

U.S. Department of Transportation

SUPPORTING STATEMENT A

Advisory Committee Candidate Biographical Information Request

OMB Control No. 2105-0009

Introduction: This is to request the Office of Management and Budget's (OMB) reinstate a 3-year approved clearance for the information collection entitled, Advisory Committee Candidate Biographical Information Request (OMB Control No. 2125-0009). The information collection request previously approved by the Office of Management and Budget (OMB) expired on May 3, 2022. The collection is needed to facilitate background investigations of individuals seeking or currently appointed to a Department committee.

The requested reintroduction of the approved control number expands the information collection request (ICR) OMB No. 2105-0009, "Advisory Committee Candidate Biographical Information Request," to include all U.S. Department of Transportation (DOT) committee candidates and will be used to gather information from individuals interested in appointment to a committee and individuals who have been recommended for a membership on a committee to ensure fair and balanced membership.

- Responding to the collection is voluntary and is not required to obtain or retain a benefit.
- Responders are members of the public who wish to serve on DOT committees.
- The collection is not for reporting or recordkeeping. It is for disclosure of information to conduct a background check.
- The information is collected when candidates are first nominated and then upon re-appointment (if applicable).
- Disclosure of information is for conducting a background check.
- The information will be received by the Committee Management and contractor that will conduct the background check.
- The purpose of the collection is to vet any candidate that will serve on a DOT committee.
- This ICR is not a revision.

Part A. Justification.

1. Circumstances that make collection of information necessary:

The collection is necessary to gather information from individuals interested in appointments to advisory committees and individuals who have been recommended for membership on an advisory committee to ensure that the committee is balanced and fairly and equitably represents, to the extent feasible, all the various interests that may be affected by the committee's work and that undue weight not be afforded the views of any one interest, as required by the Federal Advisory Committee Act, P.L. 92-463.

2. How, by whom, and for what purpose is the information used:

The Advisory Committee Candidate Biographical Information Request form is submitted by individuals interested in appointments to an advisory committee and individuals who have been recommended for membership, in hardcopy or online form, to the office/modal administration (or third-party contractor) that sponsors the advisory committee. The information is gathered to ensure fair and balanced membership as required by the Federal Advisory Committee Act, P.L. 92-463.

3. Extent of automated information collection:

Currently, the Advisory Committee Candidate Biographical Information Request form is not offered electronically, but the Department is exploring using a third-party contractor to collect the same information through a web-based form for convenience to applicants.

4. Efforts to identify duplication:

There is no other information collection in the Department being used to gather information related to prospective advisory committee members.

5. Efforts to minimize the burden on small businesses:

This information collection has no impact on small businesses and is used only in the Department to gather information related to prospective advisory committee members.

6. Impact of less frequent collection of information:

If the information collection is not used, the departmental advisory committees membership may not be fair and balanced as required by the Federal Advisory Committee Act, P.L. 92-463, which could result in legal action for the Department.

7. Special circumstances:

Advisory committee members are appointed for a 2-year term. Therefore, respondents would not be required to report the information more often than quarterly. Respondents are not required to submit their Candidate Biographical Information Request form in less than 30 days. Respondents are only required to submit the original request form.

8. Compliance with 5 CFR 1320.8:

60-Day Federal Register Notice, September 12, 2025 (90 FR 44289). One public comment was received in response to the 60-day notice in support of this information collection.

9. Payments or gifts to respondents:

There are no circumstances of any payments or gifts to respondents.

10. Assurance of confidentiality:

Assurance of confidentiality is provided to the respondent through the Privacy Act Statement included on the information request form under provisions of P.L. 93-579 of the Privacy Act of 1974.

11. Justification for collection of sensitive information:

Questions of a sensitive nature are included in the information request form to ensure fair and balanced membership as required by the Federal Advisory Committee Act, P.L. 92-463.

Consent to obtain the information is given when the respondent signs the information request form. Additionally, the form contains a statement regarding authorization to maintain political affiliation information.

12. Estimate of burden hours for information requested:

The estimated number of respondents is 100 annually. Each respondent would only submit the information request form once, unless they are re-appointed to the same advisory committee or another departmental advisory committee. The estimated individual burden is 15 minutes per form, which is estimated at 25 total burden hours.

$$100 \times 15 \text{ Min.} = 25 \text{ Hours}$$

13. Estimate of total annual costs to respondents:

There are no costs to the respondents.

14. Estimate of cost to the Federal government:

There are no additional costs to the Federal Government.

15. Explanation of program changes or adjustments:

There are no changes to the current burdens.

16. Publication of results of data collection:

The proposed information collection is not slated for publication.

17. Approval for not displaying the expiration date of OMB approval:

There is no reason why OMB's expiration date could not be displayed on the information collection.

18. Exceptions to certification statement:

None