

**SUPPORTING STATEMENT FOR  
PAPERWORK REDUCTION ACT SUBMISSION**

**LOCAL U.S. CITIZEN SKILLS/RESOURCES SURVEY  
OMB Number 1405-0188  
DS-5506**

**A. JUSTIFICATION**

1. Approximately five to six million U.S. citizens reside abroad. At any given time, U.S. citizens 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 recommends that U.S. overseas diplomatic posts 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 radios and helicopters that could be useful in the event of an emergency. Such information would be included in embassy and consulate emergency action plans.

The Local U.S. 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 U.S. citizens 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 who chooses to complete the form 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. The form is available on the following websites: <http://www.state.gov/m/a/dir/forms/c21447.htm> 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 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 information collection was published in the Federal Register on April 23<sup>rd</sup>, 2012 (Volume 77, No. 78, page 24247). The public submitted no comments.
  9. No payment or gift is provided to respondents.
  10. Respondents are notified on the form that some information they provide on the form is subject to the Privacy Act.
  11. No such questions asked.
  12. The number of respondents that would submit the Local U.S. Citizen Skills/Resources Survey form is estimated to be 2,400. 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 600 hours per year (2,400 responses x 0.25 hours). The respondent voluntarily submits the Local U.S. Citizen Skills/Resources Survey form to a U.S. consulate or U.S. embassy consular section.
- The number of estimated respondents increased because the number of U.S. citizens residing abroad increased since the previous iteration of this information collection. The burden hours are higher because of the increase in U.S. citizens abroad.
13. There is no cost burden to respondents.
  14. The Federal government will incur an annualized estimated cost of \$4,800. 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 (\$2 x 2,400 respondents = \$4,800).

The \$2 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 \$12.50/hr. The estimated

time to review the form is about ten minutes. \$12.50 hr multiplied by 0.167 (10 minutes is 0.167 of 1 hour) equals \$2.

The estimated cost to the government has increased because of pay increases that the reviewers received since the previous submittal of the information collection.

**15.** There is no burden change in this iteration of the form. However, a check box for the Persian language has been deleted from the Language Skills section and the name of the collection/form has been changed to *Local United States Citizen Skills/Resources Survey*.

**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](#).