

**SUPPORTING STATEMENT FOR
PAPERWORK REDUCTION ACT SUBMISSION
OMB Number 1405-0168, DS-4096**

Reconstruction and Stabilization; Civilian Response Corps
In-Processing Database Form

A. JUSTIFICATION

1. In 2004, the Department of State established the Office of the Coordinator for Reconstruction & Stabilization, to facilitate United States efforts "to address crises in countries or regions that are in, or are in transition from, conflict or civil strife" in accordance with section 408 of the Departments of Commerce, Justice, and State, the Judiciary, and Related Agencies Appropriations Act, 2005 (Div. B, P.L. 108-447). Under section 408, the Office of the Coordinator for Reconstruction & Stabilization is responsible for "Cataloguing and monitoring the non-military resources and capabilities of Executive agencies . . . State and local governments, and entities in the private and non-profit sectors that are available to address crises in countries or regions that are in, or are in transition from, conflict or civil strife." *Id.*

Section 62 of the State Department Basic Authorities Act of 1956 (22 U.S.C. § 2734), as amended by the Reconstruction and Stabilization Civilian Management Act of 2008 (Title XVI, P.L. 110-447), similarly charges the Office of the Coordinator with "monitoring the non-military resources and capabilities of agencies . . . that are available to address such [reconstruction and stabilization] crises." Section 62 also established in law the Response Readiness Corps and the Civilian Reserve Corps (collectively, the Civilian Response Corps) "to provide assistance in support of reconstruction and stabilization operations in countries or regions that are at risk of, in, or are in transition from, conflict or civil strife." In accordance with section 62(b), the Response Readiness Corps is "composed of active and standby components consisting of United States Government personnel, including employees of the Department of State, the United States Agency for International Development, and other agencies who are recruited and trained (and employed in the case of the active component) to provide such assistance when deployed to do so by the Secretary to support the purposes of this Act." The Civilian Reserve Corps is composed of individuals from outside the U.S. government "who have the skills necessary for carrying out reconstruction and stabilization activities, and who have volunteered for that purpose."

2. The information solicited on Form DS-4096, (Civilian Response Corps In-Processing Database Form) is being collected:

- To develop a database of individuals who have been hired for or have agreed to participate in one or more of the response mechanisms (Active, Standby and Reserves components), either in an overseas capacity or by providing domestic planning and/or operational support for an overseas R&S mission.
- In order to create a data base for possible future Civilian Response Corps hires.

3. The information initially will be collected via a paper application form. Within two years, S/CRS is committed to implementing an electronic submission process to reduce the time burden both on the individuals filling out the form, and the personnel who otherwise would enter manually the information collected into the electronic database.

4. Due to the unique personal nature of the information collected, and its direct pertinence to the mission of the office, no similar or alternative information or collection method is available.

5. This information collection does not impact small businesses.

6. If the proposed information collection were not conducted, S/CRS would be unable to identify resources for important reconstruction and stabilization programs. Qualified candidates will be asked to fill out the form once, when they are identified as a potential member of the Civilian Response Corps.

7. There are no special circumstances.

8. S/CRS published a 60-day notice in the *Federal Register* to solicit public comments, but no comments were received during the 60-day notice period. S/CRS has consulted with expert contractors and prior program participants to develop and refine the questions used in the in-processing database. The final products have been revised to ensure the least possible burden on the respondent.

9. No payment of gifts of any kind will be given to respondents.

10. No explicit promise of confidentiality will be made. A Privacy Act Statement is placed on all forms to comply with the Privacy Act of 1974, as amended (5 U.S.C. § 552a).

11. There are no questions of a sensitive nature.

12. S/CRS estimates that that there will be a total of 2,000 annual respondents. It will take respondents an average of 60 minutes to fill out the form. Based on this estimate, the annualized burden on respondents will be 2,000 hours.

13. There are no costs to respondents.

14. The total average annualized cost incurred by the Federal Government is estimated to be \$14,000. It is expected that a full time individual (GS 7-9), with an average yearly salary of \$40,000, will be required to maintain and update the electronic database containing the data from the submitted applications. It is estimated that this employee would devote an average of 35% of his/her time to these requirements, thus the average annual cost is expected to be \$14,000.

15. The burden adjustments that are indicated are the result of the collection revision and form redesign. Survey SV-2005-0011 will be discontinued and no longer used.

16. The results will not be published.

17. The OMB expiration date will be displayed.

18. No exceptions are sought to the certification identified in item 19 of OMB Form 83-I.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS:

This collection does not employ statistical methods.