

Hello,

Below are the comments from our Operating Administrations on the Notice of Information Collection – Uniform Guidelines on Employee Selection Procedures. Please call or e-mail me if you have any questions.

(1) Evaluate whether the collection of (applicant flow) information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;

The information collected on applicant gender, race, and ethnicity provides the agency with information necessary to respond to internal and external reporting requirements. In addition, the data gathered is used to document the fairness, reliability, and utility of biodata and interview procedures used in certain selection processes utilized by the agency.

(2) Evaluate the accuracy of the agency's estimate of the burden of the collection of information, including the validity of the methodology and assumptions used;

The estimated evaluation of the burden of collecting and storing applicant demographic data is appropriate. The agency gathers information on applicant gender, race, and ethnicity during the electronic application process. As this data is currently collected and maintained electronically, the burden of collection is minimal.

(3) Enhance the quality, utility, and clarity of the information to be collected; and

As the Uniform Guidelines are submitted without change, the proposed changes neither enhance nor detract from current collection processes.

(4) Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

The amount of effort on the part of respondents provides no additional burden to the application process. The required information is currently collected via electronic check box submission during the application process.

Vr,
Agnes R. Brooks
Employment and Staffing Program Manager
Departmental Office of Human
Resource Management
U.S. Department of Transportation
202-366-9447

Work: 202-366-9447
Fax: 202-366-6806
E-mail: agnes.brooks@dot.gov

Agnes B. Brooks
Employment and Staffing Program Manager
Departmental Office of Human
Resource Management (M-13)
U.S. Department of Transportation

Fax

To:	OPM	From:	Agnes Brooks
Fax:	202-663-4114	Date:	May 27, 2008
Phone:		Pages:	2(includes cover page)
Re:	Notice of Information Collection – Uniform Guidelines on Employee Selection Procedures		

☒ **Urgent** ☐ **For Review** ☐ **Please Comment** ☐ **Please Reply** ☐ **Please Recycle**

•**Comments:** Attached is the Department of Transportation's comments regarding subject.