

SUPPORTING STATEMENT FOR REQUEST FOR APPROVAL UNDER  
THE PAPERWORK REDUCTION ACT AND 5 CFR 1320  
United States Agency for International Development (USAID), Exchange Visitor Visa Compliance  
Program, Training and Exchanges Automated Management System (TEAMS)

**SECTION A. JUSTIFICATION**

1. Need for the information collection. The United States Agency for International Development (USAID) development assistance includes international exchanges and training resulting in host country nationals participating in exchanges and training programs each year. The Exchange Visitor (EV) Visa Compliance program is a central management function that enables USAID to comply with statutory and regulatory requirements associated with sponsoring foreign nationals who enter the U.S. on a J-1 visa. This function aligns with the U.S. National Security Strategy, and the Foreign Assistance Act of 1961 authorizing the U.S. government to conduct educational and cultural exchanges for the purpose of strengthening the capacity and commitment of host-country nationals to address development challenges in their respective countries. These educational and cultural exchanges are defined by section 102 of the Mutual Educational and Cultural Exchange Act of 1961 (the “Act”), 22 U.S.C. 2452. The regulations set forth in the Code of Federal Regulations (CFR) Title 22, Part 62 “Exchange Visitor Program” implement the Act, and appoints USAID as a designated sponsoring organization. Program sponsors are responsible for selecting, supporting and monitoring participants during their entire program stay.

Section 112 of the Act, as amended, codified the establishment of the Interagency Working Group (IAWG) in the U.S. Government-Sponsored International Exchanges and Training, and mandated the IAWG with managing a “coordinated strategy for all U.S. Government-sponsored international exchange and training programs,” with a primary purpose and responsibility “to collect, analyze, and report data provided by all U.S. Government departments and agencies conducting international exchanges and training programs.” The IAWG is mandated by Executive Order 13055 and Public Law 105-277, Division G, Section 2414. As a statutory member of the IAWG, USAID participates in the annual mandated request for data reporting on USAID international exchanges and training programs and participants.

2. Use of the information. The Bureau for Management, Office of Management Policy, Budget, and Performance (M/MPBP) manages the Agency’s J-1 visa designation and ensures the Agency’s compliance with the Department of Homeland Security (DHS) and Department of State (DoS) regulations contained in 22 CFR 62.1-90. M/MPBP collects EV data from Sponsoring Units and Program Implementers and manages the Agency’s EV approval process. These activities fulfill a mandatory central USAID function of providing the DHS, including Immigration and Customs Enforcement (ICE) and DoS, with information about individuals sponsored for activities in the U.S.

M/MPBP collects data to fulfill the annual mandated reporting to IAWG; manage the Exchange Visitors Visa Compliance Program; and batch data processing of USAID data to the Student and Exchange Visitor Information System (SEVIS)-*a web-based system in DHS to maintain information on J-1 Visa EV program participants.* USAID operating units use information from the U.S.-based EVs, and in-country and third-country based training participants, for internal reporting and portfolio management.

3. Use of information technology. USAID’s new enhanced, streamlined Training and Exchanges Automated Management System (TEAMS) was launched on April 20, 2020. TEAMS replaces the Training Results and Information Network (TraiNet) and Visa Compliance System (VCS). TEAMS combines the functionality of TraiNet and VCS into one system. TEAMS is USAID’s official data management system and the entry point for data for U.S. exchange visitor programs. TEAMS incorporates processes to manage and support EV’s who will come to the U.S. on a USAID J-1 visa.

TEAMS manages data by interfacing with the Department of Homeland Security's (DHS) Student and Exchange Visitor Information System (SEVIS), the system that DHS uses to maintain and monitor participants in U.S. programs. All EV's must be registered in SEVIS. USAID utilizes SEVIS to report on EV programs, and to issue Certificates of Eligibility for Exchange Visitor Status (Form DS-2019). The Automated Directive System (ADS) Chapter 252—Visa Compliance for Exchange Visitors, requires Agency operating units (OUs) or their Implementing Partners, in accordance with their awards, to enter data into TEAMS relevant to U.S. visits by sponsored foreign nationals who are recipients of USAID development assistance.

4. Non-duplication. We have reviewed these requirements to ensure that they are not duplicated by other agency-specific or Government-wide policies.

