

**OFFICE OF PERSONNEL
MANAGEMENT****Submission for OMB Review;
Comment Request for Review of a
Revised Information Collection:
RI 94-7**

AGENCY: Office of Personnel
Management.

ACTION: Notice.

SUMMARY: In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13, May 22, 1995), this notice announces that the Office of Personnel Management (OPM) has submitted to the Office of Management and Budget (OMB) a request for review of a revised information collection. RI 94-7, Death Benefit Payment Rollover Election for the Federal Employees Retirement System (FERS), provides FERS surviving spouses and former spouses with the means to elect payment of FERS rollover-eligible benefits directly or to an Individual Retirement Arrangement.

Approximately 2,000 RI 94-7 forms will be completed annually. The form takes approximately 60 minutes to complete. The annual burden is 2,000 hours.

For copies of this proposal, contact Mary Beth Smith-Toomey on (202) 606-8358, FAX (202) 418-3251 or via e-mail to mbtoomey@opm.gov. Please include a mailing address with your request.

DATES: Comments on this proposal should be received within 30 calendar days from the date of this publication.

ADDRESSES: Send or deliver comments to—

Ronald W. Melton, Deputy Assistant Director, Retirement Services Program, Center for Retirement and Insurance Services, U.S. Office of Personnel Management, 1900 E Street, NW., Room 3305, Washington, DC 20415-3540

and

Joseph F. Lackey, Office of Information and Regulatory Affairs, Office of Management and Budget, New Executive Office Building, NW., Room 10235, Washington, DC 20503.

FOR INFORMATION REGARDING**ADMINISTRATIVE COORDINATION CONTACT:**

Cyrus S. Benson, Team Leader, Publications Team, Support Group, (202) 606-0623.

U.S. Office of Personnel Management

Kay Coles James,

Director.

[FR Doc. 04-23693 Filed 10-21-04; 8:45 am]

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**OFFICE OF PERSONNEL
MANAGEMENT****Submission for OMB Review;
Comment Request for Review of a
Revised Information Collection:
Standard Form 2808**

AGENCY: Office of Personnel
Management.

ACTION: Notice.

SUMMARY: In accordance with the Paperwork Reduction Act of 1995 (Public Law 104-13, May 22, 1995), this notice announces that the Office of Personnel Management (OPM) has submitted to the Office of Management and Budget (OMB) a request for review of a revised information collection. SF 2808, Designation of Beneficiary: Civil Service Retirement System (CSRS), is used by persons covered by CSRS to designate a beneficiary to receive the lump sum payment due from the Civil Service Retirement and Disability Fund in the event of their death.

Approximately 2,000 forms will be completed annually. The form takes approximately 15 minutes to complete. The annual burden is estimated at 500 hours.

For copies of this proposal, contact Mary Beth Smith-Toomey on (202) 606-8358, Fax (202) 418-3251 or via E-mail to mbtoomey@opm.gov. Please include a mailing address with your request.

DATES: Comments on this proposal should be received within 30 calendar days from the date of this publication.

ADDRESSES: Send or deliver comments to—Pamela S. Israel, Chief Operations Support Group, Retirement Services Program, U.S. Office of Personnel Management, 1900 E Street, NW., Room 3349, Washington, DC 20415; and Joseph F. Lackey, OPM Desk Officer, Office of Information and Regulatory Affairs, Office of Management & Budget, New Executive Office Building, NW., Room 10235, Washington, DC 20503.

For Information Regarding Administrative Coordination—Contact: Cyrus S. Benson, Team Leader, Publications Team, Support Group, (202) 606-0623.

U.S. Office of Personnel Management.

Kay Coles James,

Director.

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**OFFICE OF PERSONNEL
MANAGEMENT****Proposed Collection; Comment
Request; Review of a Revised
Information Collection: OPM Form of
612, Optional Application for Federal
Employment Resume Builder in
USAJOBS Web Site and the USAJOBS
Web Site**

AGENCY: Office of Personnel
Management.

ACTION: Notice.

SUMMARY: In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13, May 22, 1995), this notice announces that the Office of Personnel Management (OPM) intends to submit to the Office of Management and Budget (OMB) a revised information collection of the optional form called *Optional Application for Federal Employment (OF 612)*; the specifications of the improved resume builder in the USAJOBS Web site (<http://www.USAJOBS.opm.gov>); and screen shots of the Web pages within the USAJOBS Web site.

The *OF 612* is a data collection form used to collect applicant qualifications information associated with vacancy announcements. The form provides necessary guidance to applicants so that they can be considered for employment when applying for Federal jobs. Presently the *OF 612* is downloadable from OPM's electronic forms page on the USAJOBS Web site (<http://www.opm.gov/forms>) in fillable .pdf format. This data collected are necessary for Federal agencies to evaluate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 United States Code.

OPM proposes to eliminate the optional form *Applying for a Federal Job (OF 510)*. The *OF 510* is a brochure that has been used to provide guidance to the general public on how to apply for Federal jobs and to construct a Federal resume. This brochure provides instructions on what necessary work, education, and other information applicants should provide when completing a resume or other application for Federal employment consideration. The instructions contained in the *OF 510* have been incorporated into the revised *OF 612* and the USAJOBS resume builder. The instructions are also available through numerous other sources, including the USAJOBS Web site, that were not available at the time this brochure was originally created. This action is being taken to eliminate the need to print,

maintain, and distribute an instructional guide in hard copy format where the information can be readily updated and delivered leveraging current Web and other automated technology.

