OFFICE OF PERSONNEL MANAGEMENT

Submission for Review: Occupational Questionnaire, OPM Form 1203-FX


ACTION: 60-Day Notice and Request for Comments.

SUMMARY: The Automated Systems Management Group, Office of Personnel Management (OPM) offers the general public and other federal agencies the opportunity to comment on a new information collection request (ICR), Occupational Questionnaire, OPM Form 1203-FX. The Occupational Questionnaire is an optical scan form designed to collect applicant information and qualifications in a format suitable for automated processing and to create applicant records for an automated examining system.

DATES: Comments are encouraged and will be accepted until [INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

ADDRESSES: Interested persons are invited to submit written comments on the proposed information collection to the Automated Systems Management Group, Office of Personnel Management, 1900 E. Street, NW, Washington, DC 20415, Attention: Sara Kunkle or sent via electronic mail to Sara.Kunkle@opm.gov.

FOR FURTHER INFORMATION, CONTACT: A copy of this ICR, with applicable supporting documentation, may be obtained by contacting the Automated Systems Management Group, Office of Personnel Management, 1900 E. Street, NW, Washington, DC 20503, Attention: Sara Kunkle or sent via e-mail to Sara.Kunkle@opm.gov.

SUPPLEMENTARY INFORMATION: As required by the Paperwork Reduction Act

The Office of Management and Budget is particularly interested in comments that:

1. Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;
2. Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
3. Enhance the quality, utility, and clarity of the information to be collected; and
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 submissions of responses.

The 1203 series was commonly referred to as the “Qualifications and Availability Form C.” OPM re-titled the series as “Occupational Questionnaire” to fit a more generic need. OPM uses this form to carry out its responsibility for open competitive examining for admission to the competitive service in accordance with Section 3304, Title 5, United States Code. One change has been made to the form under Section 14, Veterans’ Preference. The addition of Sole Survivorship Preference was added to reflect the amended eligibility categories for veterans’ preference per Public Law 110-317, the Hubbard Act. Subparagraph (H) established the new category for veterans released or
discharged from a period of active duty from the armed forces, after August 29, 2008, by reason of a “sole survivorship discharge.”

ANALYSIS:


Title: Occupational Questionnaire, OPM Form 1203-FX

OMB Number: 3260-0040

Frequency: On occasion

Affected Public: Individuals and households

Number of Respondents: approximately 11,400,000

Estimated Time Per Respondent: 40 minutes

Total Burden Hours: 7,600,000 hours

U.S. Office of Personnel Management

Kathleen M. McGettigan
Acting Director

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