1. **Explain the circumstances that make the collection of information necessary.**

USAID is establishing a new system of records pursuant to the Privacy Act (5 USC 552a), entitled the Deployment Tracking System (DTS). This system is being established to support USAID's responsibilities as identified in National Security Presidential Directive 44 (NSPD-44), issued on December 7, 2005.

The objective of NSPD-44 is to promote the security of the United States through improved coordination, planning and implementation for reconstruction and stabilization assistance for foreign states and regions at risk of, in, or in transition from conflict or civil strife. NSPD-44 mandates the Department of State to coordinate, plan and implement an interagency effort, with the capacity to quickly and effectively respond to a crisis overseas. To accomplish this, the Department of State established the Civilian Response Corps (CRC). Led by the Department of State, CRC is comprised of eight agency partners, including USAID, whose programs and personnel may have relevant capabilities to prepare, plan for, and conduct stabilization and reconstruction activities.

USAID's Bureau for Democracy, Conflict and Humanitarian Assistance, Office of Civilian Response (DCHA/OCR) has been assigned to implement these mandates. In order to participate as a partner agency, USAID must have mechanisms in place to assign or employ skilled personnel and have the ability to mobilize resources rapidly in response to stabilization crisis. The DTS is being established to provide DCHA/OCR personnel with internal capabilities to plan and mobilize the appropriate personnel in response to a crisis. The system will be used to identify potential, current and former civilian employees skilled in crisis response, to ensure a coordinated U.S. response to international reconstruction and stabilization efforts.

2. **How, by whom, and what purposes will the information be used for.**

National Security Presidential Directive 44, Supplemental Appropriations Bill for Fiscal Year 2008, H.R. 2642-7, and Foreign Assistance Act of 1961.

Purpose(s): Records in this system will be used:

a) Tack operations of the hiring process;
b) To monitor the deployment validation process;
c) To identify and plan deployment teams;
d) To assess and manage the deployment and logistics of team members;
e) To notify, locate and mobilize individuals in a deployed area, as necessary during emergency or other threatening situation;
f) To notify the designated emergency contact in case of a medical or other emergency involving an individual.
g) To manage orientation, annual, specialized and pre-deployment training in preparation for projected deployments.

3. What extent will the collection of information involve the use of automated, electronic, mechanical, or other technological collection techniques or other forms of IT sources.

CRC personnel will fill out the checklist via electronic means through AIDNET using USAID computer systems. This document will then by sent to the Administrative Coordinator for electronic processing into DTS. This document will be maintained on an internal "P" drive through USAID internal networking suytems.

4. Describe efforts to identify duplication.

It is recommended that the CRC-DTS be derived from existing programs used in the Office of Foreign Disaster (OFDA) with modifications made at the discretion of OCR staff representatives and CIO Subject Matter Experts. Programs will be requested from OFDA through OCR in support of CIO Initiatives. Changes and/or modifications to existing programs will be based on current checklist information and other input as needed by the Office of Civilian Response.

5. Describe impact of information collection on small businesses.

There will be no impact of information collection on small businesses.

6. Describe the consequence to federal program or policy activities if the collection is not conducted or is conducted less frequently.

It is imperative that CRC administrative and training data is collected on a routine basis in order to successfully manage, identify and select qualified individuals for deployment to operational missions in potentially high threat environments. By not doing so through the most efficient and effective processes may result in situations that could be catastrophic to the individual, team and organization.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner

Respondents will be required to update records through the CRC on a quarterly basis with subsequent requirements to OCR staff members as needed in order to maintain accurate systems of records.

8. Notice and public comment

Not Applicable.

9. Payment or gift

Not Applicable.

10. Describe any assurance of confidentiality provided to respondents and the basis for assurance on statute, regulation, or policy.

Access to electronic records will be restricted to those individuals with a need to know (OCR Administrative & Training Coordinators). Users will use passwords to access the system. This database will be housed on internal network systems and electronic records will be protected by standard USAID information system security measures in addition to the standard USAID anti-virus mechanisms. Also, confidentiality requirement will be maintained in accordance with the Privacy Act of 1974, (5 U.S.C. 552a), as amended, entitled "USAID-029, Deployment Tracking System".

11. Justification for questions of a sensitive nature

Not Applicable.

12. Estimate in hours of burden of compliance

OCR estimates its <u>total number of respondents</u> to be approximately 100. Each respondent complete the appropriate in-processing document that is necessary to successfully manage individuals.

We estimate the time required to complete to the OCR in-processing/pre-deployment document to be about 30 minutes. This estimate includes responding to follow-up questions that USAID may request. Respondent organizations will not require additional staff or equipment to comply with the requirements. In addition to this initial requirement, individual will be required to updated DTS documents on a quarterly basis as a means of maintaining accurate database files. These updates are estimated at 15 minutes.

 Initial Requirement (250 Individuals X 30 minutes) = 500 hours
Quarterly Updates (250 Individual X 15 minutes) = 250 hours

We estimate the total cost to respondents and intermediaries of compliance at $0.00 annually based on the average hour burden shown above and an average hourly wage rate for U.S. organizations of $0.00.

13. Annual cost burden to respondents or record keepers

(a) Total capital and start-up cost: The present survey will not require special capital or start-up costs for respondents.
(b) Total operations, maintenance, and purchase of services: Respondents are not expected to incur any additional costs in connection with documentation, operation, and or maintenance of this program.

14. Estimated cost to Federal government

USAID/Washington will require an average of 60 minutes per person annually to complete and file subsequent update over the course of the calendar year at no cost to respondents.

USAID will incur an initial start up cost of $25,000 to design and develop this tracking database. A subsequent maintenance fee of $5,000 will be provided to accommodate change and/or modifications that are required to enhance this system.

15. Program changes or adjustments

Not applicable.

16. Publication plans

Not applicable.

17. Display of expiration date

Not applicable.

18. Exceptions to the certification statement

Not applicable.