

The Supporting Statement for OMB 0596-0216
Foreign Travel Proposal-Non federal
September 2011

A. Justification

- 1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.**

Laws and Regulations

- 22 CFR 51.3
- Federal Travel Regulation 301-10.131
- USDA Regulation DM 2300-1
- U.S. Department of State Foreign Affairs Manual (FAM), Volume 2 - General - 116.1-6

Forest Service is seeking renewal of the OMB approval to collect information from private citizens (not Federal employees) traveling to foreign countries on behalf of the Agency. These private citizens are considered invitational travelers and can be volunteers or an individual intermittently in government service as an expert or consultant. Invitational travelers can be citizens of another country. The collection of this information is necessary to facilitate timely issuance of foreign travel authorizations, visas, and country clearances.

Federal Travel Regulations - part 301-10 covers transportation expenses for those whose air travel is financed by U.S. Government funds. USDA Departmental regulation, DM 2300-1, is the primary source of USDA policy on managing temporary duty travel for private citizens (not Federal employees) traveling to foreign countries on behalf of the Forest Service.

According to 2 FAM 116.1-6(b) all Department of State and agencies with a .mil or .gov e-mail address, as well as ndu.edu, frb.org, or si.org, must send country clearance requests through the Department of State's eCountry Clearance (eCC) program (<https://ecc.state.gov/security/EccLogin.aspx>). All classified clearance requests are still sent by cable.

- 2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**

- a. What information will be collected - reported or recorded? (If there are pieces of information that are especially burdensome in the collection, a specific explanation should be provided.)**

Information collected includes the traveler's destination, purpose of trip, and dates of travel. Also collected are name, address, contact telephone numbers, passport information, Country of citizenship (as required by the State Department), security clearance, as well as contacts information at

each destination and hotel information. Federal government employees provide date and place of birth and the last four digits of the social security number; non-US government employees do not have to provide their date of birth or the last four digits of their social security number. The last four digits of their social security number and date of birth are for passport requests only. The FS does not obtain or issue official passports for invitational travelers.

b. From whom will the information be collected? If there are different respondent categories (e.g., loan applicant versus a bank versus an appraiser), each should be described along with the type of collection activity that applies.

The information is collected from both federally and non-Federally employed individuals who are traveling outside of the United States on behalf of, or at the request of, the Forest Service.

c. What will this information be used for? - provide ALL uses

This information is used for timely preparation of foreign travel document such as passports, visas, and country clearances.

Use of the information provided by the traveler (or their designee) depends upon circumstances. Name, place of birth, and passport information is sent to each trip destination's United States embassy via a country clearance cable and is necessary to obtain the embassy's approval for the trip. Security clearance is necessary to allow the traveler entry to specific areas within United States embassies abroad. The embassies use the destination information for contact purposes. The information will also be used to track travelers' locations for traveler safety and security notification purposes.

d. How will the information be collected (e.g., forms, non-forms, electronically, face-to-face, over the phone, over the Internet)? Does the respondent have multiple options for providing the information? If so, what are they?

United States Department of Agriculture (USDA) Forest Service (FS) International Programs Travel Section uses form FS-6500-1 (Foreign Travel Proposal) to collect the information.

The preferred method to complete this form is by downloading the form from a Forest Service website and completing electronically for transmission to Agency staff. Individuals that are unable to complete the document electronically may provide a handwritten form (utilizing the same form).

Information may also be obtained face-to-face, over the telephone, or via e-mail messages.

e. How frequently will the information be collected?

The information is collected for each trip taken, generally not more than one time per year for non-federal travelers; and several times a year for Agency employees.

f. Will the information be shared with any other organizations inside or outside USDA or the government?

This information is shared with the USDA Foreign Agriculture Service; U.S. State Department; foreign embassies in Washington, DC; and United States embassies in destination countries.

g. If this is an ongoing collection, how have the collection requirements changed over time?

Country of citizenship information has been added to this collection as this is a new request from the embassies and State Department.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g. permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also, describe any consideration of using information technology to reduce burden.

By offering respondents numerous methods of reply, the Agency is taking advantage of currently available technology. The form FS-6500-1 is available electronically or hardcopy. This form may be delivered by email. Respondents can also use the telephone and email messages to share the required information with the Forest Service International Programs Travel Section personnel.

4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.

The information collected on this form is based on the upcoming trip and not duplicated elsewhere. The Forest Service does not have another method of collecting this information. This is a one-of-a-kind collection and required information is not obtainable by other methods.

5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.

Form FS-6500-1 is completed by Federal employees and individuals not employed by the Federal government, traveling outside the United States at the request of the Forest Service. The form is not long and completion is not burdensome.

6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

Without this information, the Forest Service cannot provide travel coordination support to international programs or other countries requesting the Agency's assistance. In addition, the information is necessary to facilitate an individual's request to travel on behalf of the Agency. The information gathered allows the Forest Service to meet State Department requirements.

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

Requiring respondents to report information to the agency more often than quarterly;

Information must be collected from respondents for each trip taken to a foreign country. This information is collected more often than quarterly only in the event that an individual travels more often than quarterly, or changes itinerary. If an itinerary changes during the travel period, the FS is notified of the change, usually via phone or e-mail, regardless of the reason why the itinerary changes (i.e., inclement weather, political activity, etc.)

