State Emergency and Routine Repatriation Insight Survey

Formative Data Collections for Program Support

0970 – 0531

Supporting Statement

Part A - Justification

JANUARY 2026

Submitted By:
Office of Human Services Emergency Preparedness and Response
Administration for Children and Families
U.S. Department of Health and Human Services

4th Floor, Mary E. Switzer Building
330 C Street, SW
Washington, D.C. 20201

A1. Necessity for the Data Collection

The Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services (HHS) seeks approval for dissemination of a survey soliciting insights on the State Routine Repatriation Process and the State Emergency Repatriation Process.

Background

In support of ongoing efforts to improve state-level routine and emergency processes across the U.S. Repatriation Program, the Office of Human Services Emergency Preparedness and Response (OHSEPR) would like to better understand current state repatriation capabilities and identify existing needs around the delivery of routine and emergency repatriation activities. Specifically, OHSEPR aims to develop job aids and templates for State Emergency Repatriation Coordinators (SERCs) and State Non-Emergency Repatriation Coordinators (SNERCs) to better support and prepare those in roles that directly interface with repatriates returning to the United States. The proposed State Emergency and Routine Repatriation Insight Survey for SERCs and SNERCs would provide OHSEPR with important information regarding current SNERC and SERC capabilities and the challenges individuals in these roles face in the execution of their responsibilities.

Legal or Administrative Requirements that Necessitate the Collection

Section 801 of Executive Order 12656 (53 CFR 47491) as amended, designated HHS as the lead federal agency (LFA) responsible to "develop plans and procedures, in coordination with the heads of federal departments and agencies, for assistance to United States citizens or others evacuated from overseas areas." As federal lead for the U.S. Repatriation Program, OHSEPR has the responsibility to develop, implement, and validate plans and procedures related to ensuring the safe and efficient provision of Program services to eligible U.S. citizens returning domestically due to war, threat of war, disaster, or similar crisis. An effective and coordinated response requires that all partners have a clear, tested understanding of their roles and responsibilities before, during, and after an incident involving the emergency repatriation of U.S. citizens.

A2. Purpose of Survey and Data Collection Procedures

Overview of Purpose and Use

To strengthen the U.S. Repatriation Program's ability to respond to evolving needs, OHSEPR intends send out a nationwide survey to emergency and routine program managers from all states and U.S. territories. This initiative is spurred by recognition that updated, real-world insights are essential to understanding the current capabilities and challenges states face as they conduct both routine and emergency repatriation activities. By gathering targeted feedback, tailored to participants' roles as SNERCs, SERCs, or for those serving in both capacities, OHSEPR can better support partners on the front lines of repatriation services.

Information collected from this survey will directly inform tactical guidance, resource materials, and synchronous training sessions to be delivered to Program partners by OHSEPR in calendar year 2026. These resources are designed to ensure states are better equipped, more self-sufficient, and fully prepared to respond to the wide range of repatriation scenarios.

This proposed information collection meets the following goals of ACF's generic clearance for formative data collections for program support (0970-0531):

- Delivery of training assistance (TA) related to program implementation or the development or refinement of program and grant recipient processes.
- Planning for provision of programmatic or evaluation-related T/TA.
- Obtaining feedback about processes and/or practices to inform ACF program development or support.
- Requesting information about resources, programs, or other ACF services or related activities to inform the development of consolidated sources of information for those using or interested in ACF funded services, or those interested in systems, programs, or research related to ACF.

Processes for Information Collection

To ensure that this activity addresses the unique aspects of emergency and routine operations, OHSEPR representatives will disseminate the survey as a Microsoft Form to SERCs and SNERCs in all 50 states and U.S. territories via the OHSEPR repatriation inbox.

A3. Improved Information Technology to Reduce Burden

Respondents will receive the survey messaging over email and complete the survey electronically utilizing Microsoft Forms.

A4. Efforts to Identify Duplication

Insights collected from this survey have not been documented elsewhere.

A5. Involvement of Small Organizations

No small businesses will be involved with this information collection.

