

SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSION

U.S. Department of State Application for Employment as a Locally Employed Staff or Family Member OMB Number 1405-0189 DS-0174

A. JUSTIFICATION

1. Candidates for employment at U.S. Missions (e.g., embassies, consulates) worldwide are required to complete and submit the Application for Employment as a Locally Employed Staff or Family Member (Form DS-0174) in order to meet the requirements of worldwide Mission recruitment. The form solicits information Mission management needs to assess eligibility, qualifications, and selection for employment. Authority for OPM to collect this information is under Sections 103,105, 206, 301(c), 303, 311(b), 408, and 501 of the Foreign Service Act of 1980 (as amended) and under 22 U.S.C. Section 2269(c).

2. The Office of Overseas Employment (HR/OE) requires that applicants for employment abroad complete and submit this form. The information collected is used worldwide by Department of State Human Resource Offices, henceforth referenced as Mission HR, to determine a candidate's eligibility for employment in the host country, eligibility for preference in hiring as a U.S. Citizen Eligible Family Member or U.S. Veteran, and qualifications for mission-advertised positions. Mission HR uses the information on the form to establish basic personnel records once a candidate is hired.

3. Some U.S. Missions have software that allows the electronic submission of responses through an online application. (HR/OE currently has no statistics regarding the number of Missions that offer this service.) The majority of U.S. Missions still receive responses through postal service, e-mail attachments of the application form completed online, and other methods of delivery (e.g., fax, in-person delivery). We estimate that of the 40,000 applicants who apply for employment at U.S. Missions overseas each year, at least 35,000 of them access and complete the application form online and then print and submit it via postal service delivery, fax, e-mail, or in-person delivery.

The remaining applicants (approximately 10,000) currently use the paper version of DS-0174. This is because many of our U.S. Missions are located in developing countries where the candidate pool does not have access, or can not afford access, to the Internet. The paper version U.S. Department of State Application for Employment as a Locally Employed Staff or Family Member (DS-0174) allows all candidates interested in Mission employment the opportunity to apply and provide the information required for Mission-advertised positions. No other method of information gathering would provide these responses; therefore, both electronic and

paper versions of Form DS-0174 are used to allow open and equitable employment opportunities for Mission-advertised positions.

4. The paper version U.S. Department of State Application for Employment as a Locally Employed Staff or Family Member (DS-0174) will continue to be available because many Missions are located in developing countries where the candidate pool does not have access, or cannot afford access, to the Internet. Both electronic and paper versions are necessary to allow open and equitable employment opportunities for Mission-advertised positions. No other method of information gathering would provide these unique responses.
5. This collection of information does not involve small business or other small entities.
6. U.S. Missions abroad use this information to determine the eligibility and qualifications of candidates for employment. Prior to hire, the selected candidate is required to verify specific information (e.g. driver's license information, certifications needed for the position, and residency permits) to verify they is eligible and qualified for the position. Since positions become available continuously throughout the world, U.S. Missions cannot collect this information less frequently than they currently do. Candidates interested in Mission employment submit this information voluntarily. Without this information, it is not possible for U.S. Missions to administer open and competitive recruitment under the Foreign Service Act of 1980 (as amended) and 22 U.S.C. Section 2669(c).
7. No special circumstances exist.
8. A 60-day notice soliciting public comments was published in the Federal Register (81 FR 3230) on January 20, 2016, no comments were made.
9. Gifts or payments are not provided to respondents.
10. Mission HR keeps all applications submitted in confidential files, subject to review only by Mission HR and managers considering the candidates for employment. If the candidates' files become inactive, each Mission decides how long to keep the forms according to local labor law and Mission-approved records disposition schedules. If the Mission hires the candidate, the U.S. Department of State Application for Employment as a Locally Employed Staff or Family Member (Form DS-174) becomes part of the new employee's Official Personnel File (OPF). The form contains Privacy Act statements that comply with and contain information required by the Foreign Service Act of 1980 (as amended) and 22 U.S.C. 2669 (c).
11. This form does not request information of a sensitive nature.
12. Approximately 40,000 candidates for U.S. Mission employment worldwide complete the application each year. We estimate that 30,000 of the 40,000 candidates complete the form online and by E-mail attachment. The remaining 10,000 will complete by postal carrier, or other delivery method. The DS-0174 has an estimated burden of 1 hour per application. The total annual burden for all candidates who

complete the form is 40,000 hours. Using the All Occupation average mean hourly pay of \$22.71 x 1.4 = \$31.79 weighted hourly rate. The annual hour budget is 40,000 annual hours x \$31.79 = \$1,271,600 annual cost burden.

13. The estimated costs to the 10,000 respondents that will use postal carrier or an other delivery is at \$1.25 per respondent. Therefore, the total cost to respondents is 10,000 x \$1.25 = \$12,500.

14. The cost of this collection of information to the Federal Government is approximately \$907,203 per year. Since the salary of U.S. Mission HR staff who process employment applications averages a grade level of GS-9, Step 5 (converting the average Foreign Service National grade to the GS equivalency), this is how this cost was determined.

15. The change in costs from the last submission is due to an increase in the salary rates. Changes to the form include: eliminating previous question number 14 regarding the need for accommodations; removing the word “native” from the section on languages; adding clarification to the definition of “Relatives” in the instructions; and, adding clarification “Under U.S. law and policy” included in instruction page 1 number 5. These changes do not result in any change to the respondent’s burden. Prior to hire, the selected candidate is required to verify specific information. This information would be copied from the applicant, in person, and placed with the application package and stored outside of the electronic system. This information could include driver’s license information, certifications needed for the position, and copies of the residence permit. The purpose of the information is to confirm that they are qualified for the position and legally able to work.

16. The information collected will not be used for public reports or publication.

17. The OMB expiration date will be displayed.

18. No exceptions.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

This collection does not employ statistical methods.