OPM intends to reconstruct the resume builder in the USAJOBS Web site to be in line with the data elements collected in the revised *OF 612*. The resume builder will contain the critical elements applied across the Federal government to assess an applicant's qualifications. Thus, the new design will capture only the essential information Federal agencies use to evaluate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 United States Code.

The *Optional Application for Federal Employment (OF 612)* and the resume builder in the USAJOBS Web site contain questions regarding the applicant's education history, including dates of attendance, name, type and place of institution, and degrees earned. Due to the increasing number of claimed degrees earned from non-accredited or bogus institutions, commonly referred to as diploma mills, the revised versions include an accreditation field. This field asks the applicant to show whether the college or university is accredited by, or is in pre-accreditation status of, an accrediting organization recognized by the U.S. Department of Education at the time the applicant attended the institution. The revised forms also advise the applicant not to list education from diploma mills, degrees based solely on life experiences, or obtained from schools with little or no academic standards.

The USAJOBS Web site is the Federal Government's official one-stop source for Federal jobs and employment information. USAJOBS is operated by OPM and provides job vacancy information, employment fact sheets, and job applications/forms and on-line resume development. Job seekers may create a "My USAJOBS" account where they can create up to five resumes, or convert and store an existing one. These resumes are stored in one location where they can be updated, saved, or sent at any time.

Comments are particularly invited on: whether this information is necessary for the proper performance of functions of the Office of Personnel Management, and whether it will have practical utility; whether our estimate of the public burden of this collection of information is accurate, and based on valid assumptions and methodology; and ways in which we can further minimize the burden of the collection of information on those who are to

respond, through the use of appropriate technological collection techniques or other forms of information technology.

We estimate 245,000 applications will be completed annually using the *OF 612*. The public reporting burden for the collection of the data will vary from 20 to 240 minutes, with an average of 40 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. The annual estimated burden is 9,800 hours.

We estimate 3,510,600 applications will be completed annually using the resume builder in the USAJOBS Web site. The public reporting burden for the collection of the data will vary from 20 to 240 minutes, with an average of 40 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. The annual estimated burden is 9,800 hours.

For copies of this proposal, contact Mary Beth Smith-Toomey on (202) 606-8358, FAX (202) 418-3251 or via E-mail to MaryBeth.Smith-Toomey@opm.gov. Please include a mailing address with your request.

DATES: Comments on this proposal should be received within 60 calendar days from the date of this publication.

ADDRESSES: Send or deliver comments to—U.S. Office of Personnel Management, USAJOBS, ATTN: Mariana Pardo, U.S. Office of Personnel Management, 1900 E Street, NW., Room 2469, Washington, DC 20415.

U.S. Office of Personnel Management.

Kay Coles James,
Director.

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OFFICE OF PERSONNEL MANAGEMENT

Excepted Service

AGENCY: Office of Personnel Management.

ACTION: Notice.

SUMMARY: This gives notice of OPM decisions granting authority to make appointments under Schedules A, B and C in the excepted service as required by 5 CFR 6.6 and 213.103.

FOR FURTHER INFORMATION CONTACT: Mr. Art Walker, Center for Leadership and Executive Resources Policy, Division for Strategic Human Resources Policy, (202) 606-1506.

SUPPLEMENTARY INFORMATION: Appearing in the listing below are the individual authorities established under a Schedule B authority that was approved in August 3, 2004, and Schedule C's between September 1, 2004, and September 30, 2004. Future notices will be published on the fourth Tuesday of each month, or as soon as possible thereafter. A consolidated listing of all authorities as of June 30 is published each year.

Schedule A

No Schedule A appointments were approved for September 2004.

Schedule B

U.S. Department of Agriculture
213.3213(b)(1)

Temporary positions of professional Research Scientists, GS-15 or below, in the Agricultural Research Service, Economic Research Service, and the Forest Service, when such positions are established in support the Research Associateship Program and are filled by person having a doctoral degree in an appropriate field of study for research activities of mutual interest to appointees and the agency. Appointments are limited to proposals approved by the appropriate Administrator. Appointments may be made for initial periods not to exceed 2 years and may be extended for up to 2 additional years. Extension beyond 4 years, up to a maximum of 2 additional years, may be granted, but only in very rare and unusual circumstances, as determined by the Human Resources Officer for the Research, Education, and Economics Mission Area, or the Human Resources Officer, Forest Service. Effective August 3, 2004.

Schedule C

The following Schedule C appointments were approved for September 2004:

Section 213.3303 Executive Office of the President

Office of National Drug Control Policy

QQGS60010 Public Affairs Specialist to the Associate Director, Public Affairs. Effective September 2, 2004.

QQGS60009 Legal Analyst to the General Counsel. Effective September 14, 2004.

QQGS00028 White House Liaison and Intergovernmental Affairs Specialist to the Chief of Staff. Effective September 20, 2004.

Section 213.3304 Department of State

DSGS60790 Special Assistant to the Assistant Secretary for Economical