5. Burden on Small Business. The collections do not impact small businesses and other small entities.

6. Less frequent collection. The exchange visitor reporting collection is required annually to enable the Interagency Working Group on U.S. Government-Sponsored International Exchanges and Training (IAWG) to make recommendations to the President for improving the coordination, efficiency, and effectiveness of U.S. Government-sponsored international exchanges and training. DHS uses SEVIS to vet, approve, and monitor participants in the United States, and create a means for information collection and reporting via the Internet. SEVIS reports errors and alerts related to participants. All automated processes are handled through TEAMS.

7. Explain any special circumstances. The exchange visitor information collection for the IAWG report is only required annually and cannot be requested less frequently. The information required for SEVIS only applies when obtaining DS-2019 forms, maintaining and updating participant data, and providing approval process workflows for TEAMS data sent to SEVIS.

8. Consultation and public comments. In this publication, USAID is soliciting public comments in a 30-day Federal Register Notice of Public Information Collections. USAID will respond to any comments it receives.

9. Gift to respondents, other than remuneration of contractors or grantees. Not applicable.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy. USAID shares or protects information as provided by law.

11. Additional justification for any questions of a sensitive nature. Information of a sensitive nature is not requested in these collections.

12. Estimation of Respondent Burden. The affected public who will be asked or required to respond are the Exchange Visitor's as defined in ADS Chapter 252—Visa Compliance for Exchange Visitors. Our estimate for this collection is derived from fiscal years 2018 to 2020. In fiscal years 2020 and 2021, the Agency adhered to travel restrictions due to COVID-19 that dramatically reduced the number of EVs.

*Burden Estimate:*

Number of Respondents	2,000 participants
Frequency of Response	As needed
Annual Hour Burden/respondent	15 minutes per participant
Total Annual Burden	500 hours

The estimated total number of respondents per year is approximately 1,500-2,000 annually based on current year estimates. The estimated total annual burden is 375-500 hours (*1,500-2000 participants × 15 minutes per participant*).

13. Respondent costs other than burden hour costs. There are no capital and start-up costs, or operation, maintenance, or purchase of services components associated with the information collections. The total annual cost burden to respondents is addressed in Item 14.

14. Cost to the Federal Government. For the federal cost burden, we used the following methodology:

*Federal employee cost:*

A. Once the exchange visitor’s information is entered into the Training and Exchanges Automated Management System (TEAMS), assigned USAID staff members approve and submit the information to the Department of Homeland Security's (DHS) Student and Exchange Visitor Information System (SEVIS). We estimated this component of the basic federal cost burden as follows:

For each response, the federal employee in each of the following roles is a GS 14 step 1, whose 2022 Washington DC locality pay hourly rate is \$60.49:

Exchange Visitor Information Approver	.5 hr
Responsible Officer (RO) - SEVIS Submission	.5 hr
<u>Total</u>	<u>1 hour</u>
1 hour @ \$60.49	\$60.49
Indirect costs @ 100%	\$60.49
<u>Total</u>	<u>\$120.98</u>

The cost per response is \$120.98. For 2,000 annual submissions, the basic federal employee cost is \$241,960 (2,000 @ \$120.98).

B. The Bureau for Management, Office of Management Policy, Budget, and Performance (M/MPBP) collects TEAMS data to fulfill the annual mandated reporting to the Interagency Working Group (IAWG). We estimated this component of the basic federal cost burden as follows:

For each annual report, the M/MPBP federal employee is a Foreign Service Limited (FSL) with a GS-13 pay scale equivalent, whose 2022 Washington DC locality pay hourly rate is \$48.28:

IAWG Report submission:	80 hours
<u>Total</u>	<u>80 hours</u>
80 hours @ \$48.28 hourly rate	\$3,862.40
Indirect costs @ 100%	\$3,862.40
<u>Total</u>	<u>\$7,724.80</u>

The cost for the annual IAWG reporting requirement is \$7,724.80.

The total annual federal employee cost is \$189,195 - \$249,685, the sum of A (\$181,470 - \$241,960) and B (\$7,724.80) above:

- A. \$181,470 - \$241,960
- B. \$7,724.80
- Total: \$189,195 - \$249,685

15. Reason for change in burden estimates from the previous approved clause. This submission requests OMB approval for a new information collection requirement.

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. This information collection will not be published.

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

18. Explain each exception to the certification statement identified in item 19, "certification for paperwork reduction act submissions," on OMB Form 83-1. There are no exceptions to the certification statement identified in item 19.

#### SECTION B. Collections of Information Employing Statistical Methods.

The collection does not employ statistical methods.