Instructions for completing the Part 2 Worksheet

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

1. IC Title

Title the IC (information collection) with potential text search in mind.

2. Is this a Common Form?:

Select “Yes” to identify forms that your agency is willing to host for potential use by other agencies as well as your own. If your OIRA desk officer agrees, the form will become part of an inventory of common forms. When an agency selects a common form from the inventory, the using agency will be accountable for the burden of its use rather than the hosting agency. The inventory will be built in 2006 and the use of the common form will be available in 2007.

3. Obligation to Respond:

Only one option can be selected. If more than one applies, a second Part 2 form will need to be completed

The “obligation to respond” is either mandatory, required to obtain benefits, or voluntary. Select the category that applies to the IC. If more than one category applies, you will need to create a second IC to account for the burden associated with all the categories that apply.

a. Mark "Voluntary" when the response is entirely discretionary and has no direct effect on any benefit or privilege for the respondent.

b. Mark "Required to obtain or retain benefits" when the response is elective, but is required to obtain or retain a benefit.

c. Mark "Mandatory" when the respondent must reply or face civil or criminal sanctions.

4. Frequency of Reporting:

Many or no selections is acceptable

5. CFR Citation:

An information collection is usually a form or survey, but can also be required by a statute or regulation. To identify regulation that is the requirement to collect the information, enter the regulation in the CFR Citation. Multiple citations can be entered for a single IC as long as one Affected Public, Obligation to Respond, and the Line of Business applies. Add multiple CFR citations as appropriate in the table provided. 4 places for citations have been provided in the worksheet, expand as necessary.

6. Information Collection Instruments:

An “instrument” is the mechanism for gathering the information. The most obvious and easily identified type of instrument is a paper form or a survey, but it may be a web-based application, a telephone script, or any other means you use to gather information. You will need to send instrument files associated with any Part 2 for the package.

7. Federal Enterprise Architecture Business Reference Model:

The “line of business” refers to the federal government’s lines of business in services to citizens and management of governmental resources affecting citizens as defined by the Federal Enterprise Architecture Business Reference Model.

For more information on the Business Reference Model see
http://www.whitehouse.gov/omb/egov/documents/FEA_CRM_v20_Final_June_2006.pdf
“The Business Reference Model is a function-driven framework for describing the business operations of the federal government independent of the agencies that perform them. The Business Reference Model lines of business provide a way to identify “government-wide common solutions for improved service to citizens.”

If an IT investment/system is related to the information collection, the line of business should be that which is used by the agency to justify the IT investment in its Exhibit 300. If there is no system, please use the definitions at http://www.whitehouse.gov/omb/egov/a-3-2-services.html to select the line of business that most accurately reflects the “business” of the collection.

Because lines of business functionally cross organizations, assignment of lines of business to ICs will also enable identification of potential opportunities for merged and/or common forms and reduced burden.

Select one option from the first column and one option from the second column. If more than one option applies, another Part 2 form will need to be completed.

8. Privacy Act System of Records and FR Citation:
Enter if applicable. If not, leave blank.

9. Number of Respondents:
This is the basis for a burden number that is calculated.

Number of Respondents for Small Entity:
Indicate the number of respondents upon which the information collection will have a significant impact. A small entity may be (1) a small business which is deemed to be one that is independently owned and operated and that is not dominant in its field of operation; (2) a small organization that is any not-for-profit enterprise that is independently owned and operated and is not dominant in its field; or (3) a small government jurisdiction which is a government of a city, county, town, township, school district, or special district with a population of less than 50,000.

Affected Public:

Only one option can be selected. If more than one applies, a second Part 2 form will need to be completed

Select the affected public from the list: individuals or households, private sector, state, local or tribal governments, or federal government. You may select one of the choices per IC. If you select private sector, you will need to select from another set of choices; i.e., private sector, farms, and not-for-profit institutions.

Percentage of Respondents Reporting Electronically:

Enter the estimated percentage of responses that will be submitted/collected electronically using electronic means, such as electronic mail, (mailed) diskette, or web-based transaction. Facsimile is not considered an electronic submission.

