



Office of the Assistant Secretary for Civil Rights / Office of Outreach and Diversity

OFFICE OF OUTREACH AND DIVERSITY

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USDA canvassed each Mission Area Human Resource office. Overall, collection of Race and National Origin (RNO) data would not be burdensome as long as the collection is done through an automated system. USDA is using Hiring Manager, an automated staffing system, and it would not be a problem to add this feature to the system and collect the data electronically from applicants. We recommend an OMB sanctioned applicant flow form be issued Federal-wide. We will also request that data be captured for persons with disabilities.

The following are the responses to the questions posed about the collection of RNO data:

- 1. Evaluate whether the collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility.**

Collection of this data has no impact on mission area human resources offices performance in their mission critical program areas. However, the collection of RNO data is needed to prepare the MD-715 report; is useful in planning recruitment activities; would be used in strategic and succession planning, and in the implementation of the Department's Diversity Mission Statement.

- 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.**

Previous collection of RNO data was completed by the employee at time of New Employee Orientation and the information provided was entered into the NFC database manually. Requested reports had to be tabulated manually. Through the use of automated systems, such as Hiring Manager, recruitment and application processes have become more streamlined, timely, and generally less burdensome to HR offices. According to our Mission Area Personnel Officer's adding a collection form to collect RNO data to current automated staffing systems would be cost effective and less burdensome on organizations with fewer resources.

- 3. Enhance the quality, utility, and clarity of the information to be collected.**

The utility of collecting this data is valuable in measuring the diversity of our applicant pools. The Office of Diversity will review this data periodically to ensure that Human Resources offices are doing sufficient outreach to recruit and retain a diverse applicant pool and employee population.

- 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.**

Using the automated staffing systems, i.e. Hiring Manager, minimizes the burden. The collection form itself takes about 5 minutes to complete by choosing from multiple choice answers.