

## Supporting Statement for Paperwork Reduction Act Submissions

**Title:** USAJOBS 3.0

**OMB Control Number:** 3206-0219

### A. Justification

1. Explain the **circumstances that make the collection of information necessary**. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.

The online application on USAJOBS captures the essential information Federal agencies require to evaluate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361 3393, and 3394 of Title 5 United States Code. In accordance with the Paperwork Reduction Act of 1995 (Public Law 104-13, May 22, 1995), the notice announces that the U.S. Office of Personnel Management (OPM) intends to submit to the Office of Management and Budget (OMB) a request for review of an existing information collection. This information collection occurs electronically via the USAJOBS Resume Builder and Applicant Profile. The overarching purpose and intent of collecting the information articulated in this request is to minimize/eliminate redundancies with regard to data collection. Additionally, this initiative will provide a better, more enhanced capability that will not only improve data collection, but allow for improved data analytics that will result in effective, accurate and complete data driven decisions across the 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 individual enters the information electronically in the USAJOBS Resume Builder (online application for Federal employment). The information is used to capture the essential information Federal agencies require to evaluate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361 3393, and 3394 of Title 5 United States Code. The information will be analyzed to identify trends that might improve the Federal agency's ability to better focus their resources in order to attract and hire the best candidates available in a market that is becoming increasingly competitive.

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 collection of information involves the use of the USAJOBS Resume Builder and Applicant Profile, which uses information technology and allows the upload of resumes and is fully web-based. The OF-

612 had involved a manual process which was more burdensome to the public and has been completely replaced by the USAJOBS Resume Builder and Applicant Profile whereby reducing the burden time for individuals dramatically.

**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.

USAJOBS is the official one-stop collection point for all Federal agency job postings and there are currently no other Government wide collections such as this to facilitate hiring for all Federal agencies. USAJOBS continuously reviews and assesses all requirements to identify efficiencies and improve effectiveness of the capability wherever possible.

**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.**

NA

**6. Describe the consequence to Federal/DHS program or policy activities if the collection of information is not conducted, or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

If the collection of information is not conducted, there would be violation of Title 5 United States Code Sections 1104, 1302, 3301, 3304, 3320, 3361 3393, and 3394. The online application on USAJOBS captures the essential information that Federal agencies require to evaluate applicants for Federal jobs. Individuals interested in applying for Recovery Act jobs, also apply using the USAJOBS.

**7. Explain any special circumstances that would cause an information collection to be conducted in a manner:**

There are no special circumstances with this collection.

**8. Federal Register Notice: Provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice soliciting comments on the information collection prior to submission to OMB.**

On June 22, 2011, OPM published a 60 Day Federal Register Notice at 76 FR 36581.

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

No gifts or payments of any kind have been provided to any individuals who are connected to this collection.

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

This information collection is protected by the Privacy Act of 1974 and OPM regulations (5 CFR 831.106). The routine uses of disclosure appear in the *Federal Register* for OPM/GOVT-5 and GOVT-7.

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.

This information collection does not include questions 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. The statement should:

a. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desired. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.

For the USAJOBS RESUME BUILDER; individuals are required to complete the form once. The table below shows the annual hourly burden rate.

Time Required for Each Individual Respondent (Minutes)	38
Annual Hours Burden (Hours x respondents)	1,108,333
Annual Cost at \$ per hour	\$0

For the USAJOBS Applicant/Profile; individuals are required to complete the form once. The table

below shows the annual hourly burden rate.

Time Required for Each Individual Respondent (Minutes)	5
Annual Hours Burden (Hours x respondents)	145,833
Annual Cost at \$ per hour	\$0

b. If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in Item 13 of OMB Form 83-I.

This collection involves only RESUME BUILDER and Applicant Profile.

c. Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in Item 14.

The annualized cost for all respondents to complete the form is \$0.

13. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14.)

The cost estimate should be split into two components: (1) a total capital and start-up cost component (annualized over its expected useful life); and (b) a total operation and maintenance and purchase of services component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.

If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection as appropriate.

Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information to keep records for the government, or (4) as part of customary and usual business or private practices.

- (1) N/A
- (2) 2009 = \$6, 780,000

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 expense that would have been incurred without this collection of information. You may also aggregate cost estimates for Items 12, 13, and 14 in a single table.

\$6,780,000 annualized cost.

15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I. Changes in hour burden, i.e., program changes or adjustments made to annual reporting and recordkeeping **hour** and **cost** burden. A program change is the result of deliberate Federal government action. All new collections and any subsequent revisions of existing collections (e.g., the addition or deletion of questions) are recorded as program changes. An adjustment is a change that is not the result of a deliberate Federal government action. These changes that result from new estimates or actions not controllable by the Federal government are recorded as adjustments.

The OF 612 has been used as an optional form to apply for Federal jobs. Per the President's hiring reform initiatives (Presidential Memorandum -- Improving the Federal Recruitment and Hiring Process May 11, 2010), applicants can now submit a resume as an alternative to apply for Federal positions. The information contained in the OF 612 is incorporated in the online Resume Builder on the USAJOBS website. The need to maintain the OF 612 as an alternative means of applying for Federal positions no longer exists. As mentioned above, job seekers now have the option to either build or upload resumes. This action is being taken to facilitate a more seamless employment application process for both Federal agencies and job seekers, consistent with the goals of the President's Federal hiring reform.

The Federal Register Notice quotes 2,508,333 burden hours based on a concept that individuals would complete both the Resume Builder and Applicant Profile. The Applicant Profile may now be completed without completion of the Resume Builder and allows the option of uploading an individual's resume instead of submitting a paper application. Therefore, an applicant may complete one or both of the functions.

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.

No information collected from the form will be published.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain reasons that display would be inappropriate.

The Program office is not seeking this exemption.

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

No exceptions are requested for this collection.