



## DEPARTMENT OF STATE

[Public Notice: 12356]

### **60-Day Notice of Proposed Information Collection: Reta Jo Lewis Local Diplomat Program – City Applications**

**ACTION:** Notice of request for public comment.

**SUMMARY:** The Department of State (the Department) is seeking Office of Management and Budget (OMB) approval for the information collection described below. In accordance with the Paperwork Reduction Act of 1995, we are requesting comments on this collection from all interested individuals and organizations. The purpose of this notice is to allow 60 days for public comment preceding submission of the collection to OMB.

**DATES:** The Department will accept comments from the public up to **[INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER]**.

**ADDRESSES:** You may submit comments by any of the following methods:

- ***Web:*** Persons with access to the Internet may comment on this notice by going to [www.Regulations.gov](http://www.Regulations.gov). You can search for the document by entering “Docket Number: DOS-2024-0005” in the Search field. Then click the “Comment Now” button and complete the comment form.
- ***E-mail:*** [subnational@state.gov](mailto:subnational@state.gov)

You must include the DS form number (if applicable), information collection title, and the OMB control number in any correspondence.

**FOR FURTHER INFORMATION CONTACT:** Direct requests for additional information regarding the collection listed in this notice, including requests for copies of the proposed collection instrument, and supporting documents, to Sharmeen Khan, who may be reached on 202-647-2615 or at [subnational@state.gov](mailto:subnational@state.gov).

## **SUPPLEMENTARY INFORMATION:**

- *Title of Information Collection:* Reta Jo Lewis Local Diplomat Program – Local Offices Application
- *OMB Control Number:* 1405-XXXX
- *Type of Request:* New Collection
- *Originating Office:* E/SDU
- *Form Number:* DS-4320
- *Respondents:* Local government offices, including city, state, and county offices.
- *Estimated Number of Respondents:* 2,000
- *Estimated Number of Responses:* 2,000
- *Average Time Per Response:* 0.5 hours
- *Total Estimated Burden Time:* 1,000 hours
- *Frequency:* Once
- *Obligation to Respond:* Voluntary

We are soliciting public comments to permit the Department to:

- Evaluate whether the proposed information collection is necessary for the proper functions of the Department.
- Evaluate the accuracy of our estimate of the time and cost burden for this proposed collection, including the validity of the methodology and assumptions used.
- Enhance the quality, utility, and clarity of the information to be collected.
- Minimize the reporting burden on those who are to respond, including the use of automated collection techniques or other forms of information technology.

Please note that comments submitted in response to this Notice are public record. Before including any detailed personal information, you should be aware that your comments as submitted, including your personal information, will be available for public review.

## **Abstract of Proposed Collection**

The Subnational Diplomacy Unit under the Department runs the Reta Jo Lewis Local Diplomat Program, which details a Foreign Service Officer or Civil Service employee to a local office, including a city, state, or county, for a year. The selection of local offices for this program must be competitive to provide a fair opportunity to all local offices that are interested in participating in the program. Therefore, to select local offices to participate in the program, the Subnational Diplomacy Unit must collect applications from local offices interested in the program.

## **Methodology**

The form will be emailed to local governments. After completion by the local governments, the form will be submitted via Microsoft Forms to the Department.

**Nina L. Hachigian,**

*Special Representative for City and State Diplomacy,*

*Subnational Diplomacy Unit, Department of State.*

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