

SUPPORTING STATEMENT FOR THE WHITE HOUSE FELLOWS APPLICATION

Justification:

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

The White House Fellows application is utilized for a competitive application process for the White House fellowship, a one year public service and leadership program administered by the President's Commission on White House Fellowships. Established in 1964 by President Lyndon B. Johnson, the White House Fellows program's mission is to expose promising Americans to first-hand, high-level experience in the Federal government. In order to apply to be a White House Fellow, interested individuals must complete an online application.

The President's Commission on White House Fellowships collects the information in this application under the authority of Executive Order 11183, as amended, in order to operate its competitive application process. Submission of information is voluntary. The primary purpose of the information is to process, evaluate and select fellowship recipients.

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 contents of the application are disclosed to members of the program's selection committee, made up of former White House Fellows who may serve as readers, civic leaders who serve as interview panelists, and presidentially-appointed members of the President's Commission on White House Fellowships who nominate a slate of candidates to the President for selection as White House Fellows. Fellows are selected in a three-stage selection process.

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 White House Fellows application is an electronic application, available online. Accordingly, the system reduces burden by allowing electronic submission.

4. **Describe efforts to identify duplication.**

Not applicable.

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.

6. **Describe the consequence 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.**

The mission and purpose of the President's Commission on White House Fellowships would be compromised without the collection of this information. The White House Fellows program exists to receive applications for the fellowship from interested parties and administer a program to support Fellows' professional and educational experiences.

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.

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.**

Emergency review – notices will be published.

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

Not applicable. The President's Commission on White House Fellowships does not provide any payment or gift to respondents. Compliance with the application is voluntary.

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

The White House Fellows application, subject to the Privacy Act and Paperwork Reduction Act, includes disclosures citing terms and conditions of use. It also includes statements with respect to both Acts and lists potentially applicable routine uses.

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 and other matters that are commonly considered private. The White House Fellows program is a nonpartisan program.

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

The application is estimated to take an average of fifteen (15) to twenty-five (25) hours to complete, including time for reviewing instructions, gathering the requested evaluations, and completing the application.

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

Not applicable. The application is a free and open application available online and all materials are submitted electronically.

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.

Presuming printing costs of \$3,000 + staff costs of \$5,160 (calculated by the hourly rate of staff member x 120 hours), the estimated annualized cost incurred by the Federal Government is \$8,160. 120 hours presumes 10 hours a week of staff time for a three month period during the application open season.

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

Not applicable.

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 application will not be published.

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.

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.