

Instructions for completing the Part 1 Worksheet

This is provided as a worksheet for ultimate electronic submission to OMB through ICRAS 4.

1. Agency/Subagency originating request
 - Enter the name of the agency/subagency submitting the request
2. Title
 - Provide the official title of the information collection request. If an official title does not exist, provide a short description which will distinguish this collection request from others and enable text searches on titles.
3. Type of request (select one)
 - a. Select "New collection" when the collection has not previously been used or sponsored by the agency.
 - b. Select "Revision" when the collection is currently approved by OMB, and the agency request includes a material change to the collection instrument, instructions, its frequency of collection, or the use to which the information is to be put.
 - c. Select "Extension" when the collection is currently approved by OMB, and the agency wishes only to extend the approval past the current expiration date without making any material change in the collection instrument, instructions, frequency of collection, or the use to which the information is to be put.
 - d. Select "Reinstatement without change" when the collection previously had OMB approval, but the approval has expired or was withdrawn before this submission was made, and there is no change to the collection.
 - e. Select "Reinstatement with change" when the collection previously had OMB approval, but the approval has expired or was withdrawn before this submission was made, and there is change to the collection.
 - f. Select "Existing collection in use without OMB control number" when the collection is currently in use but does not have a currently valid OMB control number.
 - g. Select Nonmaterial/Nonsubstantive Change to perform the function of the former 83C Change Sheet. (submit your explanation of the requested change along with the template.)
4. OCN (OMB Control Number)
 - Enter the existing eight-digit OMB control Number or the first 4 digits of the Operating Division – New (example 0970-New)
5. Type of review requested (select one)
 - a. Select "Regular" when the collection is submitted under 5 CFR 1320.10, 1320.11, or 1320.12 with a standard 60 day review schedule.

b. Select "Emergency" when the agency is submitting the request under 5 CFR 1320.13 for emergency processing and provides the required supporting material. Provide the date by which the agency requests approval and the justification in the blank presented upon selection of "Emergency."

c. Select "Delegated" when the agency is submitting the collection under the conditions OMB has granted the agency delegated authority.

6. Requested expiration date

a. Select "Three years" if the agency requests a three year approval for the collection.

b. Select 6 months from approval date (maximum for emergencies) for a 6 month extension.

c. Select "Other" if the agency requests approval for less than three years. Specify the month and year of the requested expiration date or how many months from the approval date.

7. Abstract

Provide a statement, limited to 4,000 characters of text, covering the agency's need for the information, uses to which it will be put, and a brief description of the respondents. The requirement to identify Keywords has been removed as a requirement because the text search of titles and abstracts are possible. You may want to continue to include in titles and abstracts keywords (descriptors) from the "Federal Register Thesaurus of Indexing Terms" that describe the subject area(s) of the information collection.

The link for the Federal Register Thesaurus (<http://www.archives.gov/federal-register/cfr/thesaurus.html>)

8. Authorizing Statute

Provide the statute(s) that is the source of the ICR or the source of the associated rulemaking, whichever is more appropriate. If neither is appropriate, provide the authorizing statute for the program or for the agency or leave blank.

Tables are available to enter the citation information for the Public Law, US Code, Executive Order, or Statute. There are multiple lines on the tables if more than one citation needs to be included.

9. Associated rulemaking Information

Select Proposed Rule or Interim Final or Final Rule, as appropriate or leave the section blank if the collection is not associated with rulemaking. If Proposed rule or Interim Final Rule, enter the RIN (Regulation Identifier Number), the Federal Register Citation and the Citation Date. For a Proposed Rule, OMB will not consider an ICR complete until the Notice of Proposed Rulemaking has been published. You do not need to attach the rule unless it has not been published (i.e., Federal Register information is blank). If this is the case, send the

appropriate stage of rulemaking and send the draft rule. For ICRs associated with Interim Final rules that are not significant under EO 12866, please send a draft of the Federal Register notice as an attachment

10. Federal Register Notices and Comments

Enter the Federal Register Citations and Citation Dates of the 60- and 30-day notices for the ICR. You no longer need to provide a copy of the FR notice. However, if you wish to provide a draft Federal Register notice, for a request for an Emergency ICR, for instance, send the document. Unless submitted as an Emergency or Associated with Rulemaking, OMB will not consider an ICR complete without the 30-day notice publication citation.

Did the Agency receive public comments on this ICR?

Public comments can be, but are not required to be, sent to OMB, especially if the comments are available through the Federal Docket Management System or other electronic means that can be made available to the OIRA desk officer. Comments received by OIRA in response to the 30-day notice will be uploaded by OIRA. When providing multiple comments, it is adequate to provide a representative comment document.

11. Annual Cost to Federal Government

Provide estimated annualized cost to the Federal government, if any, of implementing the collection. In the Supporting Statement A, 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.

12. Does this ICR contain surveys, censuses, or employ statistical methods?

Select "Yes" if the information collection uses statistical methods such as sampling or imputation. Generally, select "No" for applications and audits (unless a random auditing scheme is used). Select "Yes" for statistical collections, most research collections, and program evaluations using scientific methods. For other types of data collection, the use of sampling, imputation, or other statistical estimation techniques should dictate the response for this item. Ensure that supporting documentation is provided in Supporting Statement B.

13. Is the Supporting Statement intended to be a Privacy Impact Assessment required by the E-Government Act of 2002?

Select Yes or No

14. Agency Contact

Enter the name of the agency person best able to answer questions regarding the content of this submission. If sensitive to having this name published on the OMB website, <http://www.whitehouse.gov/omb/inforeg/infocoll.html> or

www.RegInfo.gov, please consider using the name of the agency's Clearance Officer.

Information Collection Budget Section Instructions

Identify the citation(s) for New Statutory Requirements, if a change in burden is due to a Program Change due to New Statute. Tables are provided for entering one or more citations for Public Law, Executive Order, US Code, or Statute.

If Program Change is due to Agency Discretion, categorize the burden reduction from one of the options. The left side is for reductions, the right side is for increases.

The bottom entry box is for entering reasons for any program changes or adjustments. Provide the rationale for the increase or decrease.