States Code (U.S.C.); and part 731 of title 5, Code of Federal Regulations (CFR). Section 1104 of title 5 U.S.C. allows OPM to delegate personnel management functions to other Federal agencies.

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 Optional Form (OF) 306 is completed by individual applicants during the hiring process. The use of a pre-printed form is the only optional aspect of the declaration. For Federal employee applicants, the questions and answers are not optional and must be answered in writing before an individual can be appointed to the Competitive, Excepted, or Senior Executive Service. The questions, which ask about an applicant's selective service registration, military service, and general background, may be provided in a fillable format via one form, or they may be asked throughout onboarding systems, such as USA Staffing. The information collected on this form is mainly used to determine an individual's eligibility and suitability for Federal employment, and when applicable, fitness for Federal contract employment. The information on this form may be used in conducting an investigation to determine a person's suitability or ability to hold a security clearance, and it may be disclosed to authorized officials making similar, subsequent determinations.

This information is most often collected by human resources professionals during the hiring process after a conditional offer of employment is made though agencies may also have personnel security professionals collect it. For most of the information on the form, agencies may determine the timing of the collection; however, unless permitted by law, they may not ask applicants to answer questions asked on the form that address criminal history information until a conditional offer of employment has been extended. Further, unless they have been granted an exception by OPM,

agencies may not ask individuals to complete the question that relates to credit history.

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.**

The OF 306 is available as a PDF on the web. It is also incorporated into the onboarding functionality of USA Staffing, a system that allows for electronic collection of information necessary to onboard an individual for federal service. More than 100 Federal agencies purchase licenses to use USA Staffing for their talent acquisition and onboarding. For these agencies, in most cases they request the new hire complete the OF 306 via automated means in an onboarding interface. The agencies could instead request the new hire complete the OF 306 outside of the system and either submit a scanned copy through the system or submit it outside via other means. Agencies can also create versions in their own automated systems. Other agencies may use different third-party or agency-developed talent acquisition or onboarding systems. When they do so, their system must meet the requirements in OPM's Entrance on Duty Manual available at <https://eopf.opm.gov/eOPFToolkit/Documents/EOD%20RequirementsAndSystemCertification%20v2.3.pdf>. OPM cannot provide information as to how processing works outside of the USA Staffing system.

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 Item 2 above.**

This collection requests information about a person's selective service information, military service and general background information which is used to determine the acceptability for Federal employment. While other forms, specifically the SF-85P and SF-86, may request similar information, these information collections are for the purpose of determining an eligible employee's suitability, that is, those determinations based on a person's character or conduct that may have an impact on the integrity or efficiency of the service as described by 5 CFR 731. These collections may occur at a later point in time during the onboarding process.

5. **If the collection of information impacts small businesses or other small entities (Item 5 of OMB Form 83-I), describe any methods used to minimize burden.**

Not applicable. This collection of information does not affect small businesses or other small entities.

6. Describe the consequences 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.

OPM is authorized to request this information under sections 1302, 3301, 3304, 3328, 7301, and 8716 of title 5, U.S.C. Section 1104 of title 5 U.S.C. allows OPM to delegate personnel management functions to other Federal agencies. The OF 306 is used to assist OPM and agencies to determine a person's suitability for employment as well as provide other information that is required of applicants. The OF 306 supports preliminary suitability and eligibility determinations, before, or in conjunction with, any required background investigation. It also contains other information that may be relevant to onboarding, such as information on Selective Service registration and whether the individual is receiving retirement pay from the military or a federal position.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner inconsistent with the guidelines in 5 CFR 1320.6.

Not applicable. This information collection is in compliance with 5 CFR 1320.6.

8. If applicable, provide a copy and identify the date and page number of publication 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. Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported. 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.

In accordance with 5 CFR 1320.8(d), OPM published a 60-day notice in the Federal Register soliciting public comment on this information collection. The notice was published on May 14, 2026, at 91 FR 27379.

OPM regularly consults with Federal agencies that use USA Staffing and other onboarding systems to support hiring and personnel processes. These consultations occur through ongoing system operations, user support, and program management activities. Feedback from agency users informs updates to system functionality, data collection requirements, and form implementation, including the OF-306.

OPM received two public comments that resulted in no changes to the form. One commenter recommended changing the estimated completion-time range from 5–30 minutes to 15–30 minutes. The commenter did not provide data, testing results, or other information demonstrating that respondents cannot complete the form in fewer than 15 minutes. Based on OPM’s experience administering the collection and the differing circumstances of respondents, OPM is retaining the existing estimated range.

The same commenter recommended “modernizing and revising” the form to make it electronic. It is important to note that this form is primarily collected via USA Staffing. USA Staffing is the primary government-wide hiring and onboarding system used by more than 100 Federal agencies. A limited number of agencies may collect the information through other systems or through paper forms, and OPM will continue to provide agencies flexibility in how the form is collected.

One additional commenter suggested adding a field for “email address”, however, because this form is mainly collected via USAStaffing, which is an electronic system that requires the individual provide their email address for other communication purposes, it is not necessary to duplicate the collection of email address on this form.

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

Not applicable.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

The OF 306 contains a Privacy Act Statement, as required by 5 U.S.C. 552a. The U.S. Office of Personnel Management (OPM) is authorized to request this information under sections 1302, 3301, 3304, 3328, 7301, and 8716 of title 5, U.S.C. Section 1104 of title 5 U.S.C. allows OPM to delegate personnel management functions to other Federal agencies. Any disclosure of this record or information in this record is in accordance with routine uses found in the System of Records Notice (SORN) OPM/GOVT-1, General Personnel Records.

