

INFORMATION COLLECTION BUDGET

**OF THE
UNITED STATES
GOVERNMENT**



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OFFICE OF MANAGEMENT AND BUDGET
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Table of Contents

Preface	ii
Executive Summary.....	iv
Chapter 1. Information Collection Burden	1
1.1. Total Paperwork Burden	2
1.2. Sources of Paperwork Burden Changes.....	3
1.3. Discussion of Paperwork Burden Changes	5
Chapter 2. Paperwork Reduction Act Compliance.....	11
2.1. Total Violations	11
2.2. Achieving Zero Violations	12
2.3. Steps to Improve Agency Compliance	13
Chapter 3. Reducing Burdens	16
3.1. Retrospective Review of Paperwork and Regulatory Requirements	16
3.2. Burden Reduction Initiatives	18
3.3. Discussion of Burden Reduction Initiatives	20
3.4. List of Executive Order 13610 Burden Reduction Initiatives	21
3.5. List of Independent Agency Burden Reduction Initiatives	29
3.6. List of Previous ICB Burden Reduction Initiatives.....	38
3.7. List of Completed Burden Reduction Initiatives	77
3.8. List of Suspended Burden Reduction Initiatives	100
Appendix A. Significant Burden Reductions and Increases	103
A.1. List of Burden Reductions from Changing Regulations	103
A.2. List of Burden Reductions from Cutting Redundancy	105
A.3. List of Burden Reductions from Changing Forms	106
A.4. List of Burden Reductions from Using Information Technology	107
A.5. List of Burden Reductions from Miscellaneous Actions	108
A.6. List of Burden Reductions from Statutory Requirements	113
A.7. List of Burden Increases from Changing Regulations	114
A.8. List of Burden Increases from Miscellaneous Actions.....	128
A.9. List of Burden Increases from Statutory Requirements	148
Appendix B. Violations	166
B.1. List of Violations	166
Appendix C. Guidance for Reducing Reporting and Paperwork Burdens.....	181
Appendix D. 2012 Information Collection Budget Data Call.....	184

Preface

President Obama has made it a priority to reduce paperwork and reporting burdens on the American public. Federal agencies have taken significant actions as a result of Executive Order 13563, *Improving Regulation and Regulatory Review*¹ (January 18, 2011), which calls for government-wide “lookback” at existing requirements. The resulting reforms are not only producing billions of dollars in monetary savings but also eliminating tens of millions of hours in annual paperwork burdens. Examples of paperwork reduction efforts, many initiated in Fiscal Year (FY) 2011, include:

- The Department of Labor’s Occupational Safety and Health Administration’s rule eliminating 1.9 million annual hours of burdens imposed on employers;
- The Department of Education’s simplification of the application process for the Free Application for Federal Student Aid (FAFSA), saving 5.4 million annual hours of burdens imposed on students and their families;
- The Department of Homeland Security’s Customs and Border Protection’s initiative reducing 1.3 million annual hours of burdens imposed on air travelers returning to the U.S.;
- The Department of Homeland Security’s Federal Emergency Management Agency’s digitalization initiative saving 500,000 annual hours of burdens imposed on grantees;
- The Department of Agriculture’s initiative cutting 30,000 annual burden hours imposed on small and large businesses in the livestock, meat packing, and poultry industries.

In addition, the Presidential Memorandum of January 18, 2011, “Regulatory Flexibility, Small Business, and Job Creation,”² explicitly directs agencies to take a number of steps to minimize or eliminate burdens on small businesses. One of those steps involves streamlining or simplifying reporting requirements. In reviewing information collection requests, the Office of Management and Budget (OMB) emphasizes this memorandum to reduce paperwork and reporting burdens on the American public.

These steps are consistent with a series of efforts from OMB that have emphasized the importance of reducing paperwork and reporting burdens. OMB’s Office of Information and Regulatory Affairs (OIRA) has issued memoranda in each of the past three years that direct agencies to produce burden reduction initiatives,³ focusing in particular on:

- reducing burdens on small businesses;
- using prepopulated forms;

¹ See Executive Order 13563. January 18, 2011, *available at* <<http://www.whitehouse.gov/the-press-office/2011/01/18/improving-regulation-and-regulatory-review-executive-order>>

² See “Presidential Memoranda – Regulatory Flexibility, Small Business, and Job Creation,” January 18, 2011, *available at* <<http://www.whitehouse.gov/the-press-office/2011/01/18/presidential-memoranda-regulatory-flexibility-small-business-and-job-cre>>

³ See “Memorandum for Chief Information Officers, Minimizing Paperwork and Reporting Burdens; Data Call for the 2012 Information Collection Budget (ICB),” February 23, 2012, *available at* <http://www.whitehouse.gov/sites/default/files/omb/infoereg/icb/2012_icb_datacall_0.pdf>

- using streamlined, shorter forms;
- substituting electronic for paper filing;
- making information collections less frequent (e.g., annually rather than quarterly); and
- reducing duplication and redundancy.

These efforts have had a significant impact in reducing burdens. In the last three years, OIRA has received 200 burden reduction initiatives from over two dozen agencies. These initiatives are eliminating tens of millions of hours in annual paperwork burdens.

As a result of this Administration's efforts, there has been a net reduction in burden resulting from discretionary agency actions, defined as agencies' choices not driven by new statutory requirements. However, due to the requirements of enacted legislation, the overall Federal information collection burden has seen a small increase. Most notably, the establishment and implementation of new and expanded tax relief for Americans – and small businesses in particular – has increased the paperwork burden. OMB remains committed to working closely with both Federal agencies and the public to minimize paperwork burdens, while maximizing the public benefit and practical utility of the information that agencies collect.

In this year's Information Collection Budget (ICB), OMB reports a modest increase from last year's estimate. The vast majority of this net increase in FY 2011 was attributable to new statutory requirements. By contrast, discretionary agency actions amounted to a net decrease in burden.

Progress is already being made to address this modest increase in burden. Building on Executive Order 13563, President Obama issued Executive Order 13610, *Identifying and Reducing Regulatory Burdens*⁴ (May 10, 2012), to institutionalize the regulatory lookback and specifically require agencies to prioritize "initiatives that will produce significant quantifiable monetary savings or significant quantifiable reductions in paperwork burdens." Executive Order 13610 also requires agencies to "give special consideration to initiatives that would reduce unjustified regulatory burdens or simplify or harmonize regulatory requirements imposed on small businesses." Finally, Executive Order 13610 requires agencies to focus on "cumulative burdens" and to "give priority to reforms that would make significant progress in reducing those burdens."

In the first iteration of periodic reports implementing Executive Order 13610, Executive Departments and Agencies identified over 100 initiatives producing an estimated annual paperwork burden reduction of over 100 million hours. Some of these initiatives build on past burden reduction ideas, but most are new and are being publicly announced for the first time. These initiatives, which are listed in Chapter 3 and in more detail on agencies' OpenGov websites, save time and money for small businesses, as well as taxpayers, veterans, manufacturers, and others.

Although overall paperwork burdens have grown over the past decade, the principles and new initiatives discussed in this report are designed to tackle this longstanding challenge and produce significant reductions in burdens in the years ahead.

⁴ See Executive Order 13610, May 10, 2012, available at <<http://www.whitehouse.gov/the-press-office/2012/05/10/executive-order-identifying-and-reducing-regulatory-burdens>>

Executive Summary

Under the Paperwork Reduction Act of 1995 (PRA),⁵ the Office of Management and Budget (OMB) is required to report to the Congress on the paperwork burden⁶ imposed on the public by the Federal Government and on efforts to reduce that burden. For over 30 years, since the enactment of the original Paperwork Reduction Act of 1980, OMB has complied with this reporting requirement by issuing an Information Collection Budget (ICB). The 2012 ICB reports on the paperwork burden imposed on the public during fiscal year (FY) 2011 and explores other issues pertaining to the implementation of the PRA.

For the fourth consecutive year, OMB is issuing an Electronic-ICB, instead of printing it in hard copy. The 2012 ICB is available on OMB's website at: http://www.whitehouse.gov/omb/infoereg_infocoll/.

Total Paperwork Burden

In FY 2011, it is estimated that the public spent 9.14 billion hours responding to Federal information collections. This total represents a net increase of 355 million burden hours, or about 4 percent, from the estimated 8.78 billion hours that the public spent responding to Federal information collections in FY 2010.

Sources of Paperwork Burden Changes

OMB classifies changes in paperwork burden into four categories: (1) new statutory requirements; (2) discretionary agency actions; (3) adjustments, or re-estimates of burden, which result from changes in the population affected by a collection or from more accurate estimations of the time required to comply with a collection of information; and (4) lapses in renewal or discontinuation,⁷ which involve expirations and reinstatements of collections. New statutory requirements in FY 2011 comprised the largest source of paperwork burden change, increasing burden by 359 million hours from FY 2010. Discretionary agency actions, or agencies' choices not driven by new statutory requirements, accounted for a net decrease in burden.

Discretionary agency actions in FY 2011 contributed to a net burden decrease of about 56 million hours.⁸ OMB considers discretionary agency actions as the category most indicative of agencies'

⁵ See 44 U.S.C. chapter 35; see 5 CFR Part 1320.

⁶ As defined by the Paperwork Reduction Act (PRA), "burden" refers to "time, effort, or financial resources expended by persons to generate, maintain, or provide information to or for a Federal agency, including the resources expended for (A) reviewing instructions; (B) acquiring, installing, and utilizing technology and systems; (C) adjusting the existing ways to comply with any previously applicable instructions and requirements; (D) searching data sources; (E) completing and reviewing the collection of information; and (F) transmitting, or otherwise disclosing the information." The PRA also recognizes information collections have value. In practice, agencies and OIRA review all information collection requests to help ensure information collections yield the greatest possible public benefit. As this report documents, the Administration is redoubling efforts—including the retrospective review of existing information collections and regulations—to make reporting and paperwork less burdensome and more valuable to the government and the public.

⁷ Past ICBs have used the term "lapses in OMB approval" to describe this category of burden change. Renewals and discontinuations require OMB approval, so the term "lapses in renewal or discontinuation" has the same meaning.

⁸ For the initial approval of "Form 4562- Depreciation and Amortization," Treasury/IRS mistakenly inputted a 100 million hour decrease due to new statutory requirements and a 331 million hours increase due to agency discretion. The agency re-classified the burden as a 231 million hours increase due to new statutory requirements, and OMB accounts for it in FY 2011.

management of the PRA, so a reduction in this category is especially noteworthy. The 56 million hour reduction is the largest in seven years.

Adjustments due to population statistics, other outside factors, and burden re-estimates in FY 2011 accounted for a net increase of 90 million burden hours, or about 1 percent, from FY 2010. The most notable adjustment is Treasury/IRS's re-estimate of the number of submissions for its 1065 series of tax forms, which cover partnership income reporting. The estimated annual time burden for the 1065 series increased from 722 million hours to 818 million hours, and the agency's adjustment contributed to an increase of 98 million hours.

Lapses in renewal or discontinuation, arising from expirations of approval periods for collections, in FY 2011 resulted in a net decrease of 37 million burden hours, or about .4 percent, from FY 2010. This change represents a net decrease in burden hours from collections entering expiration status.

Paperwork Burdens by Agency

Paperwork burdens vary greatly across agencies. Treasury by itself accounted for 6.7 billion hours of burden in FY 2011, or 74 percent of the government-wide total. Most of Treasury's burden hours are the result of the implementation of tax-related statutes. No other agency accounted for more than 6 percent of total burden hours. The next six agencies with the most burden hours were: the Department of Health and Human Services (HHS), the Securities and Exchange Commission (SEC), the Department of Transportation (DOT), the Environmental Protection Agency (EPA), the Department of Homeland Security (DHS), and the Department of Labor (DOL).

As shown in Table 2 of Chapter 1, some agencies had significant increases in paperwork burden in FY 2011. As a result of statutory changes implementing new Recovery Act tax relief and tax relief for small businesses, Treasury had the highest absolute increase in burden with 394 million more burden hours than FY 2010 (an increase of 6 percent). The Department of Education (Education), the EPA, and the Social Security Administration (SSA) also had increases in burden hours. The Federal Deposit Insurance Corporation (FDIC) had the highest percentage increase in burden with 24 percent, equal to about two million hours, mostly attributable to new statutory requirements.

By contrast, other agencies had significant decreases in paperwork burden in FY 2011. HHS had the largest absolute decrease in burden with 23 million fewer burden hours than FY 2010 – a four percent decrease largely attributable to lapses in renewal or discontinuation. The next three agencies with the largest decreases in burden hours were the Department of State (State), the Department of Housing and Urban Development (HUD), and the Department of Agriculture (USDA). Adjustments, or re-estimates of burden, accounted for most of the decreases at State and USDA, and discretionary agency actions were the main contributor to the decrease at HUD. HUD had the largest percentage decrease in burden with 32 percent, followed by State and the Department of Defense (DOD).

In addition to accounting for the aggregate Federal paperwork burden imposed on the public during FY 2011, this report highlights three issues or developments:

Information collection burden for FY 2011 (Chapter 1). Changes in paperwork burden are caused by many factors; some of these factors are within agencies' control but others are

not. The central finding is that the principal contributor to new paperwork burden in FY 2011 was new statutory requirements. Chapter 1 discusses these requirements and other sources of burden changes in detail.

Agency compliance with the PRA (Chapter 2). OMB is reporting 303 violations of the Paperwork Reduction Act and related business processes during FY 2011. The increase in violations was largely attributable to business process issues identified for the first time by OMB in FY 2011. These business process issues can be viewed as errors in agencies' internal procedures, and, as explained further below, OMB is working with agencies to identify and correct such errors. Accordingly, the violations in FY 2011 in part include database management issues as opposed to actual burden impositions on the public.

Reducing burden (Chapter 3). OMB has directed agencies to produce burden reduction initiatives. This chapter outlines OMB's request and agencies' responses. In the first iteration of periodic reports implementing Executive Order 13610, Executive Department and Agencies identified over 100 initiatives producing an estimated annual paperwork burden reduction of over 100 million hours. Although most of these initiatives are new, some build on ideas submitted in response to the Data Call for the 2012 ICB. Both in terms of implementation planning and total burden reduction, the responses to Executive Order 13610 represent the best account of interagency burden reduction plans. Accordingly, these plans are featured in this chapter. In addition, this chapter offers a list of initiatives from Independent Agencies and updates on specific burden reduction initiatives from all agencies reported in previous ICBs. OMB continues to encourage agencies to develop and implement practical initiatives aimed at improving efficiency and reducing the public burden, particularly burdens on small businesses.

Chapter 1. Information Collection Burden

Under the Paperwork Reduction Act (PRA),⁹ the Office of Management and Budget (OMB) oversees agencies' information collection activities and reports to the Congress annually on the effectiveness of the PRA's implementation. The Information Collection Budget (ICB) is OMB's annual report to the Congress, offering a detailed accounting of the information collection activities of the Federal Government in a given fiscal year. This report presents the overall paperwork burden that the Federal Government imposed on the American public in FY 2011 and identifies efforts that the Federal agencies are making to reduce burden and collect information more efficiently and effectively.¹⁰

Information collections are broadly defined by the PRA as "the obtaining, causing to be obtained, soliciting, or requiring the disclosure to third parties or the public, of facts or opinions by or for an agency, regardless of form or format, calling for either answers to identical questions posed to, or identical reporting or recordkeeping requirements imposed on, ten or more persons, other than agencies, instrumentalities, or employees of the United States; or answers to questions posed to agencies, instrumentalities, or employees of the United States which are to be used for general statistical purposes." The terms "paperwork" and "information collection(s)" have the same meaning for the purposes of this report.

Burden is represented as the hours spent by the public responding to Federal information collections. When an agency estimates and seeks to reduce the paperwork burden it imposes on the public, the agency must consider the time that an individual or entity spends reading and understanding a request for information, as well as the time spent developing, compiling, recording, reviewing, and providing the information. Consequently, paperwork burden includes more than just the time necessary to file a tax form or fill out a benefits application.

Although this report focuses on paperwork burden and PRA compliance issues, the PRA involves more than just the minimization of burden and adherence to specified processes. OMB engages in substantive efforts to help ensure that information collections by the Federal Government yield the greatest possible public benefit. Consistent with a recent memorandum¹¹ issued by OMB, the PRA seeks to enhance the productivity, efficiency, and effectiveness of government programs by improving the quality and use of data. Information collection can strengthen decision-making, accountability, and openness in government and society. Chapter 2 includes more information about OMB's efforts to enhance the utility of Federal information collections.

⁹ 44 U.S.C. chapter 35; see 5 CFR Part 1320.

¹⁰ The Federal Government's information collection activities are also addressed in OMB's annual report on *Statistical Programs of the United States Government*. In addition, OMB issues a separate annual report on the information security provisions in subchapter III of Chapter 35, which were enacted in the Federal Information Security Management Act of 2002.

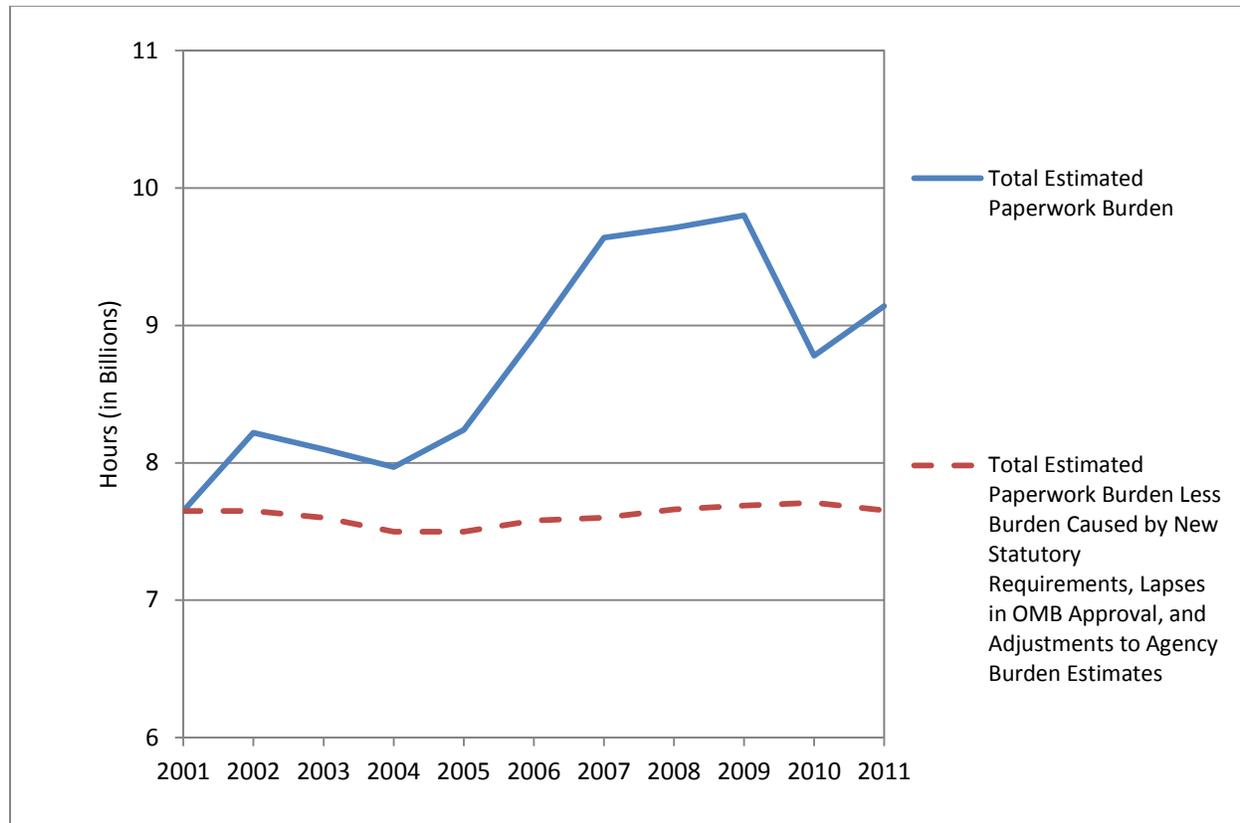
¹¹ See OMB M -12-14, "Memorandum for the Heads of Executive Departments and Agencies: Use of Evidence and Evaluation in the 2014 Budget," May 18, 2012, available at <<http://www.whitehouse.gov/sites/default/files/omb/memoranda/2012/m-12-14.pdf>>

1.1. Total Paperwork Burden

According to agency estimates of paperwork burden in FY 2011, the public spent 9.14 billion hours responding to or complying with Federal information collections.

