

**SUPPORTING STATEMENT FOR  
PAPERWORK REDUCTION ACT SUBMISSION**

**Office of Language Services Contractor Application Form  
OMB Number 1405-XXXX  
DS-7651**

**A. JUSTIFICATION**

1. Because the fields of interpreting and translating do not have a formal, standardized certification or accreditation process, the Office of Language Services (OLS) Contractor Application Form is designed to gather a detailed history of respondents' linguistic and academic background to determine whether respondents may have the credentials to interpret and/or translate, and to determine whether respondents are legally qualified for contract work with the federal government. Completing the form is voluntary, but OLS may not be able to proceed with processing the form or considering respondents who do not submit a completed form for potential contract work until all requested information is obtained. This may affect respondents' contract prospects. The U.S. Government is authorized to ask for this information under 5 U.S.C. § 3109; 48 CFR Parts 9, 37, and §§ 4.800-803; 5 CFR Parts 731 and 736; and Executive Order 13467 (73 FR 38103).
2. The information collected is used by the Office of Language Services staff to determine preliminary credentials and employment qualifications (i.e. whether the person is legally employable in the U.S.) of respondents. OLS staff also use the form during language testing of respondents to verify employment and linguistic history as well as contact information and availability for contract assignments. The form is also used by staff to enter suitable respondents into the OLS contractor database, begin their security paperwork, and occasionally to arrange travel accommodations for them.
3. The respondent will be able to obtain the form electronically from the OLS Internet site and complete and submit it electronically to OLS via e-mail or fax.
4. The information collected is not duplicative.
5. The collection does not impact small businesses or other small entities.

6. If the information is not collected, there will be a significant impact on the U.S. Department of State's interpreting and translating capabilities. The form is the primary means by which potential contractors are identified by OLS. If the information is not collected, eventually the roster of contract interpreters and translators in all of the languages for which OLS provides services would not meet the Department's need for qualified contractors.
7. Respondents are required to submit the information requested if they would like to be considered for freelance, contract interpreting and/or translating work through the U.S. Department of State; however, applying for such work is voluntary.
8. A 60-Day notice was published in the Federal Register requesting public comment on June 17, 2009. No comments were received. OLS consulted with the staff of the American Translators Association (ATA) regarding the design of the form. ATA commented that the form's instructions and layout were easy to understand and navigate. There is no recordkeeping or disclosure associated with this form. There is an implicitly understood reporting requirement for the respondent since respondents are required to report the information requested to gain a benefit, which is consideration for freelance contract work through OLS.
9. No payment is provided to respondents.
10. The Department will protect the collected information pursuant to the Privacy Act of 1974, as amended, and the Freedom of Information Act, as applicable.
11. The form does not ask questions of a sensitive nature.
12. The number of respondents based on a one-year estimate is 900. This figure was derived by counting the number of respondents over the past 2.5 years and estimating based on the figures for those years. The annual hour burden is 450. This figure was derived by estimating that it takes an average applicant a half an hour to complete the form, and then multiplying half an hour by the number of respondents (900).
13. There are no costs to respondents associated with this collection.
14. Annualized estimated costs to the federal government are \$23,392, with a total of 936 annualized hours; this is based on the estimated hourly rate for individuals who process and review applications. Costs were computed using  $18 \text{ hours} \times 52 \text{ weeks} = \$23,392$ . There are no operational costs.
15. This is a new collection.

16. The information collected will not be published.
17. The expiration date will be displayed on the form.
18. There are no exceptions required.

**B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS**

This collection does not employ statistical methods.