

SUPPORTING STATEMENT
U.S. Department of Commerce
National Institute of Standards and Technology (NIST)
NIST Associates Information System
OMB Control No. 0693-XXXX

A. JUSTIFICATION

This is a request of a new information collection.

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

NIST Associates (NA) will include guest researchers, research associates, contractors, and other non-NIST employees that require access to the NIST campuses or resources. The information collected through the NIST Associates Information System (NAIS) collection instruments will be input into NAIS, which will automatically populate the appropriate forms, and route them through the approval process. The appropriate collection instrument, based on the type of NA and the access needed, is forwarded to the NA by their NIST host. The NA will return the completed collection instrument to NIST for processing prior to their arrival.

The information is input into NAIS by the process Initiators, usually a group secretary. The NA information is then routed within the Operating Units (OU) for approval. The NAIS process provides OU management with information about who will be working in their OU and their purpose for being at NIST. Guest researcher information is routed through the Administrative Officer, Division Chief, and OU Director. Information on other NA types is routed through the Administrative Officer and OU Director. After OU approval, the information for all domestic associates is routed to the Technology Partnership Office, manager of domestic NAs. The information for all foreign associates is routed to the International and Academic Affairs Office, manager of all foreign NAs. The information for foreign associates that receive subsistence is routed to the Finance group. The opt-out form will be used by the NIST employee or office hosting the NA if it is determined, before the form is provided to the associate, that any investigation or additional processing is not necessary. These NAs will not receive a badge, not have access to NIST information technology resources, and will be escorted at all times while on the NIST campuses.

NIST's Office of Security will receive the security forms through the NAIS process to allow preliminary access for NAs to the NIST campuses or resources. The data collected will also be the basis for further security investigations as necessary.

2. Explain how, by whom, how frequently, and for what purpose the information will be used. If the information collected will be disseminated to the public or used to support information that will be disseminated to the public, then explain how the collection complies with all applicable Information Quality Guidelines.

Information will be collected in the NIST Operating Units for each associate.. The information collected will be used for NA agreements and security/background investigations. Only general demographic information will be used publically— for example, a speech at the University of Maryland may contain the number of NAs currently at NIST.

The information will be collected, maintained, and used in a way that is consistent with the applicable NIST Chief Information Officer (CIO) Information Quality Guidelines and Standards. Only general demographic information will be disseminated publically.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological techniques or other forms of information technology.

The collection instruments are available as a fillable printable questionnaire on NIST’s internal website. NAIS process Initiator, the NIST employee hosting the associate, provides the applicable form to the NA. The NA completes the form and submits it via fax or in hard copy format. The NAIS process Initiator will then enter the information into the system for use in generation of the necessary security forms and agreements.

4. Describe efforts to identify duplication.

The collected information is specific to the NA and is not available elsewhere. The NAIS information collection process is designed to reduce and prevent duplication. Respondents will complete the information collection instrument, their information will then be in put into the NAIS database. The NAIS database will use the information to populate the security and other forms without the need for the respondent to complete additional information collections.

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

Not applicable.

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

If this information were not collected or collected less frequently, unauthorized persons would have access to NIST secured campus or resources.

7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.

Not applicable.

8. Provide information of the PRA Federal Register Notice that solicited public comments on the information collection prior to this submission. Summarize the public comments received in response to that notice and describe the actions taken by the agency in response to those comments. Describe the 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 recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

A notice soliciting public comments was published in the Federal Register on March 28, 2012 (Vol. 77, Number 60, page 18791). No comments were received.

9. Explain any decisions to provide payments or gifts to respondents, other than remuneration of contractors or grantees.

Not applicable.

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

No assurances of confidentiality will be given. However, NAIS is governed by the provisions of 5 U.S.C. 522a (known as the Privacy Act of 1974), and selected provisions of other Federal statutes, regulations, Department of Commerce (DOC), and National Institute of Standards and Technology (NIST) policies, procedures and guidelines. NAIS Rules of Behavior are not intended to supercede any such statutes, regulations, etc., nor are these rules intended to conflict with these pre-existing statutes and regulations. Rather, these rules of behavior are intended to enhance and further define the specific procedures each user must follow while accessing NAIS, consistent with the NAIS Privacy, Security and Access Policy.

This collection of information falls under the Systems of Record, NBS-1 NBS Guest Workers and NBS-3 Research Associates (SORNs). The Federal Register Notices for these Systems of

Record were published on December 31, 1981, Volume 46, Number 251, pages 63532 and 63533. The SORNs are currently in the process of being updated.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.

Not applicable.

12. Provide an estimate in hours of the burden of the collection of information.

NIST estimates 4,000 NAs will be processed x 30 minutes per responses = 2,000 burden hours.

13. Provide an estimate of the total annual cost burden to the respondents or record-keepers resulting from the collection (excluding the value of the burden hours in Question 12 above).

None.

14. Provide estimates of annualized cost to the Federal government.

There are no costs beyond the normal labor costs for staff.

15. Explain the reasons for any program changes or adjustments.

This is a new information collection.

16. For collections whose results will be published, outline the plans for tabulation and publication.

The 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 why display would be inappropriate.

Not applicable.

18. Explain each exception to the certification statement.

Not applicable.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

This collection does not employ statistical methodology.