Figure 1 shows the trend in total estimated Federal paperwork burden between FY 2001 and FY 2011. As the solid blue line in the figure shows, estimated paperwork burden grew over this period, though it declined in fiscal years 2003 and 2004 and again in FY 2010.

Figure 1: Total Estimated Paperwork Burden Hours (FY 2001 to FY 2011)



Generating the Total FY 2011 Paperwork Burden

During FY 2011, agencies entered a total of 9.93 billion paperwork hours into ROCIS, a government-wide online system used for paperwork database management.¹² The largest new entry into ROCIS was a collection of information from the Department of the Treasury's Internal Revenue Service (Treasury/IRS) entitled "Form 1097-BTC, Bond Tax Credit," which covers reporting requirements for regulated investment companies that pass through tax credit bonds to shareholders. The burden for this collection was initially estimated to total 828 million hours. After using Form 1097 in the field for over one year, Treasury/IRS has reduced its burden estimate for the form by 794 million hours. This nearly 96 percent reduction in the burden estimate is attributable to the Treasury/IRS now estimating the burden per respondent time at 20 minutes instead of its initially proposed 8 hours per respondent.

The agency identified the forecasting error after Form 1097-BTC collection was approved in ROCIS. Given the large magnitude of this error, nearly 8 percent of government-wide burden, OMB has corrected the estimate. Thus, the 2012 ICB reports estimated burden for FY 2011 at 9.14 billion hours, which is nearly 800 million hours fewer than the total originally tabulated by ROCIS.

1.2. Sources of Paperwork Burden Changes

OMB classifies changes in paperwork burden into four categories: (1) new statutory requirements; (2) discretionary agency actions; (3) adjustments, or re-estimates of burden, which result from changes in the population affected by a collection or from more accurate estimations of the time required to comply with a collection of information; and (4) lapses in renewal or discontinuation, which involve expirations and reinstatements of collections. OMB considers discretionary agency actions and lapses in renewal or discontinuation to be the best measures of agencies' effectiveness in managing their paperwork burden, because those categories are within direct control of the agency. Significant burden reductions might occur with improved management of discretionary agency actions.

In addition to showing the recent historical trend in *total* paperwork burden, Figures 1 shows the recent trend – represented by the dashed red line – in the growth in burden associated with discretionary agency actions, equal to the total burden less additional burden due to new statutory requirements, lapses in renewal or discontinuation, and adjustments to agency burden estimates. As indicated by the relatively flat dashed red line, since FY 2001 *discretionary agency actions have not comprised a major source of burden increase over the past ten fiscal years.*¹³

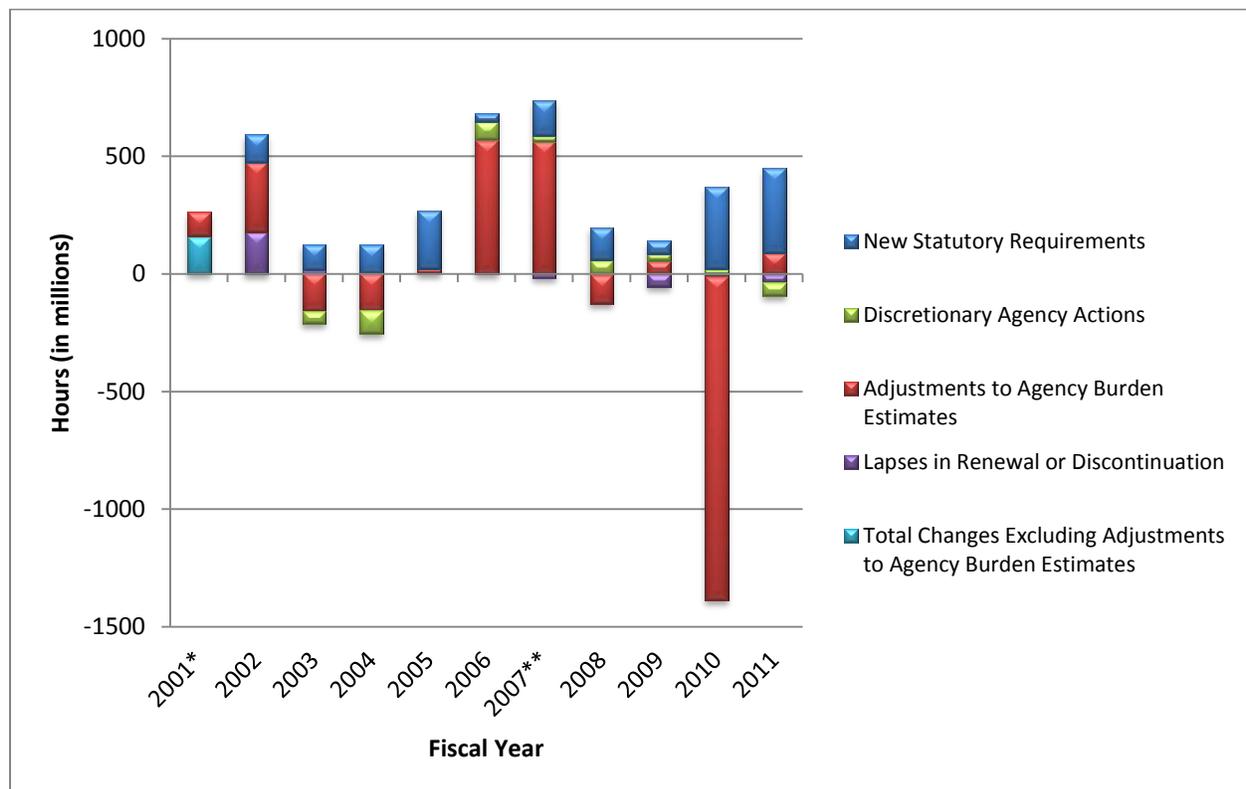
¹² ROCIS is an acronym for the RISC and OIRA Consolidated Information System. RISC – Regulatory Information Services Center – is managed by the General Services Administration (GSA) and facilitates access to information collection data. OIRA – Office of Information and Regulatory Affairs – reviews agencies' information collections under the PRA. Accordingly, ROCIS is the online program that agencies, GSA, and OIRA use to tabulate total burden.

¹³ Discretionary agency actions contributed to a 1.4 million hour burden increase since 2001, compared to a total burden increase of 1.5 billion hours over that time period when correcting for the Form 1097 forecasting error in FY 2011. This total represents .09 percent of the net burden increase since 2001.

The gap between the solid blue line and the dashed red line represents additional burden due to factors that are largely not within agencies' direct control. The point of distinguishing between the two lines is to demonstrate an important point: the additional paperwork burden in recent years has been the result of factors that are largely outside of agencies' direct control, such as new statutory requirements.

Figure 2 illustrates the yearly changes in paperwork burden across the five sources of burden change as tracked by OMB over the last 11 years.

Figure 2: Sources of Paperwork Burden Change (FY 2001 - FY 2011)



Notably, almost all of the estimated net increase in paperwork burden over this period was associated with new statutory requirements. New statutes account for an estimated increase of 1.69 billion paperwork hours since 2001. These changes in burden occur when new laws are enacted that require agencies to collect new information.

Discretionary agency actions comprised the smallest source of the net change in paperwork hours since FY 2001, contributing an estimated 1.4 million hour burden increase over this period. This total represents less than .1 percent of the net burden increase since 2001. These actions occur when agencies make a decision to alter the burden that an existing collection imposes on the public (for example, by adding or reducing the number of questions on a survey).

The category of burden change that decreased burden in recent years is "adjustments" to agency burden estimates. Standing by themselves, adjustments have accounted for a decrease in the

estimated overall paperwork burden of 113 million hours since FY 2001. An “adjustment” to a burden estimate can be made for a variety of reasons, but most often it is made in one of two situations: (1) changes in the number of individuals or entities responding to an information collection as a result of factors outside an agency’s control (e.g. changes in demographics or in the level of economic activity); and (2) re-estimates of the amount of burden that a collection imposes (e.g. improvements in the methodology for estimating the burden that a collection imposes). In either situation, the agency has not made any change to the collection itself, thus there has been no real change in the burden that the collection imposes on any particular respondent.

The fourth source of change in net burden since 2001 was the lapses in renewal or discontinuation category, accounting for an estimated increase of 79 million hours. The lapses occur when (1) OMB’s approval of a collection expires without an agency discontinuing or renewing it, which decreases burden, and (2) an expired collection is reinstated, which increases burden. If, for example, the approval for a collection expires in a given year, overall burden during that year decreases by the collection’s total burden. If the collection is reinstated in the subsequent year, overall burden during that year increases by the collection’s total burden. However, when a collection enters expiration status, the agency might not cease using the collection, meaning that even though the burden associated with the collection is removed from OMB’s inventory of approved collections, the burden might still be imposed on the public. OMB is addressing this situation through its reporting of business process issues and its training sessions with agency staff, as explained in Chapter 2. Accordingly, OMB anticipates a reduction in the instances in which agencies fail to take action on a collection and continue to collect the information, if such a failure to take action is reported.

1.3. Discussion of Paperwork Burden Changes

OMB is reporting that the public spent an estimated 9.14 billion hours responding to Federal information collections in FY 2011. This total represents a net increase of about 355 million burden hours, or approximately 4 percent, from the estimated 8.78 billion hours that the public spent responding to Federal information collections in FY 2010. OMB identifies the following sources of changes in paperwork burden during FY 2011:

1. New statutory requirements (estimated increase of 359 million hours)
2. Discretionary agency actions (estimated decrease of 56 million hours);
3. Adjustments to burden estimates – often due to demographic changes and other outside forces (estimated increase of 90 million hours);
4. Expiration of burden producing activities or lapses in approval of such activities (estimated decrease of 37 million hours).¹⁴

¹⁴ This change represents a net decrease in burden hours from collections entering expiration status, but the agency might not cease using the collection after expiration. Even though the burden associated with the collection is removed from OMB’s inventory of approved collections, the burden might still be imposed on the public.

Each of these sources of estimated paperwork burden change is discussed in the pages that follow. They are also summarized in Table 1. Descriptions of significant specific collections of information that underlie the sources of the paperwork change are listed in Appendix A.

1. ***New statutory requirements (estimated increase of 359 million hours).*** Each year laws are enacted that create new programs for Federal agencies to implement. Quite frequently, these new programs require collection, use, and dissemination of information. Typically, new legislative initiatives and amendments require more data collection. Among other reasons, these statutory changes were designed to promote job growth and spur economic activity, improve public health, and stabilize the mortgage and housing markets. Examples of statutory changes that produced the largest burden increases are provided in Table 1.

As shown by Table 1, the largest contributors to the 359 million hour net increase due to new statutory requirements are Treasury/IRS collections, some which implement Recovery Act and small business tax relief. For example, Form 4562,¹⁵ the largest contributor to the increase, is used to claim deductions for depreciation and/or amortization, and statutory changes expanded the definition of section 179 properties to include certain qualified real property and increased the maximum expense deduction. Those changes resulted in about 231 additional burden hours.

¹⁵ As mentioned in the Executive Summary, for the initial approval of "Form 4562- Depreciation and Amortization," Treasury/IRS mistakenly inputted a 100 million hour decrease due to new statutory requirements and a 331 million hours increase due to agency discretion. The agency re-classified the burden in FY 2012 as a 231 million hours increase due to new statutory requirements, and OMB fully accounts for it in FY 2011.

Table 1: Statutory Requirements Resulting in Significant Paperwork Burden Increases in FY 2011

Agency	OMB Control Number:	Title:	Change in Burden (hours):	Statute Title and Public Law:
Department of the Treasury	1545-0172	Form 4562 - Depreciation and Amortization (Including Information on Listed Property)	230,969,172	Small Business Jobs Act of 2010 (Pub.L. 111-240)
Department of the Treasury	1545-2198	Form 8941 - Credit for Small Employer Health Insurance Premiums	40,189,456	The Affordable Care Act (Pub.L. 111-148)
Department of the Treasury	1545-2197	Form 1097-BTC, Bond Tax Credit	33,538,022 ¹⁶	American Recovery and Reinvestment Act of 2009 (Pub.L. 111-5)
Department of the Treasury	1545-2200	Form 8944, Preparer Hardship Waiver Request; Form 8948 - Preparer Explanation for Not Filing Electronically.	17,551,800	Worker, Homeownership, and Business Assistance Act of 2009 (Pub.L. 111-92)
Department of the Treasury	1545-2202	Form 5884-B - New Hire Retention Credit	13,815,000	Hiring Incentives to Restore Employment (HIRE) Act (Pub.L. 111-147)
Federal Deposit Insurance Corporation	3064-0171	Registration of Mortgage Loan Originators	2,065,453	S.A.F.E. Mortgage Licensing Act (Pub.L. 110-289)

- 2. Discretionary Agency Actions (estimated decrease of 56 million hours).** In some areas, agencies have considerable discretion in managing their information collection activities and the burden associated with those activities. For example, in administering a grant program where performance reporting is statutorily required, an agency may have discretion in deciding the frequency or depth of grantee reporting. For burden tracking purposes, OMB classifies these types of changes as “Due to Agency Action.” Given that agencies have control over these actions, OMB considers actions within this category of burden change to be the most appropriate measure of agency performance with respect to information collection. Accordingly, OMB views the decrease in burden due to discretionary agency action as an especially positive development in FY 2011.

To achieve this decrease, a number of agencies took substantial discretionary actions to decrease the burden imposed by their collections. For example, pursuant to the regulatory lookback efforts under Executive Order 13563,¹⁷ the Department of Labor’s Occupational Safety and Health Administration (OSHA) removed the requirement that employers develop

¹⁶ As mentioned, after using Form 1097-BTC in the field for over one year, Treasury/IRS has reduced its burden estimate for the form by 794 million hours. However, because Treasury/IRS technically identified this re-estimate in FY 2012, the estimated burden for FY 2011 was significantly greater than the actual burden of 34 million hours. OMB has corrected this error.

¹⁷ See Executive Order 13563. January 18, 2011, available at <<http://www.whitehouse.gov/the-press-office/2011/01/18/improving-regulation-and-regulatory-review-executive-order>>

and maintain employee training records as specified in the Standards Improvement Project – Phase III final rulemaking.¹⁸ This regulatory change led to a reduction of about 1.9 million annual hours of burdens. As another example, the Department of Health and Human Services' (HHS) eliminated and modified a number of its forms associated with its National Healthcare Safety Network to reduce paperwork burden by 1.3 million hours.¹⁹ Executive Order 13610,²⁰ *Identifying and Reducing Regulatory Burdens* (May 10, 2012), institutionalizes these types of efforts by requiring agencies to prioritize actions that produce “significant quantifiable reductions in paperwork burdens.” Chapter 3 includes more information about current agency burden reduction efforts.

In total, eight agencies had net decreases from discretionary agency actions. Treasury had the largest decrease in burden hours, followed by the Department of Housing and Urban Development (HUD) at 17 million hours. The agencies with the largest percentage decreases in burden due to agency actions were HUD with 32 percent, the National Aeronautics and Space Administration (NASA) with 9 percent, and the Department of Education with 8 percent (7 million hours).

- 3. Adjustments to Agency Burden Estimates (estimated increase of 90 million hours).** Burden changes associated with adjustments to agency burden estimates were another source of net increase in FY 2011.²¹ The “adjustments” category differs from other sources of burden change in the sense that the burden imposed on actual respondents for individual information collections does not change. Consider program eligibility and information collection requirements for receiving Social Security benefits. Although the reporting requirements for receiving such benefits may not change year-over-year, the burden for the collection may increase as greater numbers of Baby Boomers age and apply for benefits; the burden estimate is therefore “adjusted.”

There are two common types of adjustments in burden:

- a) *Agency Re-estimation of Burden.* An agency may re-evaluate a prior burden estimate for the collection, conclude that its prior estimate was inaccurate, and revise the estimate accordingly. Importantly, the agency has not changed the requirements of the collection, or added to or subtracted from the category of people who are required to respond to the collection.

¹⁸ Personal Protective Equipment (PPE) for General Industry (29 CFR part 1910, subpart I), Subpart I requires that employers perform hazard assessments of the workplace to determine if personal protective equipment (PPE) is necessary and to communicate PPE selection decisions to affected workers. Subpart I also requires that employers train affected workers in the use of PPE and provide training under certain circumstances.

¹⁹ The NHSN is a knowledge system for accumulating, exchanging and integrating relevant information and resources among private and public stakeholders to support local and national efforts to protect patients and healthcare personnel by promoting healthcare safety. Specifically, the data will be used to determine the magnitude of various healthcare-associated adverse events and trends in the rates of these events among patients and healthcare personnel with similar risks or exposures.

²⁰ See Executive Order 13610. May 10, 2012, available at <<http://www.whitehouse.gov/the-press-office/2012/05/10/executive-order-identifying-and-reducing-regulatory-burdens>>

²¹ The largest increase due to agency estimate is a revision to a Treasury/IRS collection entitled, “U.S. Return of Partnership Income (Form 1065) and related Schedules; Amended Return or Administrative Adjustment Request (Form 1065X).” The agency estimated 1.4 million additional filers of Form 1065. The respondents are partnerships.