- **Requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**

The required response lead time is totally dependent on the time frame of the travel and embassy requirements. For example if the travel begins within 30 days, receipt of the form must occur in advance of the departure date.

- **Requiring respondents to submit more than an original and two copies of any document;**

Only one copy of the document is required.

- **Requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;**

Not applicable

- **In connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;**

Not applicable

- **Requiring the use of a statistical data classification that has not been reviewed and approved by OMB;**

Not applicable

- **That includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or**

- **Requiring respondents to submit proprietary trade secret, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**

The only confidential information collected is the respondent's personally

identifiable information. The collection of information is conducted in a manner consistent with the guidelines in 5 CFR 1320.6. This information is secured during use, and only retained in accordance with the file retention standards.

- 8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8 (d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.**

A Federal Register Notice for the 60-day comment period was published in Volume 76, page 38602, on July 1, 2011. No comments were received.

Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and record keeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

Proponent sent e-mails to several non-Forest Service and non-Federal employee travelers seeking comments on this information collection.

Comments were provided by:

Kristin Corcoran (kcorcoran@meticorp.com),

Rima Eid (rima.eid@gmail.com) and

Brehan Doud (bdoud@fs.fed.us)

All comments received were of a general "housekeeping" (i.e., typographical errors) nature.

We concur with these suggestions and have incorporated these changes.

- 9. Explain any decision to provide any payment or gift to respondents, other than re-enumeration of contractors or grantees.**

No payment or gifts are made to respondents.

- 10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.**

Executive Order 9397 authorizes the collection and use of Social Security Numbers and Public Law 107-71 authorizes the collection and use of Passport

Numbers. Collection and use are covered under Privacy Act System of Records USDA/OP-1 (Personnel and Payroll System of USDA Employees) and are consistent with the provisions of 5 USC 552a (Privacy Act of 1974). USDA/OP-1 also covers information collected from volunteers.

The collected information is kept in a secure location and destroyed once the trip has concluded.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior or attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

No questions of a sensitive nature are included in this information collection.

12. Provide estimates of the hour burden of the collection of information. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated.

- **Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. If this request for approval covers more than one form, provide separate hour burden estimates for each form.**

a) Description of the collection activity

b) Corresponding form number (if applicable)

c) Number of respondents

This estimate has increased from 25 to 150, based on historic data and expected use in the future due to the increased use of contractors instead of FS employees.

d) Number of responses annually per respondent,

e) Total annual responses (columns c x d)

f) Estimated hours per response

The estimate of the burden hours per response has increased from 15 minute to 20 minutes per response due to the anticipated increase in unfamiliarity of the form by new, first time users.

g) Total annual burden hours (columns e x f)

Table 1: Estimated Annual Burden Hours

(a) Description of the Collection Activity	(b) Form Number	(c) Number of Respondents	(d) Number of responses annually per Respondent	(e) Total annual responses (c x d)	(f) Estimate of Burden Hours per response	(g) Total Annual Burden Hours (e x f)
Collection of information required to complete Foreign Travel Proposal	FS-6500-1	150	1	150	20 minutes	50 hours

- **Record keeping burden should be addressed separately and should include columns for:**
 - a) **Description of record keeping activity:** None
 - b) **Number of record keepers:** None
 - c) **Annual hours per record keeper:** None
 - d) **Total annual record keeping hours (columns b x c):** Zero
- **Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories.**

Table 2: Estimated Cost to Respondents

(a) Description of the Collection Activity	(b) Estimated Total Annual Burden on Respondents (Hours)	(c)* Estimated Average Income per Hour	(d) Estimated Cost to Respondents
Collecting of information required to complete Foreign Travel Proposal	50 hours	\$29.12	\$1456

Most non-federally employed travelers traveling on behalf of the Forest Service are post-secondary academics¹ and scientists². Based on information from the Bureau of Labor provided in its Occupational Outlook Handbook (2010-2011 Edition), the average annually salary for university faculty members in 2008 was \$62,780; and for soil and plant scientists in 2008 was \$58,390. All statistics provided were from May 2008, the last survey date. The average hourly salary calculated as follows:

$$\$62,780 + \$58,390 = \$121,170$$

$$\$121,170 \div 2 = \$60,585$$

$$\$60,585 \div 52 \text{ weeks} = \$1,165 \text{ per week}$$

$$\$1,165 \text{ per week} \div 40 \text{ hours per week} = \$29.12 \text{ per hour}$$

$$\$29.12 \text{ per hour} \times 50 \text{ hours} = \$1456$$

¹Bureau of Labor Statistics Occupational Outlook Handbook, 2010-2011 Edition - citing data from 2008 surveys: <http://www.bls.gov/oco/ocos046.htm>

²Bureau of Labor Statistics Occupational Outlook Handbook, 2010-2011 Edition - citing data from 2008 surveys: <http://www.bls.gov/oco/ocos066.htm>

- 13. Provide estimates of the total annual cost burden to respondents or record keepers resulting from the collection of information, (do not include the cost of any hour burden shown in items 12 and 14). The cost estimates should be split into two components: (a) a total capital and start-up cost component annualized over its expected useful life; and (b) a total operation and maintenance and purchase of services component.**

There are no capital operation and maintenance costs.

