SUPPORTING STATEMENT – Part A
REQUEST FOR APPROVAL UNDER THE PAPERWORK REDUCTION ACT AND 5 CFR 1320
OMB 0412-*XXXX*

Collection Title: USAID Background Investigator Quality Control Survey

PART A. JUSTIFICATION

1. **Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.**

Since our investigators work completely independently, there is no other way for the agency to obtain feedback on their presentation, representation, and performance other than soliciting information from the members of the public whom they interact with on a daily basis. Per the Office of the Director of National Intelligence (ODNI) & the Defense Counterintelligence & Security Agency (DCSA), agencies with delegated investigative authority (such as USAID) must have a quality control process to ensure that the information reported in background investigations is accurate as reported. Further, USAID must be able to prove & report about this process every two years when audited by ODNI & DCSA. Refer to attached 10-page MOU from OPM, specifically pg. 4 Section E.

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.**

This information will be collected electronically via the USAID-housed Google Forms platform. The USAID Office of Security - Field Investigations Branch Chief and Investigations Program Managers will have access to this information (4 people in total). The information collected will be used to assess the accuracy of USAID background investigation reports, performance/conduct/presentation of its investigators, and will also be used for training purposes.

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, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.**

This information will be collected electronically via the USAID-housed Google Forms platform. This collection will be entirely electronic. Previously, this collection was performed via US Mail. Using the mail system is no longer a sensical and viable option for a number of reasons. Collecting information electronically will be of no cost to the US Government, whereas collecting information via mail was a substantial cost both in terms of postage as well as manpower hours in printing forms, folding forms, placing into envelopes, writing addresses, and sealing envelopes. The results of this collection will not be made public, as it is for internal quality control purposes, only.

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.**

There is no ability to duplicate this objective, as this survey is very specific and unique to USAID/SEC Field Investigations.

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

Not applicable.

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 burden.**

As previously stated, USAID is required by ODNI & DCSA to have a bonafide checks and balances system in place to ensure the accuracy of investigative reports being completed by its investigators on a daily basis. If this system did not exist, USAID would be at risk of losing its delegated investigative authority as granted by ODNI. Collecting this information electronically will occur in real-time versus the drawn-out process currently being conducted in which we need to wait to receive mail to collect and evaluate results. Collecting information electronically and in real-time will allow our program to immediately react and respond to anyone who registers a complaint or concern about our field investigators.

7. **Explain any special circumstances for the information collection.**

None.

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. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.**

60 day notice: 88 FR 62770, page 62770, published 09/13/23. No public comments have been received.

30 day notice: 88 FR 86623, page 86623, published 12/14/23. No public comments have been received.

9. **Explain any decision to provide any payment or 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. If the collection requires a Systems of Records Notice (SORN) or Privacy Impact Assessment (PIA), those should be cited and described here.**

All information collected will be stored on the USAID information technology network and will not be disseminated nor available outside of this avenue.

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. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.**

Not applicable.

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

Category of Respondent	# Of Respondents	# Of Responses Per Year	Participation Time	Burden Hours
Public	500	1	5 minutes	40-50 hours/year
Totals				

13. Provide an estimate for the total annual cost burden to respondents or record keepers resulting from the collection of information. (Do not include the cost of any hour burden already reflected on the burden worksheet).

There will be zero cost burden on all levels.

14. Provide estimates of annualized costs to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. If there will be no costs beyond the normal labor costs for staff, state that here.

There will be no cost to the USG. It is simply factored into standard labor.

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

Not applicable.

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.**

None of this information will be published, as it is for internal use only.

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 topics of the certification statement identified in "Certification for Paperwork Reduction Act Submissions." (See Pg. 2 of the OMB 83-I form)

Not applicable.

SUPPORTING STATEMENT – B
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PART B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS OR SURVEYS

1. **Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.**

N/A

2. **Describe the procedures for the collection of information.**

N/A

3. **Describe methods to maximize response rates and to deal with issues of nonresponse. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.**

N/A

4. **Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.**

N/A

5. **Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractors, grantees, or other person(s) who will actually collect or analyze the information for the agency.**

N/A