For example, the Securities and Exchange Commission (SEC) requires investment advisers to deliver to their clients a written disclosure statement, or “brochure,” concerning the background and business practices of the investment adviser. Because the delivery of brochures and other items to clients by electronic media has led to a reduction in estimated costs and burden hours, SEC adjusted the total burden hours for the collection. SEC estimated a reduction of approximately 6.5 million hours in FY 2011.

- b) *Burden Changes from Demographic, Economic, and Other External Factors.* An agency may change the estimated burden of a collection if there has been a change in the number of individuals or entities that the agency estimates will respond to the collection – and this change is due to factors outside an agency’s control. As above, the agency has not changed the requirements of the collection or in the category of people required to respond to the collection.

A typical example of such an adjustment is when demographic changes result in more (or fewer) people applying for a Federal benefit, and thus in more (or fewer) applications being filled-out and submitted. Another example of such an adjustment is when economic changes result in changes in the number of people being unemployed (and thus applying for unemployment benefits) or businesses being created (and thus more tax forms are submitted). In both of these types of situations, the agency has not changed the requirements of the collection, and the agency has not redefined who has to respond to the collection. Instead, the changes in these outside factors either increase or decrease the number of individuals or entities that will respond to the collection.

4. ***Lapses in renewal or discontinuation (estimated decrease of 37 million hours).*** In FY 2011, estimated paperwork burden was decreased by 37 million hours because collections went into expiration status as a result of a lapse in renewal or discontinuation. Almost all of this burden reduction is attributed to HHS. Burden changes of this type occur when an agency neither renews nor discontinues a collection before its OMB approval period has expired. When an agency does not renew or discontinue, the burden associated with these collections is removed from OMB’s accounting system until the collection is renewed or discontinued. However, agencies do not always cease using these collections. For more information on these lapses during FY 2011, see Appendix B of this report. For more information on the steps OMB is taking to improve agency compliance with the PRA, see Chapter 2, Section 3.

Table 2: FY 2011 Paperwork Burden Changes by Agency (in millions of hours)²²

	FY 2010 Paperwork Burden	FY 2011 Due to Agency Discretion		FY 2011 Changes Due to New Statutes		FY 2011 Changes Due to Lapses in Renewal or Discontinuation		FY 2011 Adjustments		FY 2011 Total Paperwork Burden		
			% change from '10		% change from '10		% change from '10		% change from '10		% change from '10	Total hour change from '10
Total	8,782.96	-56.14	-0.64%	359.49	4.09%	-36.55	-0.42%	89.97	1.02%	9,138.06	4.04%	355.10
DHS	152.96	0.78	0.5%	0.00	0.0%	0.58	0.4%	2.63	1.7%	156.93	2.6%	3.97
DOC	51.47	-1.14	-2.2%	0.00	0.0%	0.02	0.0%	0.59	1.1%	50.93	-1.0%	-0.54
DOD	46.21	0.31	0.7%	0.01	0.0%	-8.21	-17.8%	0.00	0.0%	38.32	-17.1%	-7.89
DOE	5.05	0.45	8.9%	0.00	0.0%	-0.03	-0.6%	0.25	5.0%	5.72	13.3%	0.67
DOI	11.34	0.32	2.8%	0.00	0.0%	0.00	0.0%	0.06	0.5%	11.72	3.4%	0.38
DOJ	16.01	-0.38	-2.4%	0.08	0.5%	-0.04	-0.2%	0.62	3.9%	16.29	1.7%	0.28
DOL	141.35	5.37	3.8%	0.00	0.0%	1.82	1.3%	-0.85	-0.6%	145.89	3.2%	4.54
DOT	302.82	0.46	0.2%	0.17	0.1%	0.11	0.0%	0.97	0.3%	305.42	0.9%	2.60
ED	86.63	-6.81	-7.9%	4.53	5.2%	0.00	0.0%	11.92	13.8%	96.28	11.1%	9.65
EGOV	10.85	0.01	0.1%	0.00	0.0%	0.00	0.0%	0.12	1.1%	10.98	1.2%	0.13
EPA	165.22	6.03	3.6%	0.00	0.0%	0.02	0.0%	3.95	2.4%	175.22	6.1%	10.00
FAR	33.78	0.42	1.2%	0.00	0.0%	0.00	0.0%	0.00	0.0%	34.20	1.2%	0.42
FCC	57.68	0.43	0.7%	0.00	0.0%	0.00	0.0%	-1.18	-2.0%	56.93	-1.3%	-0.75
FDIC	9.24	0.04	0.4%	2.17	23.5%	0.00	0.0%	-0.06	-0.6%	11.40	23.4%	2.16
FERC	9.60	0.08	0.8%	0.00	0.0%	0.00	0.0%	1.22	12.7%	10.90	13.5%	1.30
FTC	81.48	0.01	0.0%	1.12	1.4%	0.00	0.0%	0.88	1.1%	83.49	2.5%	2.01
HHS	541.74	-3.65	-0.7%	5.24	1.0%	-30.48	-5.6%	5.89	1.1%	518.87	-4.2%	-22.87
HUD	52.11	-16.77	-32.2%	0.00	0.0%	-0.40	-0.8%	0.53	1.0%	35.48	-31.9%	-16.63
NASA	3.05	-0.26	-8.5%	0.00	0.0%	0.00	0.0%	0.00	0.0%	2.79	-8.5%	-0.26
NRC	10.73	0.00	0.0%	0.00	0.0%	0.00	0.0%	-0.14	-1.3%	10.60	-1.2%	-0.13
NSF	6.61	0.07	1.1%	0.00	0.0%	0.00	0.0%	0.00	0.0%	6.68	1.1%	0.07
SBA	1.15	0.10	8.7%	0.00	0.0%	0.12	10.4%	0.00	0.0%	1.38	20.0%	0.23
SEC	361.49	-0.54	-0.1%	0.02	0.0%	0.00	0.0%	-0.82	-0.2%	360.16	-0.4%	-1.33
SSA	30.40	2.92	9.6%	0.10	0.3%	0.00	0.0%	2.37	7.8%	35.79	17.7%	5.39
STATE	64.21	1.01	1.6%	0.00	0.0%	0.00	0.0%	-19.41	-30.2%	45.82	-28.6%	-18.39
TREAS	6,379.56	-49.61	-0.8%	345.81	5.0%	-0.01	0.0%	98.91	1.6%	6,733.71	6.0%	394.15
USDA	144.25	3.88	2.7%	0.23	0.2%	-0.02	0.0%	-18.70	-13.0%	129.65	-10.1%	-14.60
VA	5.97	0.33	5.5%	0.01	0.2%	-0.03	-0.5%	0.22	3.7%	6.51	9.0%	0.54

²² Owing to system anomalies, columns for certain agencies do not sum to FY 2010 burden hour totals.

Chapter 2. Paperwork Reduction Act Compliance

The PRA assigns each agency's Chief Information Officer the responsibility for ensuring that his or her agency complies with the Act. OMB's OIRA is responsible for approving information collection requests under the PRA. To help the public and the agencies monitor compliance with the information collection provisions of the PRA, OMB publishes a list of violations in the ICB (see Appendix B).

OMB reports two categories of violations of the Paperwork Reduction Act: (1) collections in use without OMB approval and (2) lapses in renewal or discontinuation. Violations falling under the first category, collections in use without OMB approval, occur when the agency fails to submit the information collection request to OMB before it begins to collect information. Violations falling under the second category, lapses in renewal or discontinuation, occur when the agency fails to submit its request to OMB to renew or discontinue its approval for a collection prior to the expiration date. Although both categories are violations of the PRA, OMB considers the number of lapses in renewal or discontinuation to be the better indicator of effective agency management of PRA. A high number of agency collections in use without OMB approval could indicate that the agency is effectively identifying violations and bringing them into compliance, whereas a high number of lapses in renewal or discontinuation could indicate that the agency should improve its process for submitting renewals or discontinuations. Therefore, without understating the seriousness of collections in use without OMB approval, OMB uses only violations due to lapses in renewal or discontinuation as the strongest way to measure individual agency compliance with the PRA. OMB uses both categories to measure total violations for the entire Federal government.

OMB enhanced its search process for lapses in renewal or discontinuation in FY 2011. Using the process from previous years, OMB would identify all collections that expired during FY 2011 and were reinstated after the expiration date during FY 2011. However, this previous process would identify only some of the collections comprising the other two types of lapses in renewal or discontinuation: (1) collections that expired in previous fiscal years and were reinstated during FY 2011 and (2) collections that expired during FY 2011 and were not renewed or discontinued before the expiration date in FY 2011. As a result, some agencies may not have considered the failure to submit a discontinuation notice before a collection expires to be a violation. However, by taking action before a collection expires, agencies can better inform the public of its intended activities and improve the reporting of burden under the PRA. OMB now identifies all of the collections comprising the other two types of lapses as violations, and OMB considers the submissions of discontinuation notices—good government actions associated with avoiding these lapses—as business processes that support compliance with the PRA. This change in the search process is the most significant factor associated with the increase in violations in FY 2011.

2.1. Total Violations

As a result of its enhanced search process, OMB reports 303 violations of the PRA and related business processes during FY 2011. Prior to 2010, OMB only used the total number of lapses in renewal or discontinuation to measure total violations for the entire Federal Government. In FY 2010 and FY 2011, OMB has reported total violations inclusive of both lapses in renewal or discontinuation and uses without an OMB control number. In addition, for the first time in FY 2011,

OMB reports as violations all business process issues arising when agencies have not submitted a notice of discontinuation or renewal prior to a collection's expiration of OMB approval. As discussed above, a change in its search process enables OMB to report all such business process issues in FY 2011, and some of these issues are carried over from previous fiscal years. Accordingly, compared to the violations reported in FY 2009, the total number of violations in FY 2011 includes two additional sources: (1) collections in use without an OMB control number (also reported in FY 2010) and (2) collections that had business process issues (reported for the first time in FY 2011). For these reasons, a valid comparison of violation numbers between years can no longer be made.

In FY 2011, OMB is reporting 62 collections in use without OMB control numbers and 241 violations due to lapses in renewal or discontinuation. All violations that are not collections in use without OMB control numbers are violations due to lapses in renewal or discontinuation.

Of the lapses in renewal or discontinuation, 38 violations reported in this year's total actually expired in previous years and were reinstated in FY 2011. In addition, 157 of the 241 violations due to lapses due to renewal or discontinuation resulted from collections that expired in FY 2011 and were not renewed or discontinued in FY 2011. Accordingly, 195 of the 303 total violations from this year are associated with the two types of lapses in renewal or discontinuation whose identification is enhanced by the new search process.

To put 303 violations total in perspective, consider that agencies maintain about 9,000 active OMB control numbers in the inventory of approved information collections. Moreover, in FY 2011 OIRA desk officers review and concluded on approximately 4,400 information collection requests.²³ The vast majority of collection of existing collections are renewed or discontinued before their expiration dates.

2.2. Achieving Zero Violations

Table 3 rates 35 agencies—specifically those agencies with Chief Information Officers (CIOs) that are part of the CIO Council and any other agency with a violation—for their compliance.²⁴ As mentioned, when rating individual agencies, OMB excludes collections in use without OMB control numbers and only considers lapses in renewal or discontinuation. This year, three agencies receive a "Poor" rating, meaning that they had twenty-five or more violations due to lapses in renewal or discontinuation in FY 2011: the Department of Defense with 74 violations due to a lapse in renewal or discontinuation, the Department of Health and Human Services with 55 such violations, and the Department of Housing and Urban Development with 31 violations. OMB increased the minimum violations threshold (from the five or more violations threshold used in FY 2010) for receiving a poor rating as a result of the inclusion of newly identified business process issues. Not only did newly identified business issues constitute most of the violations reported this year, agencies may not have completely understood that OMB would report such issues in full. OMB rates 23 agencies as

²³ This 4,400 total does not include the nearly 1,900 non-substantive changes, emergency extensions, discontinuation, transfers, and generic clearances that desk officers reviewed and concluded on in FY 2011. Accordingly, OIRA takes action on more than 6,000 collections per year.

²⁴ In past years, the ICB only rated the 28 agencies that were required to submit burden reduction initiatives. However, in this report, OMB rates these 28 agencies and seven other agencies that had violations in FY 2011.

“Need Improvement,” defined as having between one and 25 violations in FY 2011. Nine agencies achieved a rating of “Good” by having no violations in FY 2011.

OMB is committed to working with agencies to reduce violations. OMB continues to work with agencies to submit renewals and discontinuations for collections on a timely basis and to seek OMB approval when agencies collect information from ten or more persons or from all or a substantial majority of an industry or sector. OMB offers an electronic system that enables agencies to generate reports of collections that have approvals nearing expiration, and, as part of its day-to-day operations, OMB regularly answers questions from agencies about the appropriate action for collections that have approvals nearing expiration.

Table 3: Total Number of FY 2011 Violations Due to Lapses in Renewal or Discontinuation

Good	Need Improvement	Poor
0 Violations	1 to 25 Violations	25 or More Violations
<ul style="list-style-type: none"> • Department of Commerce • Department of Education • Federal Communications Commission • Federal Deposit Insurance Corporation • Federal Energy Regulatory Commission • National Science Foundation • Nuclear Regulatory Commission • Securities and Exchange Commission • Social Security Administration 	<ul style="list-style-type: none"> • Commodity Futures Trading • Department of Agriculture • Department of Energy • Department of Homeland Security • Department of Justice • Department of Labor • Department of State • Department of the Interior • Department of the Treasury • Department of Transportation • Department of Veterans Affairs • Environmental Protection Agency • Federal Acquisition Regulation • Federal Mediation and Conciliation Service • Federal Trade Commission • Grants.gov • NASA • Office of Personnel Management • Overseas Private Investment Corporation • Peace Corps • Small Business Administration • Surface Transportation Board • Tennessee Valley Authority 	<ul style="list-style-type: none"> • Department of Defense • Department of Health and Human Services • Department of Housing and Urban Development

2.3. Steps to Improve Agency Compliance

In addition to routine efforts to inform agency staff of the steps they can take to avoid incurring PRA violations, in FY 2011 OIRA continued to reinforce lessons imparted during the three PRA

training sessions held in FY 2010 for agency PRA clearance officers. Those sessions had 430 attendees from nearly all ICB agencies. Training included the purpose and scope of the PRA, a detailed discussion of the PRA review process, and opportunities for questions and answers. OIRA staff highlighted the importance of minimizing duplication, simplification, reducing burden through the use of technology, and focusing on the practical utility of information collected.

In FY 2011, OMB statisticians in OIRA's Statistical and Science Policy Branch interacted with Federal agencies on numerous occasions both to help agencies and their contractors understand how to comply with OMB's statistical standards and to offer early study-specific advice to help ensure that new studies and those being redesigned would meet OMB statistical standards.²⁵ For example, OMB led a briefing jointly sponsored by local DC chapters of two professional organizations, attended by over 100 people. In addition, OMB briefed over 100 staff at two contractor sites, as these contractors often conduct studies on behalf of Federal agencies. In addition, for many large scale studies, such as the National Crime Victimization Survey and the Consumer Expenditure Survey, OMB budget and statistical staff met with agencies periodically to help ensure that study goals, funding, and clearance requirements were aligned. Finally, OMB staff identified several agencies with program evaluation studies that routinely did not meet statistical standards, and developed agreement to work collaboratively over time to address deficiencies, through a series of tailored briefings, informal interactions and reviews, and referrals to technical resources in Principal statistical agencies.

In addition, in FY 2011 OIRA desk officers hosted many meetings with Federal agencies to improve government-wide understanding of critical PRA issues, including OMB's privacy standards,²⁶ generic clearances,²⁷ and review processes. For example, OIRA had multiple meetings with Treasury/IRS staff to attain agreement on the appropriate use of generic clearances, which are not meant for surveys and evaluations used to inform policy decisions that are statistical in nature and highly burdensome. Additionally, OIRA participates in quarterly meetings with Treasury and IRS staff to improve PRA compliance and to improve IRS' internal processes as they relate to the PRA. OIRA staff made several other on-site visits to agencies, including to DOJ, DOT, and HUD. OIRA traveled to Atlanta to conduct Scientific Integrity training at the CDC. On-site visits are typically attended by a wide range of agency stakeholders, including staff from program offices, the Office of the Chief Information Officer, and the Office of the General Counsel.

The meetings and visits help agencies learn about new processes and ask questions about the PRA. One noteworthy new process in FY 2011 was OIRA's "New Fast-Track Process for Collecting Service Delivery Feedback Under the Paperwork Reduction Act,"²⁸ which streamlines the process for obtaining timely feedback on service delivery. The Q&A periods of these site visits offer agencies

²⁵ See "Memorandum for the President's Management Council, Guidance on Agency Survey and Statistical Information Collections," January 20, 2006, available at <http://www.whitehouse.gov/sites/default/files/omb/assets/omb/inforeg/pmc_survey_guidance_2006.pdf>

²⁶ See "Memoranda 99-05, Attachment B (Privacy and Personal Information in Federal Records)," January 7, 1999, available at <http://www.whitehouse.gov/omb/memoranda_m99-05-b/>

²⁷ See "Memorandum for the Heads of Executive Departments and Agencies, and Independent Agencies, Paperwork Reduction Act – Generic Clearances," May 28, 2010, available at <http://www.whitehouse.gov/sites/default/files/omb/assets/inforeg/PRA_Gen_ICRs_5-28-2010.pdf>

²⁸ See "Memorandum for the Heads of Executive Departments and Agencies, and Independent Agencies, New Fast-Track Process for Collecting Service Delivery Feedback Under the Paperwork Reduction Act," June 15, 2011, available at <<http://www.whitehouse.gov/sites/default/files/omb/memoranda/2011/m11-26.pdf>>

forums with which to ask questions and learn lessons that they can apply in the current fiscal year and in the future. Looking forward, given the constructive dialogue that ensues during these training sessions, OIRA will continue to provide training to key stakeholders with the goal of improving compliance with the PRA.

Chapter 3. Reducing Burdens

As discussed in Chapter 1, paperwork burdens have grown over the past decade.

3.1. Retrospective Review of Paperwork and Regulatory Requirements

President Obama has emphasized the importance of streamlining and eliminating outdated and burdensome paperwork and regulatory requirements. In FY 2011, the President issued Executive Order 13563,²⁹ *Improving Regulation and Regulatory Review* (January 18, 2011), setting forth new cost-saving, burden-reducing requirements for federal regulations and requiring a government-wide “lookback” at existing regulations. He directed agencies and departments to produce plans to eliminate red tape and to streamline current requirements. In response to the Executive Order, over two dozen agencies identified more than 500 reforms. A number of these reforms involve the reduction or elimination of paperwork or reporting burdens. Within the ensuing months, agencies publicly proposed or finalized more than 100 reforms.