10. Frequency:

Enter the Number of Responses per Respondent per Time Period by selecting from the list of frequency options. This will be used to calculate Annual Frequency and Annual Number of Responses based on your entries.

Annual Frequency

To calculate this, multiply the Number or Responses per respondent by the number of times they respond per year. (Use the below table to convert the time selection into years).

Example:

If the number of responses per respondent is 2 per month, the annual frequency would be 24 (2X24)

Hour	8736 per year
Business Hour	2080 per year
Day	365 per year
Business Day	260 per year
Week	52 per year
Month	12 per year
Year	1 per year
Decade	.1 per year
Quarterly	4 per year
Semi-annually	2 per year
Biennially	.5 per year

Annual Number of Responses

To calculate this, multiply the Annual Frequency (previous calculation) by the Total # of respondents (question 10).

Use "Reporting" for information collections that involve reporting and select the frequency of reporting that is requested or required of a respondent. If the reporting is on "an event" basis, select "On occasion."

Use "Recordkeeping" if the collection of information explicitly includes a recordkeeping requirement.

Use"Third party disclosure" if a collection of information includes third-party disclosure requirements as defined by 1320.3(c).

Do not report as a dollar cost any burden reported in hours. The supporting statement asks for this information, but it should not be reported here.

11. Hour and Cost Burden

Annual Hour Burden (to the public)

Enter the Time per Response for Reporting, Record keeping and/or Third party disclosure.

Select the time period (hours, minutes, or seconds). Then calculate the Hour per Response. Use the conversion table below to do so.

Hours	1
Minutes	.01666
Seconds	.00027

The Hour per Response will be the Time per Response times the conversion factor in the table.

The Annual Hour Burden will be calculated by multiplying the Hour per Response by the Annual Number of Responses (see previous section)

The total Annual Hour Burden will be the sum of all the Annual Hour Burdens for Reporting, Record keeping, and Third party disclosure.

Notes regarding hour burden: Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. Generally, estimates should not include burden hours for customary and usual business practices.

Annual Cost Burden (to the public)

To calculate the Annual Cost Burden enter the Cost per response for Reporting, Record keeping and/or Third party disclosure.

The annual cost burden is the Cost per response for each selection times the Annual Number or Responses.

The total Annual Hour Burden will be the sum of all the Annual Hour Burdens for Reporting, Record keeping, and Third party disclosure.

Cost Burden includes: a. the annualized dollar cost for capital investment or start-up costs, such as, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.

12. Allocate the change in burden

Enter the Annual Responses (calculated in number 11), Annual Hour Burden (calculated in number 14), and/or the Annual Cost Burden (calculated in number 14) into the Total Requested Column.

These totals are then broken out into the following three categories.

Program Change due to Agency Discretion. "Program change" is the result of deliberate Federal government action. The electronic system will assign all program changes to the Agency Discretion column unless specifically entered into another one of the columns.

Program Change due to New Statute. All new collections and any subsequent revision of existing collections (e.g., the addition or deletion of questions) are recorded as program changes.
Change Due to Adjustment in Agency Estimate. "Adjustment" is a change that is not the result of a deliberate Federal government action. Changes resulting from new estimates or action not controllable by the Federal government are recorded as adjustments.

Change due to Violation of the PRA. This is a change as a result of a reinstatement due to expiration or a request for approval for collections not in adherence to the PRA, “bootleg collections.”

The sum of the 4 columns (gray area) for that row must equal the total requested burden for that same row. An example is shown below:

	Total	Change Due to	Change Due to	Due to	Change Due	Currently

	Requested	New Statute	Agency Discretion	Agency Estimate	Violation	Approved
a. Annual Responses	1000	200	500	300		
b. Annual Hour Burden	60 hours	hours	60 hours	hours	hours	hours
c. Annual Cost Burden	$	$	$	$	$	$

For annual responses, 1000 responses is being requested and broken out as (200 for Change Due to New Statute, 500 Change Due to Agency Discretion, and 300 Due to Agency Estimate)

Annual hour burden was calculated to be 60 hours (all 60 allocated to Change Due to Agency Discretion)