

Supporting Statement for Paperwork Reduction Act Submission  
DEA Ambassador Program  
DEA Form 320  
**OMB Approval Number 1117-**

**Part A. Justification**

**1. Necessity of Information:**

Adult volunteers will complete an application for each one-year-term of service. DEA Field Divisions will screen each volunteer. Due to the nature of the mission and work of DEA, all volunteers will be subjected to a criminal check using their full name and date of birth. In addition, the application requests the country of citizenship. As a federal law enforcement organization, it is essential for DEA to know whom they're selecting and sending into schools to deliver the drug prevention education seminars to youth, on their behalf.

The application requests for volunteers to list organizations, associations, or community groups to which you belong to. The information is to be used once an applicant is accepted to the program to support DEA's outreach activities. DEA will use this information to expand its outreach activities to new and relevant schools, organizations, associations, and community groups as appropriate. Rather than create an additional process for the volunteer and DEA staff to obtain the information, the information is readily available.

Transparency is important to the public – potential volunteers are asked the question upfront and know that the information may be used to further DEA's community outreach efforts. The volunteer can expect that all the information needed by DEA has been asked upfront and no further surprises or request for more information. DEA Field Divisions must also ensure that there are no conflicting affiliations which can harm the reputation of the agency and must review for such group affiliations before final determinations are made for acceptance into the program.

The application requires for volunteers to identify any felony charges or felony convictions. As a federal law enforcement agency, DEA must set high standards for its volunteers and ensure that they do not have a felony criminal background.

The application also asks if a volunteer cannot participate in school presentations. DEA Ambassadors will be trained to provide topical drug prevention education in both schools and community. Schools are adopting more rigorous security policies for volunteers in the schools. DEA needs to be aligned with those same standards for its own volunteers who they will be sending into the schools. If a volunteer is uncomfortable going into schools but is still qualified and interested in going into the community to provide the drug prevention, that information is readily available to the DEA staff and appropriate accommodations may be made as appropriate. Sometimes individuals will divulge essential information that is critical to the safety of children and will divulge other critical information needed for the background check which may also eliminate the need for the application to move forward.

## **2. Needs and Uses:**

All information on the applications will assist DEA Divisions to conduct the background checks and determine the feasibility of each volunteer becoming a DEA Ambassador. The personal information (full name and birthdate) will enable DEA to conduct a criminal check on all interested volunteers using the National Crime Information Center (NCIC). The information on country of citizenship will simply be used as supportive information to the background check and ensure the volunteer is appropriate for the program and there are no safety or conflicting issues. As a federal law enforcement agency, DEA must fully aware of who is representing the organization and ensure that children are safe.

## **3. Use of Technology:**

The DEA Ambassador Program relies on the use of the Internet where the burden is significantly reduced because the preferred method of submission is to be accomplished via an online reporting process. The volunteers will be emailed an application in the form of a word document or fillable PDF document that can be emailed back to the Field Division's point of contact. The annual Activity Report is an online form that is submitted over the internet to DEA's Community Outreach, Prevention, and Support Section.

## **4. Efforts to Identify Duplication:**

The information to be provided to DEA Headquarters is readily available to the Field Divisions as reported by their respective DEA Ambassadors. As part of their participation in the program, volunteers will agree to assist to report on their drug prevention activities to the respective DEA Field Office. The volunteers will report the number of hours and event (school or community). Federal employees or volunteers will not be duplicating efforts.

## **5. Methods to Minimize Burden on Small Business:**

There is no burden within the category of a small business. The individuals completing the application are adult volunteers.

## **6. Consequences of Less Frequent Collection:**

The program requires volunteers to complete an application with the respective DEA Field Division for consideration into the program. Volunteers must submit a new application each year they wish to be considered for selection. Volunteers only complete an application for consideration into the program for each fiscal year they wish to be considered for participation. The yearly application is necessary to ensure that criminal background checks are up to date for the safety of the agency and children.

An online activity report is completed once per year by DEA Field Divisions totaling the number of drug prevention education hours of training to youth, the number of school or community presentations, and the number of DEA Ambassadors for the year. The DEA Field Division's contact will submit the report to DEA Headquarters.

## **7. Special Circumstances Influencing Collection:**

DEA Field Divisions will be expected to submit activity reports to DEA Headquarters as with any other similar DEA program. The information collection is mandatory and will only be required one time during each fiscal year. There are no other special circumstances that apply to this collection.

## **8. Public Comments and Consultations:**

There are no inconsistencies with the Paperwork Reduction Act.

## **9. Payment or Gift to Claimants:**

There are no gifts or payments to the volunteers. The volunteers will go to the designated DEA Field Division office for an orientation and training of the drug prevention education sessions. They will not be reimbursed for any time, travel, or additional expenses that are incurred for the orientation or any of the drug prevention education activities. Upon completion of the one-year term, volunteers will receive a certificate of participation from the respective DEA Field Division.

## **10. Assurance of Confidentiality:**

The DEA Field Divisions adhere to the Privacy Act policies and regulations in handling the contact and other personal information for all volunteers and records.

## **11. Justification for Sensitive Questions:**

The application does request sensitive information including full name, address, birthdate, citizenship, felony charges or convictions, and associations with other organizations for the purpose of conducting a criminal background check and ensure the feasibility of the volunteer to participate in the program and ensure youth are safe in the presence of that adult. The information on associations is for networking opportunities the volunteers bring to DEA and enable the organization to further its outreach reach more schools and other relevant organizations as appropriate. Volunteers must provide written consent.

## **12. Estimate of Hour Burden**

The program application is submitted online by volunteer.

Completing the Application: 100 Volunteers (5 x 20 Field Divisions)

Frequency of Response: 1 time per year

Average time per response: 10 minutes

Total annual burden: 16.6 Hours

Volunteer Labor hour burden:

DEA assumes a wage rate for the public of for the public of @23.06 based on the BLS average civilian wage rate for December 2015.

Frequency of Reporting by volunteer via email or phone call: 10 times per year (2 minutes per event)

3.3 Hours x \$23.06 per hour=\$76.10 (Reporting by Volunteers)

10 events x 2 Hours = 20 hours x 100 volunteers (drug prevention education)

2000 Hours x \$23.06 per hour=\$47,200 (gratuitous services to the government through service & 31,000 school youth receive drug prevention education)

### **13. Estimate of Cost Burden:**

There is no cost of burden to the public. Federal employees do the annual collection electronically; there is no cost of burden to the public.

### **14. Estimated Annualized Costs to Federal Government:**

Program Coordinator = GS-13

Analysis: 1 Program Coordinator = 1% of time = \$746

\$746.00 x 20 DEA Field Divisions = \$14,920

Public Affairs Specialist = GS-14

Analysis: 1 DEA HQ Program Coordinator = 1% of time = \$872

There are no costs for shipping and postage. All program materials will be made available online. The certificates are printed locally and the cost of paper and printing is absorbed from the Field Divisions' overall operating costs.

Estimated total cost of program: \$15,792

### **15. Reasons for Change in Burden:**

This program is not currently in operation. It is a newly proposed program and there are no changes in burden.

### **16. Plans for Publication:**

There are no plans for publication associated with the DEA Ambassadors Program.

### **17. Expiration Date Approval:**

DEA will display the due date for annual reporting on the Activity Report Form (online form).

### **18. Exception to the Certification Statement:**

There are no exceptions to the certification statement.