Some of the notable actions, most undertaken in FY 2011, include the following.³⁰

- The Department of Health and Human Services (HHS) has finalized three rules that will remove unnecessary regulatory and reporting requirements now imposed on hospitals and other healthcare providers, potentially saving more than \$5 billion over the next five years.³¹
- A final HHS rule reduces costs and improves access to care in rural areas by permitting hospitals to use telemedicine to obtain services from a practitioner credentialed at a distant hospital (so long as there is a written telemedicine agreement in place between the hospitals that requires the distant site hospital to provide services in a manner that allows the immediate hospital to comply with applicable Medicare conditions of participation). This rule is anticipated to save \$65 million over the next five years.
- The Department of Labor (DOL) has finalized a rule eliminating 1.9 million burden hours formerly imposed on employers; in monetary terms, that rule is expected to save over \$200 million in the next five years.
- DOL has finalized a rule to simplify and to improve hazard warnings for workers, likely saving employers over \$2.5 billion over the next five years while increasing safety.³²
- The Department of Transportation has finalized a rule that will eliminate unnecessary regulation of the railroad industry, saving up to \$340 million in the near future, and avoiding the risk that unnecessary regulatory costs will be passed on to consumers.³³

²⁹ See Executive Order 13563. January 18, 2011, available at <<http://www.whitehouse.gov/the-press-office/2011/01/18/improving-regulation-and-regulatory-review-executive-order>>

³⁰ See the OMBlog post “Final Regulatory Reform Plans Will Save Money, Reduce Waste,” August 23, 2011, available at <<http://www.whitehouse.gov/blog/2011/08/23/final-regulatory-reform-plans-will-save-money-reduce-waste>>

³¹ See “Department of Health and Human Services, Plan for Retrospective Review of Existing Rules” 3, 8–17, August 22, 2011, available at <<http://www.whitehouse.gov/sites/default/files/other/2011-regulatory-action-plans/healthandhumanservicesregulatoryreformplanaugust2011.pdf>>

³² See “Department of Labor, Preliminary Plan for Retrospective Analysis of Existing Rules,” 10–11, May 2011, available at <<http://www.whitehouse.gov/files/documents/2011-regulatory-action-plans/DepartmentofLaborPreliminaryRegulatoryReformPlan.pdf>>

- Since the 1970s, milk had been defined as an “oil” and subject to costly rules designed to prevent oil spills. In response to objections from the agriculture community and the President’s directive, EPA concluded that the rules placed unjustifiable burdens on dairy farmers and exempted them. The projected annual savings are around \$145 million.³⁴
- The EPA has eliminated the obligation for many states to require air pollution vapor recovery systems at local gas stations, on the ground that modern vehicles already have effective air pollution control technologies. The anticipated annual savings are about \$87 million.³⁵

The resulting reforms are not only producing billions of dollars in monetary savings, but also eliminating tens of millions of hours in annual paperwork burdens. A general theme, present in many of the plans, is the need to shift from paper to electronic reporting. Another theme is the elimination of redundant, unnecessary, or counterproductive requirements. Consistent with Presidential Memorandum³⁶ of January 18, 2011, “Regulatory Flexibility, Small Business, and Job Creation,” many of the resulting initiatives will be particularly helpful to small businesses.

Executive Order 13610,³⁷ *Identifying and Reducing Regulatory Burdens* (May 10, 2012), institutionalizes the regulatory lookback and specifically requires agencies to prioritize “initiatives that will produce significant quantifiable monetary savings or significant quantifiable reductions in paperwork burdens.” Executive Order 13610 also requires agencies to “give special consideration to initiatives that would reduce unjustified regulatory burdens or simplify or harmonize regulatory requirements imposed on small businesses.” Finally, Executive Order 13610 requires agencies to focus on “cumulative burdens” and to “give priority to reforms that would make significant progress in reducing those burdens.” As detailed below, OMB has already seen large results from this effort.

In addition to promoting the retrospective review of paperwork and regulatory requirements, OMB regularly works with agencies to minimize the burden of individual information collections on the public. Many of these efforts take the form of day-to-day efforts to ensure that burdens are justified and to identify ways for agencies to promote their statutory missions and goals while significantly reducing burdens. Some of these efforts have been more formal and systemic, including data calls for new initiatives.

³³ For the plan for this action, see “Department of Transportation, Plan for Implementation of Executive Order 13563: Retrospective Review and Analysis of Existing Rules” 2, 21, August 2011, *available at* <<http://www.whitehouse.gov/sites/default/files/other/2011-regulatory-action-plans/departmentoftransportationregulatoryreformplanaugust2011.pdf>>. For the announcement of the proposed rule, with an emphasis on the commitment to regulatory streamlining, see the FRA press release “FRA-19-11,” August 23, 2011, *available at* <http://www.fra.dot.gov/roa/press_releases/fp_FRA%2019-11.shtml>. For the final rule, see 77 FR 28285 (2012-05-14).

³⁴ “Environmental Protection Agency, Improving Our Regulations” at 5, 14. For the final rule, see 76 FR 21652 (2011-4-18).

³⁵ *Id.* at 32–33. For the final rule, see 77 FR 28772 (2012-5-16).

³⁶ See “Presidential Memoranda – Regulatory Flexibility, Small Business, and Job Creation,” January 18, 2011, *available at* <<http://www.whitehouse.gov/the-press-office/2011/01/18/presidential-memoranda-regulatory-flexibility-small-business-and-job-cre>>

³⁷ See Executive Order 13610. May 10, 2012, *available at* <<http://www.whitehouse.gov/the-press-office/2012/05/10/executive-order-identifying-and-reducing-regulatory-burdens>>

3.2. Burden Reduction Initiatives

To help implement Executive Order 13610, OIRA issued a memorandum³⁸ cataloguing a wide range of burden-reducing strategies and directing agencies to take strong short-term steps to reduce burdens. (See Appendix C for this memorandum.) As part of this effort, Executive Departments and Agencies were directed to attempt to identify at least one initiative, or combination of initiatives, that would eliminate at least 50,000 hours in annual burden. Agencies that now impose the highest paperwork burdens³⁹ were directed to identify at least one initiative, or combination of initiatives, that would eliminate two million hours or more in an annual burden.

This memorandum sought to enhance and expand ideas resulting from the Data Call for the 2012 ICB and—importantly—generate altogether new initiatives. In the Data Call, OMB directed agencies to identify at least two new initiatives that simplify and reduce current paperwork and reporting burdens on the American people. (See Appendix D for the complete text to the Data Call for the 2012 ICB.) The burden reduction focus areas suggested in the Executive Order 13610 memorandum are consistent with those in the Data Call for the 2012 ICB. Both in terms of implementation planning and total burden reduction, the responses to Executive Order 13610 represent the best account of interagency burden reduction plans. Accordingly, these plans are featured in this chapter.

As in the previous years' data calls, the OMB memorandum asked agencies to give particularly serious consideration to burden reduction initiatives that provide relief to small businesses or recipients of Federal benefits. Note that there is an overlap between the two areas that OMB is emphasizing: In some cases, small businesses may experience excessive reporting or paperwork requirements in connection with federal programs.

OMB recommended consideration of initiatives that eliminate unnecessary complexity, standardize inconsistent processes and requirements, and eliminate duplicative or otherwise unnecessary reporting requirements. OMB suggested agencies give extra scrutiny to their ten largest information collections. OMB also asked agencies to consider synthesis of reporting platforms within and across agencies. Of course, agencies were not limited in their burden reduction ideas, but OMB requested that they consider these areas in particular:

- **Eliminating redundant or unnecessary collections.** In some cases, information collections are not necessary, and in other cases, they are redundant. Agencies should eliminate unnecessary and redundant collections. They should also, where appropriate, streamline existing collections (as, for example, by reducing the number of questions and increasing simplicity).
- **Use of "short form" options.** Significant burden reductions can be achieved by providing

³⁸ See "Memorandum for the Heads of Executive Departments and Agencies, "Reducing Reporting and Paperwork Burdens," June 22, 2012, available at <<http://www.whitehouse.gov/sites/default/files/omb/inforeg/memos/reducing-reporting-and-paperwork-burdens.pdf>>

³⁹ In Fiscal Year 2010, the eight agencies that imposed the highest paperwork burdens were the Department of Treasury, the Department of Health and Human Services, the Securities and Exchange Commission, the Department of Transportation, the Environmental Protection Agency, the Department of Homeland Security, the Department of Labor, and the Department of Agriculture. SEC, an Independent Agency, was not subject to the memorandum.

respondents the option of using streamlined short forms for situations of lesser complexity or importance. This step is particularly useful for applications to receive a Federal benefit. By adopting short forms similar in concept to the IRS Tax Form 1040EZ, agencies can eliminate unnecessary burden and complexity.

- **Exemptions or streamlining for small entities (including small businesses).** Because of economies of scale, a collection may be disproportionately more burdensome for a small entity than a large one. Important burden reduction efforts may involve exemptions of small entities from reporting requirements, or streamlined requirements for such entities (as in the case of short or simplified forms).
- **Simplified applications.** The process of renewing or applying for federal licenses or approvals, or for participation in federal programs, can be time-consuming, confusing, and unnecessarily complex. Undue complexity may discourage applications and participation. Sometimes agencies collect data that are unchanged from prior applications; in such circumstances, they might be able to use, or to give people the option to use, pre-populated electronic forms. It is also worth considering whether it might be appropriate and possible, in certain circumstances, to dispense with forms entirely and to rely on more automatic or direct approval.
- **Use of sampling.** Sampling may be useful when it is not possible or desirable to collect data from every member of the population of interest. Respondent burden, cost, and operational feasibility may justify sampling. When the benefits of collecting information from an entire population do not justify the costs, agencies should consider whether it is appropriate to use sampling for program evaluations and research studies.
- **Use of electronic communication and "fillable fileable" forms (or data systems).** Electronic communication can substantially reduce burdens on respondents and simultaneously increase efficiency in data collection and processing. In particular, OMB sought initiatives that implement "fillable fileable" approaches where feasible, appropriate, and consistent with law. By reducing or even eliminating the use of paper, such initiatives allow entirely electronic communication between agencies and the private sector. They may include the pre-population of appropriate forms, particularly those imposing high burdens.
- **Reducing frequency of information collection.** Administrative record retention requirements can often be costly, as regulated entities must set aside valuable storage space, time, and human resources to maintain records. Simply reducing the amount of time that entities must retain records (to the extent consistent with law) could result in significant reductions in paperwork burden.
- **Maximizing the re-use of data that are already collected.** Administrative⁴⁰ or program data can sometimes be re-used or shared to reduce the paperwork burdens imposed on the

⁴⁰ This focus area is consistent with a memorandum issued by OMB on May 18, 2012. The memorandum noted that agencies can often use administrative data (such as data on wages, emergency room visits, or school attendance) to conduct rigorous program evaluations without using additional data collection instruments. See OMB M-12-14, "Memorandum for the Heads of Executive Departments and Agencies: Use of Evidence and Evaluation in the 2014 Budget," May 18, 2012, available at <<http://www.whitehouse.gov/sites/default/files/omb/memoranda/2012/m-12-14.pdf>>

public. Such administrative or program data may be held either within the agency asking for the new information or by other agencies, including statistical agencies. OMB encouraged agencies to share data to the extent practical, appropriate, and consistent with law.⁴¹

New burden reduction initiatives vary greatly across Federal agencies. However, all such initiatives are designed to achieve one or more important goals, including (1) improving program performance by reducing the cost or enhancing the efficiency of agency information collections, (2) reducing the burden overall or per response on the public, or (3) leading to a comprehensive review of an entire program, including regulations and procedures.

This chapter contains a summary of the initiatives that were submitted in response to Executive Order 13610, and these initiatives are the best current account of interagency burden reduction plans. In addition, this chapter offers a list of initiatives from Independent Agencies and updates on specific burden reduction initiatives from all agencies reported in previous ICBs.

3.3. Discussion of Burden Reduction Initiatives

In response to Executive Order 13610 and its implementing memorandum, “Reducing Reporting and Paperwork Burdens,” all 23 Executive Departments and Agencies subject to the memorandum and one Independent Agency identified over 100 initiatives producing an estimated paperwork burden reduction of over 100 million hours, vastly exceeding the 15 million hour target set by the memorandum. Some of these initiatives build on past burden reduction ideas, but most are new and publicly announced for the first time. These initiatives, which are listed below and in more detail on agencies’ OpenGov websites, will save time and money for small businesses, taxpayers, veterans, manufacturers, and many other U.S. citizens. Examples include:

- **Treasury/IRS’s Simplified Basis Reporting for Capital Gains and Losses.** The Internal Revenue Service’s plan to simplify reporting for capital gains and losses will allow taxpayers the option to report summary information without unnecessary line-by-line details for each transaction. IRS estimates that the change will save about 20 million taxpayers, or their preparers, a total of 19 million hours.
- **DHS/FEMA’s Improved Standard Flood Hazard Determination Form.** The Federal Emergency Management Agency’s improved standard flood hazard determination online form, with drop-down menus, will save respondents time when a property is used as collateral. FEMA estimates the improved form will save the public over two million hours per year.
- **Treasury/IRS’s Optional Office-in-the-Home Deduction.** The Internal Revenue Service’s proposal will allow taxpayers to elect an optional, simpler method of determining their office-in-the-home tax deduction by using the number of square feet used for the home office multiplied by a dollar per square foot amount provided by the IRS. IRS expects

⁴¹ See OMB M-11-02, “Memorandum for the Heads of Executive Departments and Agencies: Sharing Data While Protecting Privacy,” November 3, 2010, available at < <http://www.whitehouse.gov/sites/default/files/omb/memoranda/2011/m11-02.pdf> >

taxpayers to save over 1.6 million hours per year and \$7 million in out-of-pocket costs from this simpler calculation method.

- **DHS’s Automated Arrival and Departure Record (I-94).** The Department of Homeland Security’s plan to make arrival and departure records electronic and automated for non-immigrant visitors to the United States promises to save travelers over one million hours per year, benefiting airlines and streamlining government operations.
- **Treasury/IRS’s E-File of the 1040-X.** The Internal Revenue Service expects its initiative to allow individual taxpayers the option to electronically file their amended tax return (Form 1040-X) will save 6.5 million taxpayers a total of about 1 million hours and \$11 million in out-of-pocket costs per year.
- **VA’s Streamlining the Veterans Health Benefits Application Process.** The Department of Veterans Affairs’ initiative would consolidate the application and renewal process for health benefits by eliminating the redundant collection of financial information already collected by other Federal agencies and by making the application more adaptive to data provided by veterans. VA expects veterans to save over one hundred thousand hours and the Federal Government to save millions of dollars from this improved process.

In addition to these notable examples, 20 other Executive Departments and Agencies and seven Independent Agencies produced promising initiatives that will reduce burden on the American people.

3.4. List of Executive Order 13610 Burden Reduction Initiatives

The burden reduction initiatives identified in response to Executive Order 13610 and its implementing memorandum are part of agencies’ reports on regulatory lookback progress and future plans. As noted, these reports can be found on agencies’ OpenGov websites, which have more information on agencies’ regulatory actions that complement the burden reduction effort. In these reports, each burden reduction initiative includes a description of the initiative, a total estimated burden reduction, and an estimated date of completion. Although OMB encourages readers to view agencies’ OpenGov websites for more details, it includes a list of burden reduction initiatives below.

Table 4: List of Executive Order 13610 Burden Reduction Initiatives

Agency	Sub-Agency	Title
DHS	Customs and Border Protection (CBP)	Arrival and Departure Record (I-94)
DHS	Customs and Border Protection (CBP)	Passenger List/Crew List I-418
DHS	Customs and Border Protection (CBP)	Application for Exemption from Special Landing Requirements (Overflight)

Agency	Sub-Agency	Title
DHS	Federal Emergency Management Agency (FEMA)	Standard Flood Hazard Determination Form
DHS	Federal Emergency Management Agency (FEMA)	Web-Based (e-Grants) Application and Reporting
DHS	United States Coast Guard (Coast Guard)	Application for Merchant Mariner Credential
DHS	United States Coast Guard (Coast Guard)	Shipping Articles CG-705A
DOC	National Oceanic and Atmospheric Administration (NOAA)	Crab Rationalization Economic Data Reports
DOC	National Oceanic and Atmospheric Administration (NOAA)	Highly Migratory Species Trade Biweekly Dealer Report
DOC	National Oceanic and Atmospheric Administration (NOAA)	Implementation of a National Permit System in Southeast Region
DOC	National Oceanic and Atmospheric Administration (NOAA)	Implementation of a National Permit System in Pacific Region
DOC	U.S. Census Bureau (Census)	2012 Survey of Business Owners
DOD	Department of the Air Force (USAF)	Personal Interview, Application, and Requests for Approval Forms
DOE	Office of Electricity Delivery and Energy Reliability	Reliability Survivability and Resiliency Project
DOE	Office of Energy Efficiency and Renewable Energy (EERE)	Energy Efficiency Conservation Block Grant Program
DOE	Office of Energy Efficiency and Renewable Energy (EERE)	Weatherization Assistance Program (WAP) Evaluation
DOE	Office of Management	Procurement Reporting and Recordkeeping Burdens
DOI	Bureau of Safety and Environmental Enforcement (BSEE)	Expand eWell for Use in All Regions
DOI	Fish and Wildlife Service (FWS)	Electronic Submission of Permit Applications and Reports

Agency	Sub-Agency	Title
DOI	Fish and Wildlife Service (FWS)	Wildlife Tracking and Reporting Actions for the Conservation of Species
DOI	Fish and Wildlife Service (FWS)	Eliminate of Falconry Permits
DOI	National Park Service (NPS)	Electronic Backcountry Use Reservation System
DOI	National Park Service (NPS)	Short Form for Applications for Special Park Uses
DOI	Office of Chief Information Officer (CIO)	Expand Enterprise Forms System
DOI	US Geological Survey (USGS)	Streamline Bird Banding Permits and Reports
DOJ	Bureau of Alcohol, Tobacco, and Firearms (ATF)	Electronic ATF Form 3310.4 - Report of Multiple Sale or Other Disposition of Pistols and Revolvers
DOJ	Bureau of Alcohol, Tobacco, and Firearms (ATF)	eForm 5 – Application for Tax Exempt Transfer and Registration of Firearms (2012R-6T)
DOJ	Bureau of Prisons (BOP)	FOIA Status Tracking
DOJ	Executive Office for Immigration Review (EOIR)	Electronic Submission of Application for Cancellation of Removal for Certain Permanent Residents (Form EOIR-42A) and Nonpermanent Residents (Form EOIR-42B)
DOJ	Executive Office for Immigration Review (EOIR)	Electronic Submission of Notice of Entry of Appearance before the Immigration Court (Form EOIR-28)
DOJ	Executive Office for Immigration Review (EOIR)	Electronic Submission of Notice of Entry of Appearance as Attorney or Representative before the Board of Immigration Appeals (Form EOIR-27)
DOJ	Executive Office for Immigration Review (EOIR)	Electronic Submission of Notice of Appeal from a Decision of an Immigration Judge (Form EOIR-26)
DOJ	Executive Office for Immigration Review (EOIR)	Electronic Submission of Fee Waiver Request Form (Form EOIR-26A)
DOJ	Executive Office for Immigration Review (EOIR)	Electronic Submission of Request for Recognition of a Non-profit Religious,

