

Paperwork Reduction Act Submission:
Supporting Statement A for the Office of Disability Employment Policy (ODEP)

Workforce Recruitment Program (WRP), OMB Control No. 1230-0017

April 2026

Workforce Recruitment Program (WRP)

OMB CONTROL NO. 1230-0017

OMB Expiration Date: 6/30/2026

OMB SUPPORTING STATEMENT PRA PART A

Workforce Recruitment Program (WRP)

This ICR seeks to obtain approval for a revision to an information collection currently in use - the Workforce Recruitment Program (WRP).

Information collection instruments included in this package:

- WRP Talent Program Application
- WRP School Coordinator Registration Form

Supplemental material:

- WRP Hiring Information Page
- WRP Schools Table
- WRP Application Major and Minor List
- WRP Job Preference List
- Associated WRP Talent Program Emails

A.1 Circumstances Necessitating the Information Collection

The WRP is a recruitment program that connects students with disabilities to an opportunity for employment. Through participating colleges and universities, WRP creates a talent pool for Federal and interested private-sector employers nationwide to find college students and recent graduates with disabilities, including veterans, who are eager to demonstrate their abilities in the workplace through internships or permanent jobs. Candidates represent all majors and range from college freshmen to graduate students and law students. Information from these candidates is compiled in a searchable database that is available through this website to Federal Human Resources Specialists, Equal Employment Opportunity Specialists, and other Federal employees and hiring officials in Federal agencies.

Every year, WRP staff approach more than 400 colleges and universities to participate in the WRP recruitment process for the year. WRP School Coordinators at these schools conduct outreach to their eligible students and encourage them to apply to participate in the WRP. School Coordinators must be college staff and are usually from the career or disability services office. College staff complete a registration form each year to register their college for the program.

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To be eligible to apply to WRP, candidates must be current, degree-seeking undergraduate or graduate students with a disability or have graduated within two and a half years of the release of the talent program each December. Candidates must be U.S. citizens, must be attending or have graduated from a U.S. accredited college or university, and be eligible under the Schedule A Hiring Authority for persons with disabilities.

Candidates are not placed into jobs; they are simply applying to be part of a resume talent database of postsecondary students and recent graduates with disabilities that is made available to Federal employers directly and to the private sector through a contractor. Employers will then reach out to candidates directly if they are interested in interviewing or hiring them for a specific position. Candidates also have the opportunity to participate in program career development activities and receive communication about hiring fairs and other federal opportunities shared with the WRP. Candidates should be aware that the WRP is not a guarantee of employment and not everyone who participates in the WRP is contacted by employers.

A.2 Purpose and Use of the Information Collection

WRP uses information entered by students and by School Coordinators for tracking purposes and to connect students with interested employers. Candidates are not placed into jobs; they are simply applying to be part of a resume talent database of postsecondary students and recent graduates with disabilities that is made available to Federal employers directly and to the private sector through a contractor. Employers will then reach out to candidates directly if they are interested in interviewing or hiring them for a specific position.

A.3 Use of Improved Information Technology and Burden Reduction

Registration and application are conducted entirely online, accessible through internet-connected devices, at <https://www.usajobs.gov/job/843478500/preview>.

A.4 Identification of Duplication of Information Collection Efforts

There is no existing information collection duplicative of this program to connect students with disabilities to employers.

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A.5 Impact on Small Businesses or Other Small Entities

This effort is not expected to impact small businesses or similar entities, since targeted respondents will be current or recent students with disabilities as well as School Coordinators acting on behalf of postsecondary educational institutions.

A.6 Consequence to Federal Proposal or Policy if Collection Is Not Conducted

The information gathered from students with disabilities is necessary to connect them with available job opportunities at interested employers. Termination of this information collection would prevent WRP from continuing its operations.

A.7 Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

There are no special circumstances relating to the general requirements cited in 5 CFR 1320.5. This request fully complies with 5 CFR 1320.5.

A.8 Federal Register Notice

A.8.1 Federal Register Notice and Comments

The 60-Day *Federal Register* Notice was published on February 9, 2026 (91 FR 5782), to allow for public comments. No public comments were received. A copy of this notice is included in this package.

