

# **SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSION**

**OMB Number 1405- 0068**

## **DS-1843 and DS-1622 Medical History and Examination for Foreign Service**

### **A. JUSTIFICATION**

1. Pursuant to 22 U.S.C. § 4084, the Secretary of State has the authority to establish a Medical Program. This information collection provides to the U.S. Department of State's Office of Medical Services the material needed to determine whether a candidate for a Foreign Service appointment is able to obtain the medical clearance that is a requirement for that appointment, and to determine the appropriate medical clearances for other individuals who participate in the Medical Program. The information is requested pursuant to the Foreign Service Act of 1980, as amended, in particular 22 U.S.C. §§ 4084, 3901, and 3984. (Note: For purposes of the Paperwork Reduction Act, only non-employees are considered "respondents" regarding this information collection.)
2. The information collected in Form DS-1843 is used to determine if a candidate can obtain the medical clearance that is required for the appointment to the Foreign Service. Also, the information collected in Form DS-1843 and Form DS-1622 is used to provide and to update medical clearances between overseas assignments for individuals who participate in the Medical Program, as well as to provide these individuals with appropriate medical care. .
3. The Department is preparing a new electronic medical record system, in which these documents will eventually be incorporated, but the system is not operational at this time. Presently, each individual provides his or her personal health care provider with a copy of the forms, which, once completed, are scanned and submitted via facsimile or e-mail.
4. The information collected is typically not duplicative. The medical information collected can routinely change with each medical clearance update, as can the address, agency, type of employment, and other information.
5. Not applicable. This collection of information does not impact small businesses or other small entities.
6. This information collection is needed for the determination as to whether Foreign Service candidates are qualified for appointment, because without that determination offers of

employment cannot be extended. Additionally, the information is needed in order to issue appropriate in-service medical clearances. In most cases, medical clearance updates are required between post assignments or every three years, whichever shorter, and this frequency allows for the issuance of appropriate medical clearances.

7. Not applicable. There are no circumstances that would require the information to be collected in the manner described.

8. Not applicable. A 60-day notice will be published in the *Federal Register* to elicit public comments.

9. Not applicable. The Department does not provide a payment or gift to the respondents.

10. . While there is no guarantee of confidentiality, the information will be kept private to the extent permitted by law.

11. These forms, which include Privacy Act Notices, collect medical information that is needed to determine the appropriate medical clearance for an individual.

12. The Department of State Office Of Medical Services estimates the hour burden of 23,245 hours per year. This is the exact number of Medical Clearance Examination forms submitted to the Office of Medical Clearances in FY2012, up from 4,000 in 2004. These forms are required upon entry into the Foreign Service and intermittently throughout each Foreign Service employee's career.. The annual burden was estimated based upon the number of respondents and an estimate of one hour to gather the information, transcribe the information, print and sign the form, and send it to Medical Clearances. The annual cost to the respondents, based on appropriate wage rate categories is \$781,032. This number was determined using the U.S. Department of Labor, Bureau of Labor Statistics website ([www.bls.gov](http://www.bls.gov)). The average mean hourly civilian earnings on July 2013 was \$23.98/hr, rounded to \$24.00 and multiplied by 1.4 for a weighted hourly wage of \$33.60.

13. There are no costs to respondents. The Department of State authorizes payment for all costs of medical examinations (unless an insurance company has paid for the examination).

14. Total cost to the Federal Government is \$373,081.40. The printing cost (\$0.03 per page) for 92,980 pages (23245 responses x four pages per response) is \$2,789.40. The scanning cost to process the form into our Electronic Medical Record System is estimated at \$3.17 per form for a total of \$73,686.00 per year. The cost of processing the form is estimated at

\$12.76 per form multiplied by 23,245 forms or \$296,606.00 per year. Adding all costs together, the total cost of this form to the Federal Government is \$373,081.40.

15. The actual numbers of respondents has increased exponentially since 2011 when the Office of Medical Clearances processed approximately 8,000 clearances. Of the 30,000 medical clearances processed in the past consecutive 12 months, 23,245 respondents used DS-1843 and DS-1622. This represents a program adjustment. Additionally, revisions to the Forms are needed to clarify that the information collection is consistent with applicable authorities, including the Genetic Information Nondiscrimination Act of 2008 (GINA) (42 U.S.C. § 2000ff, Title II, and 29 C.F.R. Part 1635). In particular, the Forms' questions concerning family medical history and genetic tests (which are not used for appointment purposes) are being removed, and the Forms are being amended to include GINA's "safe harbor" language, instructing those who are completing the Forms that they should not provide genetic information, as defined by GINA.

16. Not applicable. Responses will not be published.

17. Not applicable. The Department is not seeking approval to remove the expiration date.

18. Not applicable.

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

This collection does not employ statistical methods.