Agency	Sub-Agency	Title
		Charitable, Social Service, or Similar Organization
DOL	Bureau of Labor Statistics (BLS)	National Longitudinal Survey
DOL	Employment and Training Administration (ETA)	Streamlining WIASRD Reporting to Reduce Public Burden
DOL	Employment and Training Administration (ETA)	Application for Temporary Employment H2A and H2B - ETA 9142 (1205-0466)
DOL	Occupational Safety and Health Administration (OSHA)	Revocation of Certification Records
DOL	Occupational Safety and Health Administration (OSHA)	Standards Improvement Project - Phase IV
DOL	Office of Labor-Management Standards (OLMS)	Electronic Forms Systems
DOL	Wage and Hour Division (WHD)	Davis Bacon Certified Payroll
DOT	Federal Aviation Administration (FAA)	Use of Certain Portable Oxygen Concentrator (POC) Devices On Board Aircraft
DOT	Federal Aviation Administration (FAA)	Certification Procedures for Products and Parts
DOT	Federal Railroad Administration (FRA)	Hours of Service: Electronic Recordkeeping
DOT	Federal Railroad Administration (FRA)	Hours of Service: Excess Service Reports
DOT	Federal Railroad Administration (FRA)	Locomotive Engineer Certification
DOT	Pipeline and Hazardous Materials Safety Administration (PHMSA)	Hazardous Materials Shipping Papers & Emergency Response Information
Education	Office of Elementary and Secondary Education (OESE)	Data Collection and Responding Under Elementary and Secondary Education Act (ESEA) Title I, Part A
Education	Office of Special Education and Rehabilitative Services (OSERS)	Individuals with Disabilities Education Act (IDEA) Part B State Performance Plan (SPP) and Annual Performance Report (APR)

Agency	Sub-Agency	Title
EEOC	Office of Research, Information, and Planning (ORIP)	EEO-1 (Employer Information Report) -- Electronic submission
EEOC	Office of Research, Information, and Planning (ORIP)	EEO-5 (Elementary-Secondary Staff Information Report) -- Updating race and ethnicity categories
EEOC	Office of Research, Information, and Planning (ORIP)	EEO-1 (Employer Information Report) -- Electronic identification of errors
EEOC	Office of Research, Information, and Planning (ORIP)	EEO-1 (Employer Information Report) -- Enabling reporters to fix errors without working through EEOC staff
EEOC	Office of Research, Information, and Planning (ORIP)	EEO-1 (Employer Information Report) -- Data reports
EPA	Multiple Offices	Pilot Integrated Portal for Direct Reports to EPA for Pesticides, Chemicals, TRI, and Clean Fuels
EPA	Office of Air and Radiation (OAR)	CAA Stationary Source Electronic Reporting (OAQPS)
EPA	Office of Air and Radiation (OAR)	Clean Air Act: Title V Rulemaking to Clarify Certain Provisions of the Operating Permit Rules
EPA	Office of Air and Radiation (OAR)	Changes to Prevention of Significant Deterioration (PSD) New Source Review (NSR) Pre-construction Permitting Program
EPA	Office of Enforcement and Compliance Assurance (OECA)/ Office of Environmental Information (OEI)/ Office of Water (OW)	Proposed National Pollutant Discharge Elimination System (NPDES) e-reporting Rule
EPA	Office of Enforcement and Compliance Assurance (OECA)/ Office of Solid Waste and Emergency Response (OSWER)	Electronic Reporting for Hazardous Waste Exports
EPA	Office of Enforcement and Compliance Assurance (OECA)/ TBD	Streamline and Convert Financial Assurance Paper Reporting to Electronic Across Multiple Programs
EPA	Office of Solid Waste and Emergency Response (OSWER)	Hazardous Waste e-Manifest

Agency	Sub-Agency	Title
FAR	Federal Acquisition Regulation	Reduction of Government Property (Scrap List) Reporting Requirement
GSA	Office of Government-wide Policy (OGP)/ Federal Acquisition Service (FAS)	Streamlining Contract Modifications
HHS	Administration for Children and Families (ACF)	National Directory of New Hires
HHS	Administration for Children and Families (ACF)	Income Withholding for Support (IWO)
HHS	Centers for Disease Control and Prevention (CDC)	National Healthcare Safety Network Revisions
HHS	Centers for Medicare and Medicaid Services (CMS)	Part C Medicare Advantage Reporting Requirements and Supporting Regulations in 42 CFR 422.516(a)
HHS	Centers for Medicare and Medicaid Services (CMS)	Medicare Part D Reporting Requirements
HHS	Centers for Medicare and Medicaid Services (CMS)	Medicare Part C and Part D Data Validation (42 CFR 422.516g and 423.514g)
HHS	Centers for Medicare and Medicaid Services (CMS)	Medicare Managed Care CAHPS Survey and Supporting Regulations
HHS	Centers for Medicare and Medicaid Services (CMS)	Applications for Medicare Part D Plans: PDP Plans, MA-PD Plans, Cost Plans, PACE Organization, SAE and EPOG
HHS	Office of Civil Rights (OCR)	HIPAA Privacy Rule Updated Notice from Health Plans
HUD	Office of Housing (OH)	Streamlining the Section 8 Contract Renewal
HUD	Office of Public and Indian Housing (PIH)	Modernizing Indian Housing Block Grant (IHBG) Program Reporting
HUD	Office of Public and Indian Housing (PIH)	Making HUD Forms Savable Easier to Complete
NASA	Office of the Chief Financial Officer (CFO)	NASA Property in the Custody of Contractors
NASA	Office of the Chief Financial Officer (CFO)	Contractor Financial Management Reports

Agency	Sub-Agency	Title
NRC	Nuclear Regulatory Commission	Domestic Licensing of Production and Utilization Facilities: Updates to Incorporation by Reference of Regulatory Guides, Proposed Rule
OPM	Combined Federal Campaign (CFC)	FACA Commission on CFC Reform
OPM	Combined Federal Campaign (CFC)	FACA Commission on CFC Reform
OPM	Office of the Chief Information Officer (CIO)	eOPF rollout to Smaller Agencies
OPM	USAJOBS	Forest Service Recruitment
OPM	Voting Rights	Roster/Logs and Labor Worksheets
OPM	Voting Rights	On-line Travel Voucher
SBA	Office of Capital Access (OCA)	504 and 7(a) Loan Process and Paper Requirements
SBA	Office of Capital Access (OCA)	QuickApp for Surety Bonds under \$250,000
SBA	Office of Capital Access (OCA)	Streamlined Loan Authorization for All 7(a) Loans Under \$350,000
SBA	Office of Capital Access (OCA)	Streamlined Design and Support System to More Efficiently Administer STEP (State Trade Export Promotion) Grants
SSA	Office of Disability Programs (ODP)/ Office of Health Information Technology and Electronic Policy (OHITEP)	eAuthorization
SSA	Office of Disability Programs (ODP)/Office of Program Consultation (OPC)	SSA-3441 and i3441 Revitalization
State	Administration of Foreign Affairs (AFA)	Bureau of Consular Affairs -- U.S Passport Renewal Application for Eligible Individuals
State	Administration of Foreign Affairs (AFA)	Bureau of Educational and Cultural Affairs-- Training/Internship Placement Plan

Agency	Sub-Agency	Title
State	Administration of Foreign Affairs (AFA)	Consular Affairs - Statement Regarding a Lost or Stolen Passport
Treasury	Alcohol Tobacco Tax and Trade Bureau (TTB)	Reduction of Excise Tax Return Filing Frequency for Small Brewers
Treasury	Alcohol Tobacco Tax and Trade Bureau (TTB)	Reduction of Filing Frequency of Brewer's Report of Operations (TTB Forms 5130.9 and 5130.26)
Treasury	Alcohol Tobacco Tax and Trade Bureau (TTB)	Reduced Filing Requirements for TTB Form - Formula and/or Process for Article Made With Specially Denatured Spirits (Form 5150.19)
Treasury	Internal Revenue Service (IRS)	Simplified Basis Reporting for Capital Gains and Losses
Treasury	Internal Revenue Service (IRS)	Raising the IRS Schedule M-3 Reporting Requirements for Large and Foreign Corporations to \$25 Million
Treasury	Internal Revenue Service (IRS)	Office-in-the-Home Optional Deduction
Treasury	Internal Revenue Service (IRS)	Form 1040-X E-File
Treasury	Internal Revenue Service (IRS)	Amended Form 1099 Filing Requirements Threshold
USDA	Animal and Plant Health and Inspection Service (APHIS)	Forms for Declaration Mandated by 2008 Farm Bill
USDA	Farm Service Agency (FSA)/ Forest Legacy Program (FLP)	Streamlined Farm Loan Programs Direct Loan Making
USDA	Food Safety and Inspection Service (FSIS)	Generic Label Approval
USDA	Natural Resources Conservation Service (NRCS)	Conservation Delivery Streamlining Initiative (CDSI) – Client Gateway
VA	Veterans Benefits Administration (VBA)	Disability Benefits Questionnaires (Groups 1 and 2)
VA	Veterans Benefits Administration (VBA)	E-Benefits Portal
VA	Veterans Health Administration (VHA)	Application and Renewal for Health Benefits

3.5. List of Independent Agency Burden Reduction Initiatives

3.5.1. Federal Communications Commission

Agency: Federal Communications Commission		Status: New
Office(s):	Wireline Competition Bureau	
Initiative Title:	Parts 36 and 54, Federal-State Joint Board on Universal Service	
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input checked="" type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input checked="" type="checkbox"/> Other	
Description:	The Commission reviewed rule section 54.601(b)(3) which mandated certain record retention requirements for telecommunications carriers showing how they allocate the costs of shared facilities among consortium participants in order to charge eligible health care providers the correct amounts. This section was eliminated and is no longer part of the FCC's rules.	
Collection(s) Affected:	3060-0774	
Estimated Reduction:	127,200 total burden hours total cost burden	
Date of Completion:	Completed in June, 2011	
Challenges:	None	

Agency: Federal Communications Commission		Status: New
Office(s):	Public Safety and Homeland Security Bureau	
Initiative Title:	Redundancy, Resiliency and Reliability of 911 and E911 Networks	
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input checked="" type="checkbox"/> Other	
Description:	Section 12.3 of the Commission's rules requires that local exchange carriers (LECs), commercial mobile radio service (CMRS) providers, and Interconnected Voice Over Internet Protocol (VoIP) service providers analyze their 911 and E911 networks and/or systems and provide a detailed report addressing the redundancy, resiliency and reliability of those networks and/or systems. The FCC streamlined this requirement making it less burdensome for carriers and service providers to comply.	
Collection(s) Affected:	3060-1119	
Estimated Reduction:	7,792 total burden hours total cost burden	

Date of Completion:	Completed in April, 2011
Challenges:	None

Agency:	Federal Communications Commission	Status:	New
Office(s):	Wireline Competition Bureau		
Initiative Title:	Sections 54.400 - 54.707, Lifeline Assistance (Lifeline) Connection Assistance (Link-Up) Reporting Worksheets		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input checked="" type="checkbox"/> Other		
Description:	The Commission, in its 2012 Lifeline Reform Order, streamlined this information collection to remove and consolidate all low-income program reporting requirements under OMB control number 3060-0819. Many of the reporting, recordkeeping and/or third party and certification requirements that are now in OMB Control Number 3060-0774 have been merged into OMB Control Number 3060-0819. Upon OMB approval of this revision, the Commission will eliminate OMB control number 3060-0774 in its entirety.		
Collection(s) Affected:	3060-0774		
Estimated Reduction:	1,152,225 total burden hours \$0.00 total cost burden		
Date of Completion:	Expected in May, 2012		
Challenges:	None		

3.5.2. Federal Deposit Insurance Corporation

Agency: Federal Deposit Insurance Corporation (FDIC)		Status: New
Office(s):	Division of Risk Management Supervision (RMS)	
Initiative Title:	RMS Bank Forms, Phase 1 – Automation of Notification of Performance of Bank Services	
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> “Short Form” options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input checked="" type="checkbox"/> Electronic “fillable fileable” forms <input type="checkbox"/> Other	
Description:	<p>In 2011, the FDIC Division of Risk Management Supervision was tasked to review current information collections, questionnaires, and surveys to identify opportunities to streamline the information collection process without impacting our regulatory responsibilities for financial institution oversight. As a result of the review, several forms were identified as candidates for pre-population and automated submission through the FDIC’s FDICconnect system – a secure on-line portal designed to facilitate communication with bankers, financial service organizations, and others.</p> <p>The Notification of Performance of Bank Services form is the first information collection to be automated. Insured state nonmember banks are required to notify the FDIC, under section 7 of the Bank Service Company Act, of the relationship with a bank service company. The form (FDIC 6120/06) is used by banks to satisfy the notification requirement. Approximately 400 notices are received annually. It is estimated that it takes the average respondent approximately 30 minutes to prepare and submit the notice.</p>	
Collection(s) Affected:	Notification of Performance of Bank Services (3064-0029)	
Estimated Reduction:	<input type="checkbox"/> total burden hours <input type="checkbox"/> total cost burden	
Date of Completion:	Completed in December 2011	
Challenges:	None	

Agency: Federal Deposit Insurance Corporation (FDIC)		Status: New
Office(s):	Division of Risk Management Supervision (RMS)	
Initiative Title:	RMS Bank Forms Automation, Phase II – Streamline additional Information Collection submissions	
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> “Short Form” options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input checked="" type="checkbox"/> Electronic “fillable fileable” forms <input type="checkbox"/> Other	
Description:	The FDIC Division of Risk Management Supervision identified four additional forms for pre-population and automation as a result of the review of recurring forms and information collections to the industry. The review was conducted in response to Executive Order 13563, Improving Regulation, and Regulatory	

	Review. The forms listed below were selected to reduce the regulatory required reporting burden on the banking industry.
Collection(s) Affected:	Interagency Bank Merger Act (3064-0015), Interagency Notice of Change in Director or Executive Officer (3064-0097), Interagency Notice of Change in Control (3064-0019), Interagency Biographical and Financial Report (3064-0006),
Estimated Reduction:	__ total burden hours __ total cost burden
Date of Completion:	Expected in September 2012
Challenges:	None

3.5.3. Federal Energy Regulatory Commission

Agency:	Federal Energy Regulatory Commission	Status:	New
Office(s):	OER/OE/OGC		
Initiative Title:	Find, Fix, Track, and Report (FFT) Compliance Enforcement Initiative		
Reduction Area(s): (Check all that apply)	<input checked="" type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other		
Description:	<p>On September 30, 2011 the North American Electric Reliability Corporation (NERC), filed a petition requesting approval of its proposal to make informational filings in a "Find, Fix, Track and Report" (FFT) spreadsheet format of lesser-risk, remediated possible violations of the Reliability Standards. If NERC determines that a possible violation poses a "lesser risk" to the bulk power system, then the possible violation may be addressed through an FFT information filing. NERC explains that the FFT initiative will "promote reliability excellence by ensuring that issues are fixed and by enabling substantially greater resources and attention to be devoted to matters that pose a more serious risk to the reliability of the Bulk Power System." In its petition, NERC explains that it intends to develop and document the record for each possible violation based on the risk to the bulk power system. By making disposition decisions based on an initial review as warranted, tailoring and alignment of records to the seriousness of an issue and utilizing further streamlined reporting mechanisms, NERC and the Regional Entities believe they can eliminate undue administrative, paperwork and regulatory burdens while they continue to encourage self-reporting and corrective actions from the Regulated Utilities.</p>		
Collection(s) Affected:	All of FERC 725 Series		
Estimated Reduction:	56,160 total burden hours \$2,751,840 total cost burden		

Date of Completion:	Expected in March, 2013
Challenges:	The Commission has accepted NERC's proposal on the FFT enforcement mechanism on March 15th, 2012 with limited conditions, the Commission has indicated that it will revisit those conditions one year after the order. The Commission may have difficulties monitoring and providing compliance oversight to NERC and the Regional Entities due to the reduced amount of documentation that the Registered Entities will be developing for each instance of non-compliance. There is a possibility that after one year the Commission may alter NERC's discretion for this mechanism after reviewing the data for the first year of implementation.

Agency: Federal Energy Regulatory Commission	Status: New
Office(s):	Office of Enforcement, Office of Energy Market Regulation, and Office of the General Counsel
Initiative Title:	Retirement of Semi-Annual Storage Reports
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input checked="" type="checkbox"/> Other
Description:	In January 2012, the Commission issued a final order retiring the Form 549 Semi-Annual Storage Report for Intrastate Natural Gas Companies and the Semi-Annual Storage Report for Interstate Natural Gas Companies. On December 16, 2010, the Commission (within Docket No. RM11-4-000) issued a Notice of Inquiry regarding whether to revise regulations requiring interstate and intrastate natural gas pipelines to report semi-annually on their storage activities. In analyzing the comments received in response to the Notice of Inquiry, the Commission considered the comments received and the goals of those executive orders. Subsequently, on September 15, 2011, the Commission issued a Notice of Proposed Rulemaking proposing to retire the Semi-Annual Storage Report for both interstate and intrastate natural gas companies. Retiring the Semi-Annual Storage Report will reduce the filing and administrative burden on filers. More significantly, the retirement will avoid the generation of duplicative data that is available from other Commission information collections and via company web postings. The order becomes effective March 27, 2012. (See 77 FR 4220.)
Collection(s) Affected:	FERC-549 (1902-0086), NGPA Title III Transactions and NGA Blanket Certificate Transactions; FERC-537 (1902-0060), Gas Pipeline Certificates: Construction, Acquisition and Abandonment
Estimated Reduction:	6,420 total burden hours \$394,731.00 total cost burden
Date of Completion:	Expected in March, 2012
Challenges:	None

3.5.4. Federal Trade Commission

Agency:	Federal Trade Commission	Status:	New
Office(s):	Division of Marketing Practices		
Initiative Title:	Final Amendments to the Business Opportunity Rule		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input checked="" type="checkbox"/> Other		
Description:	The Federal Trade Commission has amended its Trade Regulation Rule entitled "Disclosure Requirements and Prohibitions Concerning Business Opportunities" ("Business Opportunity Rule"). Among other things, the Business Opportunity Rule was amended to streamline and simplify the disclosures that sellers must provide to prospective purchasers.		
Collection(s) Affected:	Disclosure Requirements Concerning Business Opportunities (3084-0142)		
Estimated Reduction:	27,450 total burden hours \$44,225 total cost burden		
Date of Completion:	Completed in March, 2012		
Challenges:	None.		

