

**Title:** USAID PERSONAL SERVICES CONTRACTOR DOCUMENTATION FORM FOR THE COVID-19 VACCINATION REQUIREMENT

**Form names and numbers:** USAID PERSONAL SERVICES CONTRACTOR REPORT VACCINATION FORM

**OMB Control Number:** 0412 - xxxxxx

## **PART A. JUSTIFICATION**

### **1. Explain the circumstances that make the collection of information necessary.**

This information is being collected and maintained to promote the safety of Federal workplaces and the Federal workforce consistent with Executive Order 14042, Executive Order 13991, Protecting the Federal Workforce and Requiring Mask-Wearing (Jan. 20, 2021), the COVID-19 Workplace Safety: Agency Model Safety Principles established by the Safer Federal Workforce Task Force, and guidance from Centers for Disease Control and Prevention and the Occupational Safety and Health Administration. Government-wide policy requires all USAID Personal Services Contractors (PSCs) to be vaccinated against COVID-19, with exceptions only as required by law.

As required, USAID is implementing the federal COVID-19 vaccination mandate and requiring PSC staff to be vaccinated, unless they have an approved exception. Since the collection of medical information is required in order to determine whether PSC staff are in compliance, USAID proposes to utilize a Report Vaccination Form. The template form is the same as the form used by U.S. Direct Hire (USDH) staff and ensures USAID has the most accurate and current information on contractors' vaccination status. The form requires the PSC staff to submit information indicating the number of vaccination doses received, date(s), and type of vaccination. All USAID PSCs, unless they have submitted an exception request, are required to complete a Report Vaccination Form.

The proposed form requests applicant submit the following information from their COVID-19 vaccination:

1. The date(s) of the COVID-19 vaccination;
2. The total number of COVID-19 vaccination doses; and,
3. The type(s) of vaccination administered.

The collection of this medical information is necessary to sufficiently evaluate and make determinations on compliance with the federal COVID-19 vaccination mandate.

### **2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**

In accordance with Executive Order 14042 (Ensuring Adequate COVID Safety Protocols for

Federal Contractors), USAID is implementing the federal vaccine mandate for its PSC workforce and reviewing contractors' submission of vaccination documentation.

**3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology.**

The form is in electronic fillable format. All forms must be submitted electronically via the Agency LaunchPad system. Given the U.S. Agency for International Development's continued mandatory telework status, in-person paper submissions or mailing to Agency headquarters are not possible. Moreover, electronic submission is an improved form of information technology that reduces the burden on users.

The form is a part of an internal process to review contractor compliance with the COVID-19 vaccine requirement requests and as such, is not available to the general public. Additionally, due to the nature of the collected material, results of the information collected will not be made available to the public.

**4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in item 2 above.**

Given the federal COVID-19 vaccine requirement was mandated on September 9, 2021, the Agency does not already have up-to-date medical information on contractors related to the COVID-19 vaccine that is sufficient to ensure compliance without additional information requests.

**5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.**

The collection should not impact other small businesses or other small entities.

**6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing the burden.**

If the medical information is not collected, the Agency cannot determine if its PSC staff are in compliance with the federal COVID-19 vaccine requirement.

Additionally, the proposed form allows for the uniform collection of information predetermined to be necessary for evaluation. Uniform collection is critical to ensure all cases are evaluated and processed in the same way.

Collection is currently only required once and as such, cannot be conducted less frequently.

## **7. Special Circumstances**

There are no special circumstances that would cause the information collected to be conducted in a manner:

- requiring respondents to report information to the agency more often than quarterly;
- requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;
- requiring respondents to submit more than an original and two copies of any document;
- requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records, for more than 3 years.
- in connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;
- requiring the use of a statistical data classification that has not been reviewed and approved by OMB;
- that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or
- requiring respondents to submit proprietary trade secrets, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law. Please see item 10 for information on how the agency has instituted procedures to protect respondents' information.

## **8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB.**

In the Justification Statement included in this emergency approval request, USAID is requesting OIRA approval to not publish a Federal Register notice in association with this form.

## **9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.**

Payment or gifts will not be provided to respondents.

## **10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.**

The Privacy Act (5 U.S.C. 552a) applies to this collection and is used as a statutory authority for confidentiality. The authorities for the system of records notices (SORNs) associated with this collection of information is [USAID-34, Personal Services Contracts Records, 80 FR 11391 \(March 3, 2015\)](#).