- 14. Provide estimates of annualized cost to the Federal government. Provide a description of the method used to estimate cost and any**

other expense that would not have been incurred without this collection of information.

The response to this question covers the actual costs the agency will incur as a result of implementing the information collection. The estimate should cover the entire life cycle of the collection and include costs, if applicable, for:

Employee labor and materials for developing, printing, storing forms

Employee labor and materials for developing computer systems, screens, or reports to support the collection

Employee travel costs

Cost of contractor services or other reimbursements to individuals or organizations assisting in the collection of information

Employee labor and materials for collecting the information

Employee labor and materials for analyzing, evaluating, summarizing, and/or reporting on the collected information

The estimated annualized cost to the Federal government calculated as follows:

- The FS-6500-1 distribution, collection, and processing is done by an international travel specialist, who is paid at the GS-13 level. The hourly salary for a GS-13/step 7 employee in the Washington DC area is \$51.19 per hour. Cumulatively, the estimated time for completion of these tasks is 30 minutes per form.
 - o $\$51.19/\text{hour} \times 1.3 \text{ cost to govt.} = \$66.55/\text{hourly cost to the government}$
 - o $\$66.55/\text{hour} \times .5 \text{ hour/form} = \$33.27/\text{form} \times 150 \text{ forms processed annually} \approx \$4,991 \text{ annual cost to the government}$
- Various management officials' review and approve the FS-6500-1. The pay levels for these officials range from GS-14/step 5 or GS-15/step 5, to a member of the Senior Executive Service. To determine the average hourly rate, the average of a GS-14/step 5 (\$57.13/hour) was added to the average of a GS-15/step 5 (\$67.21/hour) and the total was divided by 2, then added to the average Senior Executive Service hourly salary (\$74.75) and divided by 2. The final cost to the Federal government per hour was determined by multiplying the final average hourly salary by 1.3. Estimates are that it takes a management official (on average) 10 minutes to review and approve each FS-6500-1:
 - o $\$57.13/\text{hour} + \$67.21/\text{hour} = 124.34/\text{hour} \div 2 = \$62.17/\text{hour}$
 - o $\$62.17/\text{hour} + \$74.75/\text{hour} = \$136.92/\text{hour} \div 2 = \$68.46/\text{hour}$
 - o $\$68.46/\text{hour} \times 1.3 \text{ cost to govt.} = \$90.00/\text{hourly cost to the}$

government

- o \$90.00/hour x .166/hour per form = \$15.00/form x 150 forms processed annually ≈ \$2,250 annual cost to the government
- Total cost to the Federal Government for this information collection was calculated as follows:
 - o Annual Cost - Distribution, collection, processing FS-6500-1: \$4,991
 - o Annual Cost - Review and approval of FS-6500-1: \$2,250
 - o \$4,991 + \$2,250 = \$7,241

Table 3 - Estimated Annualized cost to the Federal Government

ACTION ITEM	PERSONNEL	GS LEVEL	HOURLY RATE*	HOURS	SALARY
Distribution, collection, processing FS-6500-1	International Travel Specialist	GS-13/7	\$66.55	75	\$4991
Review and approval of FS-6500-1	Management Official	Varies	\$90.00	25	\$2250
Total Cost to the Federal Government for this Information Collection	---	---	---	---	\$7241

- Taken from: <http://www.opm.gov/oca/08tables/index.asp>, Cost to Government calculated at hourly wage multiplied by 1.3

15. Explain the reasons for any program changes or adjustments reported in items 13 or 14 of OMB form 83-I.

The estimate of the number of annual respondents has increased from 25 to 150, based on historic data and expected use in the future due to the increased use of contractors for foreign travel and the reduction of the number of Forest Service employees. See table below for actual figures for FY 2009 - FY2011:

Fiscal Year	Federal Employee /Other	Trip Count
2009	Federal	887
2009	Other	81
2009	TOTAL	968
2010	Federal	1087
2010	Other	124
2010	Total	1211
2011	Federal	899
2011	Other	199
2011	Total	1098

GRAND TOTAL

3277

The estimate of the burden hours per response has increased from 15 minute to 20 minutes per response due to the anticipated increase in unfamiliarity of the form by new, first time users.

Due to both the increase of the number of respondents, and the increase in the time to complete per response, the annual burden has increased from 6.25 hours to 50 hours.

Due to both the increase of the number of respondents, and the increase in the time to complete per response, the annual cost to respondents has increased from \$202 to \$1,456.

16. For collections of information whose results are planned to be published, outline plans for tabulation and publication.

Results will not be published.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

Agency plans on displaying expiration date on form FS-6500-1.

18. Explain each exception to the certification statement identified in item 19, "Certification Requirement for Paperwork Reduction Act."

No exceptions needed.

B. Collections of Information Employing Statistical Methods

This information collection does not employ statistical methods.