3.5.5. National Science Foundation

Agency:	National Science Foundation	Status:	New
Office(s):	National Center for Science and Engineering Statistics (NCSES)		
Initiative Title:	Survey Enhancement via Design Review		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other		
Description:	NCSES is conducting an evaluation of the designs for two of the three surveys that comprise the Scientists and Engineers Statistical Data System (SESTAT). This is being done in response to recent improvements to the design of the National Survey of College Graduates that potentially offset the further need for the National Survey of Recent College Graduates. As part of the evaluation, NCSES is: 1) investigating the possibility of discontinuing the information collection for the NSRCG; 2) examining the use of the U.S. Census Bureau's American Community Survey to increase the sample of young graduates within the NSCG; and 3) studying the impact of providing data on young graduates rather than recent graduates. In place of the discontinued NSRCG, one possibility is to utilize an enhanced NSCG with an increased sample of young college graduates in the S&E degree fields.		
Collection(s) Affected:	"National Survey of Recent College Graduates" (3145-0077) - 6,078 hour burden reduction, \$118,269 cost burden reduction; "National Survey of		

	College Graduates" (3145-0141), approximately 6,078 hour burden increase, \$118, 269 cost burden increase, for a net reduction in burden of 0 hours and a net savings to the government of \$3.5 million
Estimated Reduction:	0 total burden hours
	\$3,500,000.00 total cost burden
Date of Completion:	Expected in December, 2012
Challenges:	None expected.

Agency:	National Science Foundation	Status:	New
Office(s):	Human Resource Management		
Initiative Title:	Use of Governmentwide Forms		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input checked="" type="checkbox"/> Other		
Description:	<p>The data from the Applicant Survey is collected by NSF's Division of Human Resource Management and maintained by the NSF Office of Diversity and Inclusion. The applicant survey form (NSF 1232) is completed as a one-time registration. The Applicant Data is automatically processed by the HRM's internal employee system. It is then retrieved by authorized officials of the Office of Diversity and Inclusion and the Division of Human Resource Management for analysis and reports (to ensure compliance with Equal Employment Opportunity Commission regulations and Federal laws). During the last information collection request cycle, it was noted that the EEOC maintains a similar form, which will eliminate the need for NSF to manage a separate form and instead fully utilize EEOC's form, which will have updated information at all times.</p>		
Collection(s) Affected:	"Applicant Survey" (3145-0096)		
Estimated Reduction:	67 total burden hours		
	total cost burden		
Date of Completion:	Expected in July, 2014		
Challenges:	None expected.		

3.5.6. Nuclear Regulatory Commission

Agency:	Nuclear Regulatory Commission	Status:	New
Office(s):	Office of Nuclear Material Safety and Safeguards/SFST		
Initiative Title:	The License and Certificate of Compliance Terms Final Rule (10 CFR 72)		

Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Electronic "fillable fileable" forms	<input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Re-use of already collected data <input checked="" type="checkbox"/> Other
Description:	Revised Part 72 to allow general licensees to upgrade previously loaded casks to a later amendment without an exemption or new amendment. The final rule allows Part 72 general licensees to implement changes authorized by an amended Certificate of Compliance (CoC) to a cask loaded under the initial CoC or an earlier amended CoC (a "previously loaded cask") without express NRC approval, provided the cask then conforms to the terms, conditions, and specifications of the amended CoC. The rule is estimated to have reduced the number of exemptions sought by licensees by 4 exemption applications annually, at 40 hours per request, for a total reduction of 160 hours.	
Collection(s) Affected:	3150-0132	
Estimated Reduction:	160 total burden hours \$43,680.00 total cost burden	
Date of Completion:	Completed in May, 2011	
Challenges:		

3.5.7. Securities and Exchange Commission

Agency:	Securities and Exchange Commission	Status:	New
Office(s):	Division of Corporate Finance, Investment Management Division, Division of Trading and Markets		
Initiative Title:	EDGAR Modernization		
Reduction Area(s): (Check all that apply)	<input checked="" type="checkbox"/> "Short Form" options <input type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Electronic "fillable fileable" forms	<input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Other	
Description:	<p>The SEC has embarked on a multi-year program to reduce technology-related complexities. Standardization will improve the SEC's ability to carry out its core mission and lead to greater customer satisfaction. The EDGAR Filer System allows companies and individuals to file periodic reports and information to the SEC and allows SEC staff and the public to search the filings. The investor community relies on the EDGAR Filer System to search and gather information about public companies and make investment decisions. The system stores the last 15 years of filings, which total more than 21 million records.</p> <p>Benefits: Reduce filer burden by providing a professional path and a novice path based on filers knowledge</p> <p>Decrease the operational and maintenance cost by than more than 45%</p>		

	Improve data capture by moving to more structured formats for form types
Collection(s) Affected:	Approximately 47% of the 313 information collections are filed using EDGAR
Estimated Reduction:	100,000 to 300,000 total burden hours total cost burden
Date of Completion:	Expected in October, 2014
Challenges:	None

Agency:	Securities and Exchange Commission	Status:	New
Office(s):	Enterprise wide		
Initiative Title:	Consolidated Data Warehouse		
Reduction Area(s): <i>(Check all that apply)</i>	<input type="checkbox"/> "Short Form" options	<input type="checkbox"/> Frequency of information collection	
	<input type="checkbox"/> Record retention requirements	<input checked="" type="checkbox"/> Re-use of already collected data	
	<input type="checkbox"/> Electronic "fillable fileable" forms	<input checked="" type="checkbox"/> Other	
Description:	<p>A consolidated SEC data warehouse will be developed over a two year period and will allow internal and external users to access the "right data at the right time", perform analysis, and aid them in their day-to-day job functions. The data warehouse will combine data from multiple and varied sources into one comprehensive and easily manipulated database.</p> <p>The SEC currently has many systems containing disparate sets of data that exist in "silos". This requires internal and external users to traverse multiple sources to access desired data. This takes time and often results in an inability to locate the data being sought. This mode of operation makes it very difficult to share data across internal systems, much less with other agencies and external users. An enterprise-based data warehouse system will facilitate collaboration across users, groups, and agencies.</p>		
Collection(s) Affected:	Approximately 50% of the agency's collections may be affected		
Estimated Reduction:	100,000 to 300,000 total burden hours total cost burden		
Date of Completion:	Expected in October, 2014		
Challenges:	Adoption of the new technology by employees used to using their old systems.		

3.6. List of Previous ICB Burden Reduction Initiatives

3.6.1. Department of Agriculture

Agency: Department of Agriculture		Status: In-Progress
Office(s):	Animal and Plant Health Inspection Service	
Initiative Title:	Animal Disease Testing and Animal via Mobile Information Management (MIM) Technology	
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms x Other	
Description:	<p>MIM technology uses devices similar to tablets and PDAs in which officials (APHIS, State, or Accredited Veterinarians (small business)) can wave a wand in front of an animal and read the animal's identification number (similar to a price scanner at a grocery store) instead of the current method of individually stopping animals and manually writing their multi-digit identification number on a piece of paper in which numbers can easily be missed or transposed. Once the animal has been scanned, the official can perform a test or a few tests on the animal. The MIM device can record the test results, print labels with all necessary information for test tubes to be submitted to a lab, and can file and store all of that information by animal, by herd, by owner, by State, by official, etc., If samples were submitted to a lab, the lab can transmit the test results to the appropriate official to take immediate action. This reduces the amount of time spent waiting for results and the cost of mailing or transporting the results from the lab to the official. With most disease programs, animals have to be tested more than once (differs per animal, per location, and history), these MIM devices can remember the animal by pulling that animal's history; it can also detect if an animal is missing from a herd or flock and which animal.</p>	
Collection(s) Affected:	0579-0007 (1,645 burden hour reduction, \$54,800 cost burden reduction), 0579-0047 (24,815 burden hour reduction, \$826,770 cost burden reduction), 0579-0101 (220 burden hour reduction, \$7,330 cost burden reduction), 0579-0146 (40 burden hour reduction, \$1,265 cost burden reduction), 0579-0185 (there would be no burden reduction due to the rounding of numbers)	
Estimated Reduction:	26,720 total burden hours \$890,165.00 total cost burden	
Date of Completion:	Completed in March 2012	
Challenges:	There haven't been any real challenges. This is an ongoing initiative in that it can be used more as more devices are distributed and more animal disease programs and labs "buy into" the technology.	

Agency: Department of Agriculture

Status: In-Progress

Office(s):	Food and Nutrition Service
Initiative Title:	Simplification of Benefits Programs: Interim Rule on Direct Certification for School Meals
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements x Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other
Description:	<p>The Child Nutrition and WIC Reauthorization Act of 2004 (P.L. 108-265) amended the Richard B. Russell National School Lunch Act to require local educational agencies to conduct direct certification in conjunction with the Supplemental Nutrition Assistance Program (SNAP). Under the direct certification process, a local educational agency obtains documentation of a child's receipt of SNAP benefits from the State or local program office.</p> <p>This change, which has been mandated by law in all school districts since school year 2008-2009, will be codified in regulation this year at 7 CFR § 245. By eliminating the need for paper applications for many low-income families, direct certification helps to substantially reduce paperwork burden and simplify program access for participants.</p>
Collection(s) Affected:	0584-0064 – "Food Stamp Forms: Applications, Periodic Reporting, Notices"
Estimated Reduction:	20,700,000 total burden hours \$150,000,000.00 total cost burden
Date of Completion:	Expected in Expected in Expected in December, 2012
Challenges:	None significant.

Agency: Department of Agriculture	Status: In-Progress
Office(s):	Food and Nutrition Service
Initiative Title:	Simplification of Benefits Programs: Reducing Certification Burdens for SNAP
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms x Other
Description:	<p>FNS is proposing to allow additional administrative options for States to use telephone interviews and telephonic and electronic signatures in certifying clients for the SNAP program. The program is authorized by the Food and Nutrition Act of 2008; this proposed change, which has been authorized by USDA in many States under the Act's waiver authority, would be codified in the SNAP regulations at 7 CFR § 273. When finalized, it will permit households to fulfill the interview requirement without the need to visit the local SNAP office, reducing transportation costs and potential loss of wages for households, and reducing burden for State SNAP agencies that administer the program.</p>

Collection(s) Affected:	0584-0026 – “7 CFR Part 245, Determining Eligibility for Free & Reduced Price Meals”
Estimated Reduction:	113,000 total burden hours \$800,000.00 total cost burden
Date of Completion:	Expected in December, 2012
Challenges:	None significant.

Agency:	Department of Agriculture	Status:	In-Progress
Office(s):	National Agricultural Statistics Service		
Initiative Title:	Technology Enhancements		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> “Short Form” options x Frequency of information collection <input type="checkbox"/> Record retention requirements x Re-use of already collected data <input checked="" type="checkbox"/> Electronic “fillable fileable” forms <input type="checkbox"/> Other		
Description:	<p>As more questionnaires are added to the EDR system we are able to put them out on the Internet as a fillable fileable form. Many of our State specific or specialty surveys have historically been maintained by our Field Offices. With this initiative we are moving these questionnaires into a centralized environment, so that we can reduce respondent burden along with total expenses. NASS is also investigating the use of previously reported data being incorporated into these internet questionnaires. This will allow respondents to only be asked for data that has changed since their previous report(s). This could potentially be useful for agri-business surveys where the respondents are contacted on either a weekly or monthly basis. The estimated reduction in burden hours and costs will not be known until the projects are completed.</p>		
Collection(s) Affected:	NASS conducts over 600 different surveys which employ over 12,000 different Questionnaires. NASS has developed a team in the Survey Development and Support Branch to work through all of the non-standardized questionnaires, Based on a hierarchy established by our Statistics Division.		
Estimated Reduction:	total burden hours		
	total cost burden		
Date of Completion:	Expected in April, 2015		
Challenges:	The standardization of specialty questionnaires across all States will take time. Meetings will be set up with Grower associations and data users from across the country to develop common questions and instructions that can be entered into the Electronic Data Reporting system and generate statistically sound data for the US will take time.		

Agency:	Department of Agriculture	Status:	In-Progress
Office(s):	Rural Utilities Service		
Initiative Title:	Streamline Telecommunications Program Contracts		

Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Electronic "fillable fileable" forms	<input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Re-use of already collected data <input checked="" type="checkbox"/> Other
Description:	<p>In order to facilitate the programmatic interest of the RE Act that loans made or guaranteed by the Agency are adequately secured, the Agency has established certain standardized forms for materials, equipment and construction of electric and telecommunications systems. The use of standard forms, construction contracts, and procurement procedures helps to assure that appropriate standards and specifications are maintained by the borrower; the Agency's loan security is not adversely affected; and, the loan and loan guarantee funds are used effectively and for the intended purposes. RUS continues its ongoing effort to collapse twelve current contracts into four master contracts: equipment, construction, services, and software, will be implemented in phases over the next several years. This will then allow for the borrower to have a greater flexibility to adapt project information in completing a contract which in turn may reduce their overall burden.</p>	
Collection(s) Affected:	0572-0059; 0572-0107; 0572-0118; 0572-0023, and 0572-0074	
Estimated Reduction:	total burden hours total cost burden	
Date of Completion:	Expected in October, 2015	
Challenges:	<p>The Agency will be able to offer an estimated burden when further progress is made in consolidating the contracts.</p> <p>Progress has been made in working with multiple industry groups to obtain their views. Currently, program staff and the Office of General Counsel continue to develop the contents of the new contract forms.</p>	

3.6.2. Department of Commerce

Agency:	Department of Commerce	Status:	In-Progress
Office(s):	U.S. Census Bureau		
Initiative Title:	Expansion of Direct-Internet Reporting for the Survey of Manufacturers and the 2012 Economic Census		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Electronic "fillable fileable" forms	<input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Other	
Description:	<p>Continue the expansion of the implementation of Centurion, a web-based software application, for the 2012 Economic Census and Economic Current Surveys - Advance Monthly Retail Trade Survey and the Monthly Retail Trade Survey. In the 2012 Economic Census, direct-Internet reporting via Centurion will be offered to over 3 million businesses, including over a million businesses that could not report electronically in the 2007 Economic Census.</p>		

	Although difficult to measure the burden hours saved, implementing direct-Internet reporting will directly impact the public by providing better data and a better experience for online users of the Economic Census and the Economic Current Surveys. Benefits to the respondent include easy-to-use interfaces, customized inquiries, and tools to address the needs of businesses of varying sizes. Real-time data edits incorporated into the electronic reporting software provide feedback to respondents and aid in identifying potential reporting errors. Higher quality data via electronic response reduces the need for follow-up regarding questionable data. Streamlined processing has reduced the time necessary to make data available for analyst review to 24 hours, as compared to weeks for paper submissions.
Collection(s) Affected:	2012 Economic Census, Advance Monthly Retail Trade Survey (0607-0104) and Monthly Retail Trade Survey (0607-0717)
Estimated Reduction:	total burden hours total cost burden
Date of Completion:	Expected in December, 2012
Challenges:	Changes in IT security requirements; redirection of resources; late changes to user requirements; large scope (over 800 electronic forms) for the 2012 Economic Census; and limited resource availability due to ongoing production work.

Agency:	Department of Commerce	Status:	In-Progress
Office(s):	International Trade Administration		
Initiative Title:	Streamlining of Foreign -Trade Zone Operations Annual Report Submission Process		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Other		
Description:	<p>Established by the Foreign-Trade Zones (FTZ) Act (19 U.S.C. 81(a)-81(u)) in 1934, the FTZ program helps encourage exports and assists firms engaged in domestic operations (ranging from warehousing to manufacturing) to compete internationally. State and local officials use FTZs as part of their economic development efforts to maintain and increase employment by attracting international trade-related activity. There are now 250 U.S. communities with zones, serving over 2,500 firms.</p> <p>ITA's FTZ Staff is nearing completion of the implementation process for an online system for FTZ grantees' submission of their annual reports to the FTZ Board (which are required by the FTZ Act). The online system simplifies the submission process by creating a fillable online form for affected parties, and greatly reduces the burden on FTZ grantees by electronically compiling and presenting to each FTZ grantee the data from the grantee's individual "operators." The grantee can then submit the data through the system, with automatic checks and assistance built in to assist grantees and operators.</p>		

	Users have begun to use the online system, but the initial reports using the new system are not due until March 31, 2012 (and some users will likely request and be granted time extensions for their submissions). Full implementation of the system will be complete once we have successfully received reports from all users.
Collection(s) Affected:	Annual Report from Foreign-Trade Zones (0625-0109)
Estimated Reduction:	3,302 total burden hours \$0.00 total cost burden
Date of Completion:	Expected in June, 2012
Challenges:	The system has been developed and built internally. While this provided for a cost-effective means of developing and deploying the system, it also carried a risk of delay due to limited internal resources. The expert programmer that developed the system will be leaving ITA in early April 2012. Successful completion of the roll-out phase assumes no new programming issues arise that require the skills of the expert programmer after her departure from ITA.

Agency:	Department of Commerce	Status:	In-Progress
Office(s):	National Oceanic and Atmospheric Administration		
Initiative Title:	Implementation of a National Permit System (NPS)		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options	<input type="checkbox"/> Frequency of information collection	
	<input type="checkbox"/> Record retention requirements	<input type="checkbox"/> Re-use of already collected data	
	<input type="checkbox"/> Electronic "fillable fileable" forms	<input checked="" type="checkbox"/> Other	
Description:	The National Permit System (NPS) is a centralized database with a Web-based permit application feature. The system will have a direct effect on the public burden by harmonizing and linking data currently residing in stovepipe regional permit, dealer, and vessel databases; standardizing permit applications renewals and electronic submission of fees; and by allowing for the use of common components and data throughout the permit process to reduce the burden of duplicative submission of recurrent data. Approximately two thirds of the affected parties that will benefit from this initiative are small businesses. In addition, the system will generate unique electronic signatures to identify permit holders. The statutory authority is the Magnuson Stevens Fisheries Conservation and Management Act (16 USC 1801). Update: Cognos, the dynamic tool under development last year to replace reports and give users more flexibility, has been implemented and is being used by the High Seas program and the Southwest Region. The Pacific Islands and Northeast Regions are nearing completion of implementation and will then begin use of the tool also.		
Collection(s) Affected:	Various titles involving permit processes for multiple fishery management regions - OMB Control Numbers: 0648-0194, -0202, -0203, -0204, -0205, -0206, -0269, -0272, -0304, -0316, -0327, -0334, -0393, -0398, -0401, -0471, -0490, -0512, -0513, -0514, -0545, -0584, -0586, 0589, -0587, -0591, -0595,		

	-0601, -0603, -0605, and -0620.
Estimated Reduction:	20,786 total burden hours \$18,707.00 total cost burden
Date of Completion:	Expected in December 2011
Challenges:	For FY12, we still have only maintenance funds, and thus cannot expand to complete the Northwest, Alaska, and Southeast Regions, or the Highly Migratory Species Program. With adequate funding we would complete the NE implementation and we would work with the regions to determine the level of implementation of NPS that would satisfy their needs while meeting the NPS goals. At the beginning of June 2012, the FIS Permits Professional Specialty Group will meet to develop an implementation strategy and a tentative schedule.

