Updated: 4/11/19

OMB 0970-#### [valid through MM/DD/YYYY]

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to allow ORR Monitoring Team staff to ensure that programs are meeting ORR policies and procedures related to the maintenance of personnel files during biennial site visits. Public reporting burden for this collection of information is estimated to average 1.0 hour per response (if the site visit is performed by a contractor monitor), including the time for reviewing instraining the data meeded, and reviewing the collection of information. This is a mandatory collection of information (Homeland Security Act, 6 U.S.C. 279). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information information information staff to ensure that programs are meeting ORR policies and procedures related to the maintenance of personnel files during biennial site visits. Public reporting burden for this collection of information. This is a mandatory collection of information (Homeland Security Act, 6 U.S.C. 279). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information files contractor formation files during biennial site visits. Public reporting burden for the security Act, 6 U.S.C. 279). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information files contractor during the security Act, 6 U.S.C. 279). An agency may not conduct or sponsor, and a person is not required to respond to a solution of information file. Contractor file formation and the response for the security act, 6 U.S.C. 279). An agency may not conduct or sponsor, and a person is not required to respond to a solution of information file formation file formation file formation for a solution for a solution of information file formation act and a solution of information for a solution of information formation file formation act and act and

Pe	Personnel/Contractor/Volunteer File SUPPLEMENT							
	Program Name:							
	Date of Review:							
#	Name	Position	Start Date	Date passed/cleared FBI check	Notes	Date passed/cleared CA/N (all states where a resident for last 5 years)	Notes	
1								
2								
3								
4								
5								
6								
7								