While the information requested is intended to be used primarily for internal purposes, in certain circumstances it may be necessary to disclose this information externally, for example to disclose information to: a Federal, State, or local agency to the extent necessary to comply with laws governing reporting of communicable disease or other laws concerning health and safety in the work environment; to adjudicative bodies (e.g., the Merit System Protection Board), arbitrators, and hearing examiners to the extent necessary to carry out their authorized duties regarding Federal employment; to contractors, grantees, or volunteers as necessary to perform their duties for the Federal Government; to other agencies, courts, and persons as necessary and relevant in the course of litigation, and as necessary and in accordance with requirements for law enforcement; or to a person authorized to act on your behalf. A complete list of the routine uses can be found in the SORN associated with this collection of information, USAID-34, Personal Services Contracts Records, 80 FR 11391 (March 3, 2015).

**11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.**

As outlined in Section E. (Pandemic-Related Harassment Due to National Origin, Race, or Other Protected Characteristics) of the U.S. Equal Employment Opportunity Commission's [What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws](#), it is against the federal Equal Employment Opportunity laws to harass or otherwise discriminate against coworkers based on race, national origin, color, sex, religion, age (40 or over), disability, or genetic information.

The form includes the following information, informing people from whom the information is requested on why the information is being requested, how it will be used, and consequences for not providing the information:

**Authority:** Pursuant to 5 U.S.C. chapters 11 and 79, and in discharging the functions directed under Executive Order 14043, Requiring Coronavirus Disease 2019 Vaccination for Federal Employees (Sept. 9, 2021) and Executive Order 14042 (Ensuring Adequate COVID Safety Protocols for Federal Contractors), we are authorized with this collection of information, OPM/GOVT-10, Employee Medical File System of Records, 75 Fed. Reg. 35099 (June 21, 2010, amended 80 Fed. Reg. 74815 (Nov. 30, 2015), also includes 5 U.S.C. chapters 33 and 63 and Executive Order 12196, Occupational Safety and Health Program for Federal Employees (Feb. 26, 1980) and [USAID-34, Personal Services Contracts Records, 80 FR 11391 \(March 3, 2015\)](#). Providing this information is mandatory, and we are authorized to impose penalties for failure to provide the information pursuant to applicable Federal personnel laws and regulations.

**Purpose:** This information is being collected and maintained to promote the safety of Federal buildings and the Federal workforce consistent with the above-referenced authorities, Executive Order 13991, Protecting the Federal Workforce and requiring Mask-Wearing (Jan. 20, 2021), the COVID-19 Workplace Safety Plan and Workplace Guidelines: Agency Model Safety Principles established by the Safer Federal Workforce Task Force, and guidance from Centers for Disease Control and Prevention and the Occupational Safety and Health Administration.

**Routine Uses:** While the information requested is intended to be used primarily for internal purposes, in certain circumstances it may be necessary to disclose this information externally, for example to disclose information to: a Federal, State, or local agency to the extent necessary to comply with laws governing reporting of communicable disease or other laws concerning health and safety in the work environment; to adjudicative bodies (e.g., the Merit System Protection Board), arbitrators, and hearing examiners to the extent necessary to carry out their authorized duties regarding Federal employment; to contractors, grantees, or volunteers as necessary and relevant in the course of litigation, and as necessary and in accordance with requirements for law enforcement; or to a person authorized to act on your behalf. A complete list of the routine uses can be found in the SORN associated with this collection of information.

**Consequence of Failure to provide Information:** Providing this information is mandatory. Unless granted a legally required exception, all covered Federal employees are required to be vaccinated against COVID-19 and to provide documentation concerning their vaccination status to their employing agency. Unless you have been granted a legally required exception, failure to provide this information may subject you to disciplinary action, including and up to removal from Federal service.

**12. Provide estimates of the hour burden of the collection of information.**

The hour burden is not expected to vary widely. The amount of requested information from each individual is the same.

Form Name	Form Number	No. of Respondents	No. of Responses per Respondent	Average Burden per Response (in hours)	Total Annual Burden (in hours)
USAID PERSONAL SERVICES CONTRACTOR REPORT VACCINATION FORM	0412-XXXX	3000	One	.25 hour	750

**13. Provide an estimate for the total annual cost burden to respondents or record-keepers resulting from the collection of information.**

A total capital and start-up cost component (annualized over its expected useful life): none.

A total operation and maintenance and purchase of services component: none.

**14. Provide estimates of annualized costs to the Federal Government.**

There will be no costs beyond the normal labor costs for staff.

**15. Explain the reasons for any program changes or adjustments reported on the burden worksheet.**

This is a new program.

**16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.**

Results will not be published.

**17. If you are seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.**

We are not seeking approval to not display the expiration date for OMB approval of the information collection.

**18. Explain each exception to the topics of the certification statement identified in Certification for Paperwork Reduction Act Submissions.**

There are no requested exceptions to the topics of the certification statement identified in the Certification for Paperwork Reduction Act Submissions section of OMB form 83-I.

**PART B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS**

The collection does not employ statistical methods.