Agency:	Department of Commerce	Status:	In-Progress
Office(s):	International Trade Administration		
Initiative Title:	Client In-Take Process		
Reduction Area(s): <i>(Check all that apply)</i>	<input checked="" type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Re-use of already collected data <input checked="" type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other		
Description:	<p>The Commercial Service (CS) will continue its efforts to consolidate dispersed forms and has integrated this project with the broader Export.gov 2.0 project. As such, Export.gov will be redesigned to better support U.S. companies through new personalization features that will give them the right information at the right time. The client in-take process will use the .export.gov registration and will: ensure that current exporters requiring export assistance are contacted by a CS colleague, reduce paperwork burden U.S. exporters through use of pre-populated forms and streamline client registration forms.</p> <p>The registration information will be recorded in a unique client account and will be accessible to CS domestic and international field office staff assisting the client. The registration information will automatically populate registration forms for trade promotion events that the client may wish to attend, thereby eliminating the need for clients to provide duplicative information.</p> <p>The CS envisions that many of its currently approved registration forms will either be eliminated or significantly shortened. The CS plans to initiate the forms auto-population capabilities with its trade event registration forms, including webinars, seminars and conferences and will consider including other export assistance registration forms as well.</p>		
Collection(s) Affected:	Export Assistance Center Internet Web Site Forms (0625-0237), 1,000 burden hour reduction; Export Information Services Order Forms (0625-0143), 2,000		

	burden hour reduction
Estimated Reduction:	3,000 total burden hours \$0.00 total cost burden
Date of Completion:	Expected in October, 2012
Challenges:	<p>Availability of staff resources (IT programmers and business unit staff): Business unit staff time is also required to finalize the business process, concept paper, work with the programmers, manage the project, and train field staff on the new process. This may require more time than currently planned.</p> <p>Financial resources: The software development work to support the new Client in-take process will be conducted in-house using Departmental or Agency IT staff or contractors. The Commercial Service must pay either the Department or Agency Office of the Chief Information Officer for the time that programmers spend working on this project.</p> <p>Potential mission changes: The project may be subject to potential mission and priority changes as yet TBD.</p>

3.6.3. Department of Defense

None.

3.6.4. Department of Education

Agency: Department of Education		Status: In-Progress
Office(s):	Office of Elementary and Secondary Education/School Support and Rural Programs (OESE/SSRP)	
Initiative Title:	OESE Rural Education Achievement Program (REAP)	
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements x Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other	
Description:	<p>Pursuant to the Secretary's authority under Part B of Title VI of the Elementary and Secondary Education Act (ESEA), OESE/SSRP collects data to support the administration of two formal grant programs designed to address the unique needs of rural school districts: the Small, Rural School Achievement (SRSA) program (ESEA Section 6212); and the Rural Low-Income School (RLIS) program (ESEA Section 6221). The OESE/SSRP proposal involved eliminating two data collection elements from OMB 1810-0646: the request for SEAs to provide LEA AYP status, and the request for SEAs to provide data on the use of the REAP-Flex authority. Rather than requesting that the SEAs compile and submit these data, the OESE/SSRP Program Office is now obtaining these data elements via ED Facts.</p>	
Collection(s) Affected:	Application Package for the REAP Small, Rural School Achievement Program (1810-0646)	

Challenges:	DOE did not fully consider the comprehensive burden and costs associated with the 2011 new burden initiative. DOE is assessing the additional burden and costs to the federal government resulting from this collection. These costs will include website development, maintenance and program direction to monitor recipient reporting. Additionally, DOE will need to add the OMB Control No., expiration date, and burden statement to the electronic collection forms to ensure compliance. Total burden and cost estimates are being developed and will be included in the supporting statement.
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3.6.6. Department of Health and Human Services

Agency:	Department of Health and Human Services	Status:	In-Progress
Office(s):	Food and Drug Administration		
Initiative Title:	Mammography Quality Standards Act; Regulatory Amendments		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input checked="" type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Other		
Description:	The Food and Drug Administration (FDA) is proposing to amend its regulations at 21 CFR 900. The proposed regulatory changes will update the regulatory requirements issued under the Mammography Quality Standards Act of 1992 by addressing the technological and process advancements in mammography practices that have occurred since the regulations were published in 1997. In particular, the current rules are being revised to update several provisions necessary to address the use of digital mammography. The updated regulations will provide significant reductions in health care provider mammography imaging record retention and third-party reporting burden via the use of computer storage, retrieval and transfer of mammography images.		
Collection(s) Affected:	Information Collection for Mammography Facilities (0910-0309)		
Estimated Reduction:	4,420 total burden hours \$0.00 total cost burden		
Date of Completion:	Expected in September, 2013		
Challenges:	Unforeseen technical issues; regulatory process.		

Agency:	Department of Health and Human Services	Status:	In-Progress
Office(s):	Food and Drug Administration		
Initiative Title:	Medical Device Reporting: Electronic Submission Requirements		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input checked="" type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Other		
Description:	The Food and Drug Administration (FDA) has proposed updating its		

	regulations at 21 CFR 803 governing postmarket medical device reporting. The amendments will codify requirements for manufacturers, importers, and user facilities to electronically submit mandatory reports of individual medical device adverse events, also known as medical device reports. As a result, electronic reporting will streamline respondent reporting and recordkeeping requirements and improve the agency's ability to collect and analyze postmarket medical device adverse event information.
Collection(s) Affected:	Medical Devices; Medical Device Reporting; Manufacturer reporting, importer reporting, user facility reporting, distributor reporting (0910-0437)
Estimated Reduction:	91,826 total burden hours \$0.00 total cost burden
Date of Completion:	Expected in September, 2012
Challenges:	Unforeseen technical issues; regulatory process.

Agency:	Department of Health and Human Services	Status:	In-Progress
Office(s):	Food and Drug Administration		
Initiative Title:	Implementation of Device Registration and Listing Requirements Enacted in Multiple Acts		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input checked="" type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Other		
Description:	<p>The Food and Drug Administration (FDA) has proposed amendments to its regulations governing medical device establishment registration and device listing in accordance with provisions in the Public Health Security and Bioterrorism Preparedness and Response Act of 2002, the Medical Device User Fee and Modernization Act of 2002, and Title II of the Food and Drug Administration Amendments Act of 2007. The proposed modifications to FDA's current regulations at 21 CFR Part 807 will reflect recent statutory amendments to the device registration and listing provisions of the Federal Food, Drug, and Cosmetic Act. The regulatory revisions will require domestic and foreign device establishments to begin submitting their registration and device listing information to FDA electronically, to the FDA's Internet-based Unified Registration and Listing System. As a result, electronic reporting will streamline respondent reporting and recordkeeping requirements and improve the agency's ability to collect and analyze registration and device listing information.</p>		
Collection(s) Affected:	Medical Devices Registration and Listing (0910-0387)		
Estimated Reduction:	16,250 total burden hours \$0.00 total cost burden		
Date of Completion:	Expected in September, 2012		

Challenges:	Unforeseen technical issues.
Agency:	Department of Health and Human Services
Status:	In-Progress
Office(s):	Centers for Medicare and Medicaid Services
Initiative Title:	Medicare Parts C and D Universal Audit Guide (Administrative Simplification)
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements X Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other
Description:	<p>Under the Medicare Prescription Drug, Improvement, and Modernization Act of 2003 and implementing regulations at 42 C.F.R. Parts 423 and 422, Medicare Part D plan sponsors and Medicare Advantage organizations are required to comply with all Medicare Parts C and D program requirements. The rapid growth of these sponsoring organizations has forced CMS to update its current auditing strategy to ensure CMS continues to obtain meaningful audit results. Our audit approach continues to target sponsoring organizations at the parent organization level. Parent organizations often consist of multiple contracts, performing as a Part C plan, a Part D plan or a plan that provides both benefits. The CMS initiative targets entities at their parent organization level, as opposed to an individual contract level; thereby audits will be more efficient as many of these contracts share the same platforms. Many of the requirements surrounding enrollment/de-enrollment, access to benefits, marketing and appeals and grievances are similar enough that continuing the use of two separate audit guides no longer makes sense from a comprehensive and consolidated compliance perspective. Therefore, CMS has combined all Part C and Part D audit elements into one universal guide. The guide will promote consistency, effectiveness and reduce financial and time burdens for both CMS and Medicare-contracting entities.</p>
Collection(s) Affected:	Medicare Part D Audit Guide and Supporting Regulations Contained in 42 CFR Section 423.505 (0938-1000)
Estimated Reduction:	17,000 total burden hours \$0.00 total cost burden
Date of Completion:	Expected in September, 2013
Challenges:	

Agency:	Department of Health and Human Services
Status:	In-Progress
Office(s):	Centers for Disease Control, Office of Public Health Preparedness and Response
Initiative Title:	Possession, Use and Transfer of Select Agents and Toxins and Importation of Etiologic Agents

Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Electronic "fillable fileable" forms	<input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Other
Description:	The Division of Select Agents and Toxins (DSAT)'s Select Agent Program (Select Agent Regulations 42 CFR Part 73, CFR Part 331 and 9 CFR Part 121) regulates the use of select agents and toxins. Entities or individuals must register and complete mandatory documentation to work with select agents and toxins. By instituting "fillable fileable" forms, to 0920-0199 DSAT will significantly reduce the amount of burden incurred by entities or individuals that register with the Select Agent Program.	
Collection(s) Affected:	Importation of Etiological agents and packaging and handling of Infectious Substances and Select Agents (0920-0199) - 100 burden hour reduction	
Estimated Reduction:	100 total burden hours \$0.00 total cost burden	
Date of Completion:	Expected in January, 2014	
Challenges:	Unforeseen technical issues	

3.6.7. Department of Homeland Security

Agency:	Department of Homeland Security	Status:	In-Progress
Office(s):	Federal Emergency Management Agency		
Initiative Title:	Web-Based (e-Grants) Application and Reporting		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Electronic "fillable fileable" forms	<input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Other	
Description:	FEMA is continuing to move toward implementation of an integrated agency-wide e-Grants online application that will be available to the public via internet. The system will simplify submission of grant program applications across the Agency by creating fillable online forms. The Non-Disaster Grants system will implement a single, integrated web-based grants data collection and management system. The system will combine existing grant management functions and incorporate any new functionality required by FEMA in reducing burden on the public. By fully integrating and automating these systems, FEMA will obtain increased efficiency and effective operations to better serve the needs of internal and external stakeholders. The consolidation will carry a universal OMB control number limiting the need for grant programs use of paper and various systems for data collection request.		
Collection(s) Affected:	1660-0072 - 43,848hrs of burden reduction, 1660-0073 - 476hrs of burden reduction, 1660-0054 - 227,225hrs of burden reduction, 1660-0025 - 2,177,942hrs of burden reduction, 1660-0114 - 21,950hrs of burden reduction, 1660-0116 - 4,000hrs of burden reduction, 1660-0117 - 2,156 hrs of burden reduction, 1660-0119 - 25,038 hrs of burden reduction, 1660-0120 -		

	32,032 hrs of burden reduction, 1660-0121- 9,600 hrs of burden reduction, 1660-0122 - 125 hrs of burden reduction, 1660-0123 - 1,762 hrs of burden reduction, 1660-0124 - 5,908 hrs of burden reduction, 1660-0125 - 308,464 hrs of burden reduction, 1660-0126 - 174 hrs of burden reduction,
Estimated Reduction:	2,860,700 total burden hours 0.00 total cost burden
Date of Completion:	Expected in December, 2016
Challenges:	FEMA current grant processes and systems rely on multiple grant management systems and manual processes to perform grants management functions. The Grant Program Directorate continues to work with the Enterprise Architecture Program Management Office (EAPMO) and the Enterprise Business Management Office (EBMO), as well as with the Office of the Chief financial Officer (OCFO), to identify the following: (1) Current status of Financial Assistance (FA) systems and programs (2) Current maintenance, modifications, and/or enhancements that are planned or have been made to existing FA systems. (3) Funding sources to implement the maintenance, modification, and/or enhancements and (4) Long range future plans for FA Systems.

3.6.8. Department of Housing and Urban Development

None.

3.6.9. Department of Interior

Agency:	Department of Interior	Status:	In-Progress
Office(s):	U.S. Fish and Wildlife Service (Management Authority, Migratory Birds, Law Enforcement, and Endangered Species)		
Initiative Title:	Electronic Submission of Permit Applications and Reports		
Reduction Area(s): (Check all that apply)	<input checked="" type="checkbox"/> "Short Form" options <input type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Electronic "fillable fileable" forms	<input type="checkbox"/> Frequency of information collection <input checked="" type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Other	
Description:	The U.S. Fish and Wildlife Service implements a number of complex wildlife laws and treaties. Four Service programs work together to conserve wildlife in accordance with the Bald and Golden Eagle Protection Act, Endangered Species Act, Marine Mammal Protection Act, Migratory Bird Treaty Act of 1973, Lacey Act, Convention on International Trade in Endangered Species of Wild Flora and Fauna, Wild Bird Conservation Act, and Title 50 CFR Parts 10, 13, 14, 15, 16, 17, 18, 21, 22, and 23. We issue permits for domestic take; interstate and foreign commerce; and import and export purposes using the Service Permit Issuance and Tracking System (SPITS). A species may be listed under more than one law or treaty, and permit requirements and allowed activities may differ under the different laws and treaties for the same species. The Service has over 100 permit application and report forms. The affected parties are individuals, businesses, not-for-profit organizations, and		

	Federal agencies, States, tribes, and local government agencies. In an effort to reduce the paperwork burden to the public, we have been working to develop a system that allows (1) electronic submission of application forms and processing fees; (2) electronic submission of annual reports; and (3) the public to search on the Service's permits web portal to determine how a species is protected, whether a permit from the Service is needed, and which application form to submit.
Collection(s) Affected:	"Federal Fish and Wildlife Permit Applications and Reports--Migratory Birds and Eagles; 50 CFR 10, 13, 21, 22" (1018-0022) - 600 burden hour reduction; "Federal Fish and Wildlife Applications and Reports - Law Enforcement; 50 CFR 13 and 14" (1018-0092) - 150 burden hour reduction; "Federal Fish and Wildlife Permit Applications and Reports--Management Authority; 50 CFR 12, 13, 14, 15, 16, 17, 18, 21, 23" (1018-0093) - 600 burden hour reduction; "Federal Fish and Wildlife Permit Applications and Reports - Native Endangered and Threatened Species; 50 CFR 13 and 17" (1018-0094) - 150 burden hour reduction
Estimated Reduction:	1,500 total burden hours \$0.00 total cost burden
Date of Completion:	Expected in December, 2014
Challenges:	The SPITS-II application was updated to version 8.0 on September 14, 2011. The redesign of the Migratory Bird Permit Species screens for data entry and new formats of our reports module required longer development and testing and has resulted in a delay for pilot testing. Additionally, unforeseen issues developed in the Resident Canada Goose Registration (RCGR) site for public submission of reported take of nests with eggs. This RCGR site is under the umbrella of the e-Permits site and is currently getting a design overhaul and is being tested before deploying a new version to the public. The update became necessary to replace outdated software and connectivity issues to our servers. The deployment of the e-Permits application will be delayed until the RCGR site is up and running and the pilot is now expected by yearend FY 2012. Three applications will be ready to deploy once testing is completed and the system goes live. The application forms are 3-200-19, 3-200-21 and 3-200-22. All three applications fall under issuance by Division of Management Authority. These three applications will allow hunters and/or their agents to apply and pay online.

3.6.10. Department of Justice

Agency:	Department of Justice	Status:	In-Progress
Office(s):	Office of Enforcement Programs and Services/ATF		
Initiative Title:	eForm Access Request/User Registration		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options	<input type="checkbox"/> Frequency of information collection	
	<input type="checkbox"/> Record retention requirements	<input type="checkbox"/> Re-use of already collected data	
	<input checked="" type="checkbox"/> Electronic "fillable fileable" forms	<input type="checkbox"/> Other	

Description:	Participants in an electronic filing system developed by ATF will use an on-line electronic registration process. The ATF eForms System will provide the capability for the electronic submission of applications filed within the Firearms and Explosives Services Division. The system will authenticate end users by comparing information submitted on the form to records held in multiple, independently sourced databases, such as postal address. Authentication is gained through checking multiple databases, reduces the possibility of fraud and will be used for the creation of electronic signatures.
Collection(s) Affected:	1140-0087
Estimated Reduction:	6 total burden hours \$50.00 total cost burden
Date of Completion:	Expected in April, 2012
Challenges:	If the respondents fail to set up an electronic user ID and password, they will not be able to participate in the electronic filing system.

