

SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSION

LOCAL AMERICAN CITIZEN SKILLS/RESOURCES SURVEY OMB Number 1405-XXXX DS-5506

A. JUSTIFICATION

1. Approximately four to five million U.S. citizens reside abroad. At any given time, Americans overseas may be exposed to crises, such as natural disasters (hurricanes, floods, earthquakes, etc.), war, civil unrest, famine, epidemics, and other emergencies. The Department of State's Foreign Affairs Handbook (FAH), section [12 FAH-1 H-323](#), recognizes that U.S. citizens overseas may possess resources that can be used in a crisis. It requires U.S. overseas diplomatic posts to collect information on U.S. citizens' skill sets such as knowledge of other languages, specialized expertise (e.g. engineering), as well as possessions such as vehicles, that could be made available in the event of an emergency. Such information would be included in embassy and consulate emergency action plans. However, no survey form currently exists to collect this information.

The Local American Citizen Skills/Resources Survey is a systematic method of soliciting information about skills and resources from U.S. citizens abroad that could assist in promoting the well-being of other U.S. citizens affected by a crisis. The information collection is consistent with and in furtherance of [31 U.S.C. 1342](#), [22 U.S.C. 4802\(b\)](#), [22 CFR 71.1](#) and [22 CFR 71.6](#).

2. U.S. citizens can voluntarily complete the form manually and submit it to a nearby U.S. consulate or U.S. embassy consular section. Consular officers will use the information to determine how to strategically allocate the resources and skills throughout the areas affected by the crisis.

The purpose of this survey form is to establish an organized method of collecting valuable skill and resource information to help other Americans abroad during times of crisis. The information will enable U.S. embassies and consulates to better assist U.S. citizens during a crisis by contacting other U.S. citizens close to the event who have emergency response expertise or resources. Moreover, U.S. citizens who are proficient in foreign languages can facilitate communication between local emergency response officials and other U.S. citizens.

3. The U.S. citizen will have two options for filling out the form. The form may be downloaded, completed electronically, and then printed, **or** the form may be downloaded, printed, and filled out manually. The citizen will be able to print out, sign the form, scan it, and then submit the scanned form by e-mail. Currently, the form may not be fully filled out and electronically submitted.

The form will be made available on the following websites:

<http://www.state.gov/m/a/dir/forms/> and <http://travel.state.gov/>

- 4.** The information in this form is not duplicative of information maintained elsewhere or otherwise available.
- 5.** The information collection does not involve small businesses or other small entities.
- 6.** The absence of a survey form would significantly hinder the ability of the U.S. embassies and consulates to find U.S. citizens (near the area of crisis) who have the critical skills and resources necessary to assist other affected U.S. citizens. Trying to collect this information during a time of crisis would be impractical.
- 7.** No such circumstances exist.
- 8.** The [60-day notice](#) for the current OMB approval for this information collection was published in the Federal Register in volume 73, number 229, page 72,103-72,104 (November 26, 2008), to solicit comments from the public. No comments were received.
- 9.** No payment or gift is provided to respondents.
- 10.** Respondents are notified on the form that information provided is subject to the Privacy Act.
- 11.** No such questions asked.
- 12.** The number of respondents that would submit the Local American Citizen Skills/Resources Survey form is estimated to be 2,000. After testing the DS-5506, we found that the average length of time it will take respondents to complete the form, including the time it takes to gather the necessary information, is 15 minutes. The total estimated burden is 500 hours per year (2,000 responses x .25 hours). The respondent voluntarily submits the Local American Citizen Skills/Resources Survey form to a U.S. consulate or U.S. embassy consular section.**13.** There is no cost burden to respondents.
- 14.** The Federal government will incur an annualized estimated cost of \$3,840.00. The annualized estimated cost to the Federal government was calculated by multiplying the estimated total cost of expenses to the government per respondent by the total number of respondents ($\$1.92 \times 2,000 \text{ respondents} = \$3,840$).

The \$1.92 is the cost to the government for the one person reviewing the form for each respondent. The average pay rate of the reviewer used to determine the cost was \$12.05/hr. The estimated time to review the form is about ten minutes. \$12.05/hr multiplied by .167 (10 minutes is .167 of 1 hour) equals \$1.92.

15. Since this is a new collection, a burden change is indicated.
16. There will not be statistical information published from this information collection.
17. The expiration date will be displayed.
18. No exceptions are requested.

B. *STATISTICAL METHODS*

This collection does not employ statistical methods.

Attachment 1

[31 U.S.C. 1342](#) *Limitation on voluntary services*

An officer or employee of the United States Government or of the District of Columbia government may not accept voluntary services for either government or employ personal services exceeding that authorized by law except for emergencies involving the safety of human life or the protection of property. This section does not apply to a corporation getting amounts to make loans (except paid in capital amounts) without legal liability of the United States Government. As used in this section, the term “emergencies involving the safety of human life or the protection of property” does not include ongoing, regular functions of government the suspension of which would not imminently threaten the safety of human life or the protection of property.

[22 U.S.C. 4802\(b\)](#) *Overseas Evacuations*

The Secretary of State shall develop and implement policies and programs to provide for the safe and efficient evacuation of United States Government personnel, dependents, and private United States citizens when their lives are endangered. Such policies shall include measures to identify high risk areas where evacuation may be necessary and, where appropriate, providing staff to United States Government missions abroad to assist in those evacuations.

[22 CFR 71.1](#) *Protection of Americans abroad*

Officers of the Foreign Service shall perform such duties in connection with the protection of American nationals abroad as may be imposed upon them by rules and regulations prescribed by the Secretary of State.

[22 CFR 71.6](#) *Services for Distressed Americans*

Officers of the Foreign Service shall extend every possible aid and assistance within their power to distressed American citizens within their districts, but they shall not expend the funds nor pledge the credit of the Government of the United States for this purpose, except in the case of American seamen, or except as authorized by the Department of State.

[12 FAH-1 H-323](#) *Resources within the Private American Citizen Community*

U.S. citizens may possess resources that can be utilized in a crisis. Post should collect information on skill sets such as other languages and specialized expertise (ex. engineers), as well as handy possessions such as radios and helicopters. In this section of the EAP, post must briefly describe the kinds of skills available. Cross-reference this information with the information contained in Section 253 of the Emergency Action Plan. Be sure to list detailed contact information for the individuals with particular skills or equipment in [12 FAH-1 Appendix 2.2-4](#).