A.8.2 Consultations outside the Agency

The Office of Disability Employment Policy (ODEP) consulted with the U.S. Office of Personnel Management (OPM)'s USAJOBS Team and the U.S. Department of Labor (DOL)'s Office of Human Resources (OHR). ODEP has a Statement of Work with OPM's USAJOBS program office to provide support for transitioning the WRP talent database over to USAJOBS Agency Talent Portal as a Talent Program and then provide ongoing operations and maintenance of the WRP Talent Program. ODEP also consults with DOL's OHR USA Staffing team when needed, since part of the new WRP application process includes using USA Staffing to process initial applications.

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Table 1: List of Agency Representatives

Contact	Organization	Email	Phone
Colleen Doyle	ODEP	Doyle.Colleen.M@dol.gov	(202) 693-7832
Lauren Karas	ODEP	Karas.Lauren.E@dol.gov	(202) 693-4934
Frances Vhay	ODEP	Vhay.Frances.J@dol.gov	(202) 693-7863

A.9 Payment or Gifts to Respondents

There are no payments or gifts to respondents.

A.10 Assurance of Privacy

Informed consent is obtained from students registering with WRP. A privacy policy details the restriction of information obtained by WRP to its intended purpose, as well as the protection of information consistent with the Privacy Act, the e-Government Act of 2002, the Federal Records Act, and as applicable the Freedom of Information Act.

A.11 Justification for Sensitive Questions

There are no questions of a sensitive nature.

A.12 Estimates of Burden Hours and Costs

The table below provides the number of respondents, frequency of response per respondents, and total number of responses for the combined registration, application, and interview, which are expected to total approximately one hour per respondent for student participants. Input of information by school coordinators is expected to total approximately ten minutes per respondent. It is expected that WRP will process approximately 2,500 student applicants per year with about 600 school coordinators participating.

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Estimated Annual Burden								
Type of Respondent	Form Name / Form Number	No. of Respondents	No. of Responses per Respondent	Total No. of Responses	Avg. Burden per Response (in hours)	Total Annual Burden (in hours)	Avg. Hourly Wage Rate*	Monetized Value of Time
Individuals or Households	WRP Student Registration and Application (Student Participants)	2,500	1	2,500	1	2,500 hours	\$32.66	\$81,650
Private Sector	WRP School Coordinator Registration (School Coordinators)	600	1	600	1/6	100 Hours	\$59.83	\$5,983
Totals		3,100		3,100		2,600 Hours		\$87,633

* For student participants, this is the hourly mean wage across all occupations based on the May 2024 Occupational Employment Statistics, https://www.bls.gov/oes/current/oes_nat.htm. For school coordinators, this is this is the hourly mean wage for the occupational category of “Education Administrators, Postsecondary (11-9033)” from the May 2024 Occupational Employment Statistics, https://www.bls.gov/oes/current/oes_nat.htm.

A.13 Estimates of Annualized Respondents Capital and Maintenance Costs

There is no cost burden to respondents.

A.14 Estimates of Annualized Cost to the Federal Government

The estimated annual cost to the Federal Government from this information collection is \$1,108,514. Of this amount, \$1,055,086 consists of WRP staff salary, benefits, and administrative costs (for 3 100% FTE WRP staff, 1 50% FTE supervisor, and 1 50% FTE lower-

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level WRP staff member). Furthermore, Talent Program USAJOBS O&M costs \$15,000, FY26 cost for 4 USA Staffing licenses costs \$30,988, AWS cloud hosting costs \$6,000, and Chatbot hosting costs \$1,440.

A.15 Changes in Hour Burden

This is a revision due to the addition of a separate form with an estimated annual burden of 100 additional hours. Due to the increase in respondents from a new form, total responses have increased from 2,500 to 3,100 and total burden hours have increased from 2,500 to 2,600.

A.16 Plans for Tabulation and Publication

No results will be published from this project, and no analysis will be conducted. This information collection exists as a means of individually connecting students with disabilities to job opportunities at interested employers.

A.17 Approval to Not Display the Expiration Date

The instrument will display the OMB expiration date.

A.18 Exceptions to Certification Statement

There are no exceptions to the Certification for Paperwork Reduction Act (5 CFR 1320.9) for this collection.