A6. Consequences of Less Frequent Data Collection

This is a one-time data collection.

A7. Special Circumstances

There are no special circumstances for the proposed data collection efforts.

A8. Federal Register Notice and Consultation

Federal Register Notice and Comments

In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13) and Office of Management and Budget (OMB) regulations at 5 CFR Part 1320 (60 FR 44978, August 29, 1995), ACF published a notice in the Federal Register announcing the agency's intention to request an OMB review of this information collection request to extend approval of the umbrella generic with minor changes. The notice was published on April 28, 2025, (90 FR 17603), and provided a sixty-day period for public comment. ACF did not receive any comments on the first notice. A second notice was published, allowing a thirty-day period for public comment (90 FR 42248, in conjunction with submission of the request to OMB. ACF did not receive any comments on the second notice.

Consultation with Outside Experts

No consultations have taken place with experts outside of the project team.

A9. Tokens of Appreciation for Respondents

No tokens of appreciation for respondents are proposed for this information collection.

A10. Privacy of Respondents

Information collected will be kept private to the extent permitted by law. Respondents will be informed of all planned uses of data, that their participation is voluntary, and that their information will be kept private to the extent permitted by law.

This survey aims to collect information about SNERC and SERC roles, responsibilities, best practices, as well as the challenges they face in their roles and areas for opportunity. This information will be used to identify resources OHSEPR can develop and provide to better support SNERC and SERCs, both in responding to emergency repatriation incidents and assisting repatriates during the routine process, while also empowering state self-sufficiency in these efforts.

As part of this effort, the survey asks about respondents' educational backgrounds and employment histories. By gathering this information, OHSEPR aims to gain a clearer understanding of the diverse experiences, qualifications, and demographics of the Program partners who help deliver services for the U.S. Repatriation Program. These insight will enable OHSEPR to develop and customize resources and support materials that are better aligned with

the unique needs of our partners, ultimately enhancing the Program's collective ability to serve repatriates effectively. Understanding who fills these vital roles allows us to identify strengths, gaps, and opportunities within the Program's partner network, ensuring OHSEPR's product development is resonant, relevant, and responsive to those delivering critical services on behalf of the Program.

A11. Sensitive Questions

There are no sensitive questions in this data collection.

A12. Estimation of Information Collection Burden

Burden Estimates

We anticipate surveying up to 114 SERCs and SNERCs, based on the assumption that one SERC and one SNERC representative from each U.S. state and territory will participate, resulting in a total of 114 respondents. The survey will take about 60 minutes to complete.

Cost Estimates

The cost to respondents was calculated using the Bureau of Labor Statistics (BLS) job code for Social Workers, Other [21-1029] and wage data from May 2024, which is $35.91 per hour. To account for fringe benefits and overhead the rate was multiplied by two, which is $71.82.

Instrument	Total Number of Respondents	Total Number of Responses Per Respondent	Average Burden Hours Per Response	Total Burden Hours	Average Hourly Wage	Total Annual Cost
State Emergency and Routine Repatriation Insight Survey	114	1	1	114	$71.82	$8,187.48

A13. Cost Burden to Respondents or Record Keepers

There are no additional costs to respondents.

A14. Estimate of Cost to the Federal Government

The total cost for the data collection activities under this current request will be $10,365.40.

This estimate is developed based on a $60/hourly rate for 3 contractors for 50 hours of work each ($9,000), in addition to two federal employees, estimated at GS-14, Step 1 ($68.27/hour), for 10 hours of work each ($1,365.40).

A15. Change in Burden

This is for an individual information collection under the umbrella formative generic clearance for program support (0970-0531).

A16. Plan and Time Schedule for Information Collection, Tabulation and Publication

The information collection will occur following OMB approval over about three weeks. The information will be compiled and shared among the project team and federal staff. The results and data collected from this survey will not be published.

A17. Reasons Not to Display OMB Expiration Date

All instruments will display the expiration date for OMB approval.

A18. Exceptions to Certification for Paperwork Reduction Act Submissions

No exceptions are necessary for this information collection.