The OF 306 is primarily collected electronically through USA Staffing or other agency onboarding systems. The privacy risks associated with the electronic collection, use, and processing of the information are addressed in the applicable Privacy Impact Assessments (PIAs), including the USA Staffing PIA, as appropriate. When the completed OF 306 becomes part of an employee’s Official Personnel Folder, the records are covered by the Electronic Official Personnel Folder (eOPF) PIA. The USA Staffing PIA is available at <https://www.opm.gov/privacy/privacy-policy/usas-pia.pdf>, and the eOPF PIA is available at <https://www.opm.gov/privacy/privacy-policy/eopf-pia.pdf>.

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

Not applicable. The questions are not of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.

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

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Form Name	Form Number	No. of Respondents	No. of Responses per Respondent	Average Burden per Response (in hours)	Total Annual Burden (in hours)	Average Hourly Wage Rate	Total Annual Respondent Cost
OF 306	3206-0182	217,102	1	.25	54,276	\$33.54	\$1,820,417

OPM estimates that the OF 306 form takes between 5 and 30 minutes with an average of 15 minutes to complete.

To estimate the number of individuals completing the OF-306 annually, OPM reviewed historical usage data from USA Staffing, the system widely used by Federal agencies to support hiring and onboarding activities. USA Staffing records the number of OF-306 forms completed electronically as part of the onboarding process.

Although some agencies collect OF-306 information through other onboarding or talent acquisition systems, USA Staffing is the primary government-wide hiring and onboarding system used by more than 100 Federal agencies. As a result, USA Staffing provides the most consistent and readily available source of data on the number of OF-306 forms completed electronically during the Federal hiring process. OPM therefore used USA Staffing historical usage data as a reasonable proxy for estimating the annual number of respondents completing the OF-306 government-wide. This approach provides a consistent methodology for estimating burden while recognizing that a limited number of agencies may collect the information through other systems or through paper forms.

OPM analyzed the total number of OF-306 forms completed in USA Staffing during the most recent three years for which completed data were available. The totals were:

- 2023: 275,719 completed OF-306 forms
- 2024: 255,007 completed OF-306 forms
- 2025: 120,580 completed OF-306 forms

To develop a representative annual estimate and smooth year-to-year fluctuations in hiring activity, OPM calculated the three-year average of these totals. The average was calculated as follows: $(275,719 + 255,007 + 120,580) / 3 = 217,102$. Based on this analysis, OPM estimates that approximately 217,102 individuals complete the OF-306 annually. This figure is used as the estimated number of annual responses for purposes of calculating the information collected burden.

Using the estimated annual number of responses, OPM calculated the total annual burden associated with completing the OF-306. OPM estimates that it takes respondents approximately 0.25 hours (15 minutes) to review the instructions, gather the necessary information, and complete and submit the form.

The total annual burden hours are calculated by multiplying the estimated number of responses by the average burden per response:

- Total Annual Burden Hours = Number of Responses * Average Burden per response
- Total Annual Burden Hours = $217,102 * 0.25$
- Total Annual Burden Hours = 54,275.5 hours

Accordingly, OPM estimates the total annual respondent burden for this information collection to be approximately 54,276 hours.

13. Provide an estimate for the total annual cost burden to respondents or record keepers resulting from the collection of information.

There is no fee or financial cost for individual respondents. To estimate the annualized cost to respondents, OPM used average hourly wage data from the Bureau of Labor Statistics (BLS) for all occupations. The BLS estimates an average fully loaded hourly wage rate of \$33.54 per hour. The total annual cost burden on respondents is calculated by multiplying the total annual burden hours by the average hourly wage rate:

- Total Annual Cost = Total Burden Hours x Hourly Wage Rate
- Total Annual Cost = $54,276 \times \$33.54$
- Total Annual Cost = \$1,820,417.04

Accordingly, OPM estimates the total annual cost burden to respondents to be approximately \$1,820,417.

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 expenses that would not have been incurred without the paperwork burden.

The cost to the Federal Government associated with this information collection consists primarily of staff time required to review, process, and maintain the information collected through the OF-306.

OPM estimates that Federal staff spend an average of 0.08 hours (5 minutes) per response to review and process the completed OF-306, including data entry and any necessary follow-up. Based on an estimated 217,102 responses annually, the total annual processing time is calculated as follows:

- Total Agency Hours = Responses x Processing Time per Response
- Total Agency Hours = 217,102 x 0.08 = 17,368.2 hours

In addition, OPM estimates that the average person processing the form is a GS-12, Step 5 making \$37.09 an hour according to the published General Schedule for FY 26.

- Total Annual Government Cost = Total Agency Hours x Hourly Wage Rate
- Total Annual Government Cost = 17,368 x \$37.09 = \$644,179.12

Accordingly, OPM estimates the total annual cost to the Federal Government to be approximately \$644,179.

There are no significant additional operational or maintenance costs associated with this information collection. The OF-306 is primarily collected electronically through existing agency onboarding systems, including USA Staffing, and does not require additional equipment, printing, or system development beyond normal agency operations. Any minor administrative or overhead costs are considered part of routine government operations and are not attributable solely to this information collection.

These estimates are based on average processing times and wage rates and are intended to provide a reasonable approximation of the costs associated with administering this information collection.

15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I.

Not applicable, though OPM notes the following changes were made that do not impact the overall burden calculations.

Question 2 - updated the suitability terminology;

Question 3 - replaced the reference to "Monster" with broader language covering agency and third-party talent acquisition/onboarding systems to avoid future

updates;

Question 6 - clarified that the OF 306 supports preliminary suitability and eligibility determinations; and

Question 10 - updated to better reflect the information lifecycle.

- 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.**

Not applicable. Information collected on the forms will not be published due to the information being Personal Identifying Information (PII).

- 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.**

Not applicable. OPM will display the expiration date.

- 18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.**

Not applicable.