

2 FAM 1230

RESEARCH ACTIVITIES

OUTSIDE THE DEPARTMENT

(TL:GEN-1030; 05-16-1977)

2 FAM 1231 CLEARANCE PROCEDURE

(TL:GEN-1030; 05-16-1977)

Any office planning research which involves the collection of information on identical items from persons, organizations, or other Government agencies outside the Department and the Foreign Service must first contact the Directives Staff for the proper procedure to be followed in submitting requests for clearance.

a. The Directives Staff will clear all requests for information from 10 or more respondents outside the Department, whether by questionnaire, request, with the Office of Management and Budget (OMB) under terms of the Federal Reports Act of 1942 (44 U.S.C. 3501-3511) as implemented by Office of Management and Budget Circular A-40 dated May 3, 1973, unless the clearance requirement is specifically waived by OMB.

b. The Directives Staff also clears all requests for information from other Government agencies with the General Services Administration under procedures contained in OMB Circular A-40, dated May 3, 1973.

c. The Office of Management and Budget has waived clearance requirements with respect to the collection of information abroad by overseas missions and offices (except for information collected from American citizens or American business firms abroad); such waiver does not include forms required by the Department of State to be filed by foreign nationals for participation in United States programs, such as student exchange.

d. This clearance requirement also applies to any general or specific requirement imposed by the Department for the establishment or maintenance of records (including systems of accounts and systems of classification) which are to be used, or to be available for use, in the collection of information. The clearance requirement is sufficiently broad to cover research projects undertaken for the Department by outside organizations and sufficiently narrow to include affidavits, application blanks, and all other forms used by the Department to obtain any type of information from the public.

e. Forms used by the Department requiring such clearance, as distinct from forms used by research organizations to collect information for the Department, are termed "Public Data Forms" and are cleared with the Office of Management and Budget by the Records and Reports Management Staff in accordance with 6 FAM 1351.1. Other plans for research falling within this definition are cleared with the Office of Management and Budget by the offices sponsoring or conducting the research. Procedures for obtaining such clearance are contained in Office of Management and Budget Circular A-40, revised, dated May 3, 1973.

2 FAM 1232 COORDINATION

(TL:GEN-1030; 05-16-1977)

a. In the interest of economy and good management, all research activities of the Department are coordinated with a view toward eliminating unnecessary or duplicating surveys and assuring maximum utilization of the results. No research proposals are approved, whether undertaken by an office in the Department or by an outside organization or by contract, if similar information can be obtained more economically either from other offices in the Department or from other Federal agencies.

b. It is the responsibility of each office proposing to carry out or contract for research of any type to clear the proposal with all interested offices in the Department to insure that the above requirements are met. Among such interested offices are: the Office of External Research, in the case of research relating to studies on foreign areas, people or resources; the Freedom of Information Staff, with respect to requests or release of records under the Freedom of Information Act (5 U.S.C. 522); the Privacy Information Staff, with respect to records under the Privacy Act of 1974 (5 U.S.C. 552a); or the Office of the Historian, with respect to research on diplomatic history and American foreign policy.

2 FAM 1233 THROUGH 1239 UNASSIGNED