

SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSION

Office of Language Services Contractor Application Form OMB Number 1405-0191 DS-7651

A. JUSTIFICATION

1. Because interpreters and translators 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 backgrounds. The information will be used to determine whether respondents have the credentials and skills 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 consider 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, 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 the preliminary credentials and employment qualifications of the respondents (i.e. whether the person is legally employable in the United States). 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 to OLS via e-mail.
4. The information collected is not duplicative of other collections.
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 interpreting and translating contractors are identified by OLS. If the information is not collected, the roster of contract interpreters and translators in all of the languages for which OLS provides services would be severely diminished.
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. The 60-Day Notice was published in the Federal Register on October 31, 2012, on page 65827. No public comments were received.
9. No payment or gift will be given to respondents.
10. Other than protections provided by relevant statutes, such as the Privacy Act, the Department will make no promises of confidentiality.
11. The form does not ask questions of a sensitive nature.
12. The number of respondents based on a one-year estimate is 1,100. This figure was based on the number of respondents over the past year. The annual burden is 550 hours. This was calculated by estimating that it takes an average applicant half an hour to complete the form, and then multiplying half an hour by the number of respondents (1,100). The Department assumes that the Private Industry Workers completes the form. Their average wage is \$20.47. Therefore, the monetized annual time burden is: $\$20.47 \times 1.4 \times 0.5 \times 1,100 = \$15,761.90$.
13. There are no costs to respondents associated with this collection.
14. Annualized estimated cost to the federal government is \$33,696. This is based on an average hourly rate of \$36 for a GS-12 employee who processes and reviews applications. Costs were computed using an estimated workload of 18 hours per week x 52 weeks x \$36 = \$33,696. There are no operational costs.
15. The annualized estimated cost has been updated to reflect current salary estimates and an increase in respondents as seen over the past year.
16. The information collected will not be published.
17. The expiration date will be displayed on the form.
18. There are no exceptions requested.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

This collection does not employ statistical methods.