Agency:	Department of Justice	Status:	In-Progress
Office(s):	Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)		
Initiative Title:	Industry eForms		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options	<input type="checkbox"/> Frequency of information collection	<input type="checkbox"/> Re-use of already collected data
	<input type="checkbox"/> Record retention requirements	<input type="checkbox"/> Electronic "fillable fileable" forms	<input type="checkbox"/> Other
Description:	<p>The use of "eForms" will provide ATF with an infusion of technology to provide better services to our federal, state, local and tribal law enforcement community, the regulated industries, trade associations, and the public.</p> <p>This much needed modernization will reduce the effort and time required by law enforcement personnel at all levels of government to acquire and effectively use firearms, firearms tracing, and Federal firearms licensee information that can provide the critical edge needed to solve violent acts resulting from the criminal misuse of firearms, ammunition, and implements of war. The use of eForms will provide faster and more efficient service to the industry, associates, and the general public.</p> <p>The manual processing of paper form is inefficient and very costly. The information from paper forms submitted by industry has to be manually transcribed into an ATF system. There are also errors in transcription and time is lost when the form is hard to read or the form needs to go back to the industry and then back to ATF when information is missing. Mail costs associated with sending forms back and forth to the industry is significant.</p> <p>The eForms can easily convert ATF's existing paper forms into interactive electronic forms. Certain fields on those forms can be pre-populated with</p>		

	information from ATF databases and others have pull down menus to make the completion of the form faster, more accurate, and intuitive.
Collection(s) Affected:	Our forms are as follows (BHR = burden hour reduction): OMB 1140-0005 (07/31/2013), 3383 BHR OMB 1140-0006 (07/31/2013), 269 BHR OMB 1140-0084 (07/31/2013), 3534 BHR OMB 1140-0007 (07/31/2013), No available OMB 1140-0011 (10/31/2013), 23303 BHR OMB 1140-0012 (10/31/2013), 3635 BHR OMB 1140-0013 (10/31/2013), 16708 BHR OMB 1140-0014 (01/31/2014), 150367 BHR OMB 1140-0015 (10/31/2013), 32396 BHR OMB 1140-0008 (12/31/2012), 191 BHR OMB 1140-0016 (11/30/2014), 668 BHR OMB 1140-0017 (12/31/2012), 3540 BHR
Estimated Reduction:	238637 total burden hours total cost burden
Date of Completion:	Expected in April, 2012
Challenges:	Limited funding allocation

Agency:	Department of Justice	Status:	In-Progress
Office(s):	DEA		
Initiative Title:	Request for Importation/Exportation of Listed Chemicals		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options	<input type="checkbox"/> Frequency of information collection	
	<input type="checkbox"/> Record retention requirements	<input type="checkbox"/> Re-use of already collected data	
	<input checked="" type="checkbox"/> Electronic "fillable fileable" forms	<input type="checkbox"/> Other	
Description:	<p>Online DEA Form 486 – (Import/Export Declaration: Precursor & Essential Chemicals), will be used to notify DEA of all chemical imports, exports, and international transactions as required by the Controlled Substances Import and Export Act (21 U.S.C. 971). Detailed requirements are found in Title 21 CFR Parts 1300, 1310 and 1313.</p> <p>This form is currently a paper-based form that must be completed and mailed to DEA. Once DEA receives the form the data then must be entered into a system for processing in order to produce a declaration before allowing the chemical importers/exporters to conduct their transaction.</p> <p>Enabling e-filing of DEA Form 486 will improve DEA's ability to monitor and control requests for import and export of listed chemicals, improve the accuracy of the data collected through online validation and reducing duplicate data entry errors, improve service to registrants by shortening turnaround time and increasing customer service quality, and reduce customer wait time by eliminating the need to mail the paper form as well as</p>		

	the time to correct any inaccurate data provided.
Collection(s) Affected:	1117-0023
Estimated Reduction:	2,650 total burden hours \$76,700.00 total cost burden
Date of Completion:	Expected in November, 2012
Challenges:	None.

Agency:	Department of Justice	Status:	In-Progress
Office(s):	DEA		
Initiative Title:	Controlled Substances Ordering System (CSOS) Registration Application request for a Digital Certificate Form DEA-251, Form DEA-252., Form DEA-253		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input checked="" type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other		
Description:	<p>Before a participant can begin electronically submitting controlled substance orders (DEA form 222), they must first go through the CSOS enrollment process. Currently, this process is a paper-based form that needs to be completed and mailed to DEA. Once DEA receives the form the data then must be validated for completeness and accuracy and then must be researched in order to ensure they are a registrant in "good standings". Once fully processed the DEA registrant will be permitted to order controlled substances electronically. Regulations governing CSOS are included in Title 21, Code of Federal Regulations, Part 1305 and 1311.</p> <p>Online enrollment will provide real time data validation, eliminate duplicate data entry/errors and resubmission due to inaccurate information, minimize research and eliminate the time waiting for the data to be received. It will avoid the processing of applications where the registrant is not in good standings. It will also expedite the process of the registrant receiving their final approval which will allow them a secure electronic transmission of Schedule I-V controlled substance orders without the supporting paper Form 222.</p>		
Collection(s) Affected:	1117-0038		
Estimated Reduction:	5,568 total burden hours \$244,700.00 total cost burden		
Date of Completion:	Expected in March, 2013		
Challenges:	None.		

Office(s):	Federal Bureau of Investigation
Initiative Title:	E-FOIA
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Other
Description:	<p>The United States Department of Justice Order 556-73 establishes rules and regulations for the subject of an FBI Identification Record to obtain a copy of his or her own Record to review. eDO will provide the opportunity for subjects to enter their descriptive data into "fillable" forms, submit payment for the DO process via a secure payment vehicle, and retrieve DO results from a secure website. Processes will be researched to identify the most efficient way for a fingerprint submission to be matched to a DO applicant request. Currently, the request may only be submitted in paper form.</p> <p>The cost, inconvenience, and inefficiency associated with mailing is burdensome for the approximately 30,000 annual requests received. Additionally, the risk of a breach involving Personally Identifiable Information will be decreased as mailed responses decrease.</p>
Collection(s) Affected:	New Initiative
Estimated Reduction:	18455 total burden hours \$30,000.00 total cost burden
Date of Completion:	Expected in April, 2014
Challenges:	Personnel and financial resource availability; lack of electronic fingerprint capture services for private citizens.

Agency:	Department of Justice	Status:	In-Progress
Office(s):	OIP		
Initiative Title:	E-Freedom of Information Act (FOIA)		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Electronic "fillable fileable" forms	<input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Other	
Description:	<p>In Fiscal Year 2011, OIP used e-FOIA for tracking and redaction purposes. Now this technology also allows OIP to receive, process, and respond to FOIA requests and appeals electronically. On March 9, 2012, the Office of Information Policy implemented an ePortal that allows public users to submit FOIA requests, Privacy Act requests, and Administrative Appeals to OIP online.</p> <p>While requesters could previously submit both paper and email requests and</p>		

	<p>appeals, the ePortal allows most of the process to be completed electronically. OIP can now send acknowledgement letters and determination letters to ePortal users online, and users can check the status of their requests and appeals by logging into their portal accounts.</p> <p>In the report for FY 2011, OIP indicated that eFOIA would allow OIP to submit electronic Certification of Identity forms. However, at this point there are still barriers to using an electronic means to verify identity for Privacy Act purposes.</p>
Collection(s) Affected:	OMB Number 1103-0016
Estimated Reduction:	5,800 total burden hours total cost burden
Date of Completion:	Not completed as expected in January, 2011
Challenges:	OIP is working with the vendor to resolve programming issues with the system. In addition, OIP cannot accept a certification of identity online, so users still must send OIP a paper DOJ Form 361 in order to verify their identity for Privacy Act requests.

3.6.11. Department of Labor

Agency:	Department of Labor	Status:	In-Progress
Office(s):	Employee Benefits Security Administration		
Initiative Title:	Electronic Disclosure by Employee Benefit Plans		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Electronic "fillable fileable" forms	<input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Other	
Description:	<p>The EBSA is reviewing the use of electronic media by employee benefit plans to furnish information to participants and beneficiaries covered by employee benefit plans subject to the Employee Retirement Income Security Act (ERISA). In 2002, the Department adopted standards for the electronic distribution of plan disclosures required under ERISA. See 29 CFR 2520.104b-1(c). The purpose of the review is to explore whether, and possibly how, to expand or modify these standards taking into account current technology, best practices and the need to protect the rights and interests of participants and beneficiaries. The DOL is aware that electronic disclosure sometimes can be as, or more effective, than paper based communications, and that it can lower costs and administrative burdens for employee benefit plans and increase the timeliness and accuracy of the disseminated information. On April 7, 2011, EBSA published a Request for Information (RFI) (76 Fed. Reg. 19285) to solicit views, suggestions, and comments from plan participants and beneficiaries, employers and other plan sponsors, plan administrators, plan service providers, health insurance issuers, and members of the financial community, as well as the general public, on this important issue.</p>		

<p>In response to the RFI, EBSA received industry input supporting broader electronic disclosure but also received public comments urging caution because some workers, spouses and other covered family members may not have reasonable access to the Internet as a way to get important information about their plan and their benefits, others may not be experienced users of electronic communication technologies, and still others may prefer traditional (paper) disclosure methods for important interactions regarding their pensions and other employee benefits. EBSA is considering next steps.</p>	
Collection(s) Affected:	
Estimated Reduction:	total burden hours
	total cost burden
Date of Completion:	(No estimate was provided by the Agency)
Challenges:	A policy challenge confronting DOL is to craft guidance that balances the cost reduction and efficiency gains that are expected to be realized from expanded electronic disclosure while protecting the interests of plan participants and beneficiaries without reasonable access to the Internet and those that prefer to receive information regarding their employee benefits in paper even if they have Internet access. EBSA is considering next steps.

3.6.12. Department of State

None.

3.6.13. Department of Transportation

Agency:	Department of Transportation	Status:	In-Progress
Office(s):	Federal Aviation Administration, NAS Policy & Services Planning Team (AJW-163)		
Initiative Title:	Non-Fed (Non-Federal) Tool		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Re-use of already collected data <input checked="" type="checkbox"/> Electronic "fillable fileable" forms <input checked="" type="checkbox"/> Other		
Description:	<p>Over the last several years FAA has been developing the Non-Fed Tool as a database projected for use by FAA and by Airport sponsors and the non-Federal technicians responsible for maintaining weather and navigation aids, as required under 14 CFR Part 171 and AC150/5220-16. The forms associated with OMB collection 2120-0014 gather a variety of information from non-Federal entities, including facility type (make and model), frequency assigned (if known), location of facility (latitude, longitude and distance to nearest town), elevation of property, and other criteria. Also included are technical performance data and maintenance procedures. Currently, the FAA is in Phase 2, FAA internal use only, of this project, and will have completed internal testing and implementation by September, 2013. Phase 2 is intended to make the Tool mandatory for FAA Technical Operations Employees to input</p>		

	data on all non-Federal facilities. Inputting this information will take place during routine inspections and interaction with the non-Federal facilities. FAA internal data input for Phase 2 is underway. We have been unable to initiate additional software development due to lack of funding under the Continuing Resolution (CR) and subsequent OMB directive to operate as if FAA was still under a CR. Phase 2 is considered a new initiative.
Collection(s) Affected:	"Procedures for Non-Federal Navigation Facilities" (2120-0014)
Estimated Reduction:	23181 total burden hours 263620 total cost burden
Date of Completion:	Expected in September, 2013
Challenges:	The type of data required is more complex than a standard on line form filing. The data will be uploaded to an FAA server so there are several system security requirements that need to be met. Non-Federal technicians are generally very small businesses, self-employed, so their contact information is a home address and phone number which is personally identifiable information (PII). The nature of the data requires that most of it be done on-site at navigational aids or AWOS. The majority of these sites do not have telephone lines or, obviously internet access. It may result in what could be perceived as an additional burden on the public as a lap top computer or other device is necessary.

Agency:	Department of Transportation	Status:	In-Progress
Office(s):	Federal Aviation Administration, Office of Aerospace Medicine (AAM)		
Initiative Title:	MedXPress		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options	<input type="checkbox"/> Frequency of information collection	
	<input type="checkbox"/> Record retention requirements	<input type="checkbox"/> Re-use of already collected data	
	<input checked="" type="checkbox"/> Electronic "fillable fileable" forms	<input type="checkbox"/> Other	
Description:	Airman Medical Certification Program is affected by requiring all pilots applying for medical certification to submit their application for medical certification electronically through an automated system known as MedXPress in lieu of the current multipartite form 8500-8. Regulations governing Airman Medical Certification are located at 14 CFR Part 67. This program is implemented by the Department of Transportation, Federal Aviation Administration, Associate Administrator for Aviation Safety, Office of Aerospace Medicine. The program is administered within the Office of Aerospace Medicine by 9 Regional Flight Surgeons, the Civil Aerospace Medical Institute (CAMI) and the Federal and Deputy Federal Air Surgeons, and a cadre of Airman Medical Examiner (AME) designees who perform pilot medical certification physical examinations.		
Collection(s) Affected:	"Medical Standards and Certification" (2120-0034)		

Estimated Reduction:	57000 total burden hours 1300000 total cost burden
Date of Completion:	Expected in October, 2012
Challenges:	Some pilots may have limited access to computers and the internet, and limited experience, so may be resistant to this change.

Agency: Department of Transportation		Status: In-Progress
Office(s):	Federal Aviation Administration, Office of Dispute Resolution for Acquisition (ODRA)	
Initiative Title:	Pilot Program for Electronic Filing in Adversarial Proceedings and Alternative Dispute Resolution Matters	
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input checked="" type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other	
Description:	<p>This Electronic Filing Pilot Program is established to provide a secure and convenient alternative means of filing documents electronically with the FAA ODRA in designated adjudicatory proceedings and alternative dispute resolution (ADR) matters pursuant to 14 C.F.R. Part 17; 49 U.S.C. § 40110(d) and 49 U.S.C. § 46110. The electronic filing process uses an existing Knowledge System Network (KSN) that has been used by FAA business partners for both the bidding process and administration of contracts under the Acquisition Management System. Through this Pilot Program, parties in designated ODRA cases will be given the option to file all documents electronically; thereby reducing the physical burden of assembling, collating and filing information. Submission of electronic documents also reduces the burden of duplicating and distributing physically filed documents within the agency, and provides for improved coordination of information among private sector and Government parties via access to a secure web-based electronic data system. This effort will reduce the public burden by approximately 2 hours per response.</p>	
Collection(s) Affected:	"Office of Dispute Resolution Procedures for Protests and Contract Disputes" (2120-0632)	
Estimated Reduction:	92 total burden hours 0 total cost burden	
Date of Completion:	Expected in September, 2012	
Challenges:	The success of this initiative depends on the number and type of cases filed at the ODRA, as well as the parties' willingness to participate in the Pilot Program, and whether all parties involved have the technology necessary to access and use the KSN system.	

Agency: Department of Transportation		Status: In-Progress
Office(s):	Federal Motor Carrier Safety Administration (FMCSA) FY 2012 Init. Update Driver and Carrier Operations Division (MC-PSD)	

Initiative Title:	Electronic On-Board Recorders (EOBRs) for Broader Hours of Service (HOS) Compliance Usage	
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Electronic "fillable fileable" forms	<input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Other
Description:	<p>FMCSA is amending its HOS regulations to require most interstate motor carriers to equip their commercial motor vehicles with electronic on-board recorders (EOBRs). This will automate most tasks required of drivers and motor carriers by the HOS regulations. EOBRs automate most of the driver's task of recording duty status by hand throughout the day, and thereby improve accuracy and efficiency. The driver task of forwarding the record of duty status (RODS) to the motor carrier will also be automated. The motor carrier's HOS tasks of receiving and maintaining the HOS data of all its drivers will be largely automated. And the Agency will in this same rulemaking clarify its HOS requirements for retention of "supporting documents," such as toll receipts and shipping documents, which the carrier is required to keep and use to verify the accuracy of drivers' RODS. Thus, the EOBR mandate will substantially reduce the paperwork burden of the driver and the motor carrier. These improvements will promote highway safety by strengthening FMCSA's ability to enforce the HOS regulations. Compliance with the new rule will be required 3 years after its publication as a final rule. FMCSA estimates the cost to motor carriers to purchase and install EOBRs at \$1.6 billion per year, and the value of the time saved by motor carriers and drivers at \$2.0 billion per year.</p>	
Collection(s) Affected:	2126-0001	
Estimated Reduction:	70,000,000 total burden hours total cost burden	
Date of Completion:	Expected in December, 2013	
Challenges:	<p>On August 26, 2011, a Federal court vacated the Agency's initial EOBR rule that mandated the use of EOBRs by motor carriers with poor safety records. The court concluded that the Agency failed to properly consider the potential for motor carriers to use EOBRs to harass drivers. On February 13, 2012, FMCSA published public notice of its intent to move forward with the EOBR/Supporting Documents rulemaking by drafting a Supplemental Notice of Proposed Rulemaking (77 FR 7562). The Agency will address the Court's concerns about harassment by conducting public listening sessions for, and surveys of, drivers, motor carriers, and vendors on the subject. Finally, the Agency is bolstering this rulemaking by tasking the FMCSA's Motor Carrier Safety Action Committee (MCSAC) to assist in analyzing the technical specifications of EOBRs with an eye to minimizing their use as a tool to harass drivers.</p>	

Agency: Department of Transportation

Status: In-Progress

Office(s): Federal Motor Carrier Safety Administration (FMCSA) FY 2009 Init. Update

IT Operations Division (MC-RIO)	
Initiative Title:	Unified Registration System
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input checked="" type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other
Description:	<p>FMCSA is proposing a new on-line system, the Unified Registration System (URS), for most motor carriers and all brokers, freight forwarders, intermodal equipment providers, hazardous materials safety permit applicants, and cargo tank facilities required to register with the Agency. Section 103 of the ICC Termination Act of 1995 and subtitle C of title IV of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) directed the Secretary of Transportation to create a single, on-line Federal system to replace the systems for issuing DOT numbers, licensing, registration, financial responsibility, and process agent designation. On October 26, 2012, FMCSA published a Supplemental Notice of Proposed Rulemaking (SNPRM) (76 FR 66506) to respond to comments to the May 19, 2005 URS notice of proposed rulemaking (NPRM). This SNPRM also incorporated new proposals implementing requirements imposed by final rules published after the 2005 URS NPRM.</p>
Collection(s) Affected:	2126-0013 (-109,005 hours), 2126-0016 (-55,143 hours), 2126-0017 (-27,035), 2126-0019 (-2,460 hours).
Estimated Reduction:	-193,643 hours total burden hours
	total cost burden
Date of Completion:	Expected in December, 2012
Challenges:	Unknown

Agency:	Department of Transportation	Status:	In-Progress
Office(s):	Office of Budget and Policy, Federal Transit Administration		
Initiative Title:	National Transit Database Small Systems Waiver (FY 2011 Burden Reduction Initiatives)		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input checked="" type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other		
Description:	<p>The Federal Transit Administration (FTA) provides \$10 billion per year in funding assistance to public transit systems across the nation. It is primarily targeted at capital infrastructure of transit, including buses, bus garages, railcars, track, stations and systems. A large portion of this funding is allocated to urbanized areas by statutory formula, as set forth by Congress. Transit systems that benefit from FTA's formula grant programs are required by statute to report annually to the National Transit Database (NTD) on passenger miles traveled.</p>		

	For the 2011 Report Year, FTA will begin implementing a "small systems waiver," which will significantly reduce the reporting burden for certain transit systems that operate 30 or fewer vehicles. FTA estimates that by eliminating the requirements for passenger mile sampling, detailed reporting of operating expenditures, and detailed reporting of capital expenditures, the average annual reporting burden for systems making use of the small systems waiver will decrease from approximately 320 hours to approximately 100 hours. With up to 200 systems eligible to apply for this waiver, the total burden reduction will be about 44,000 hours.
Collection(s) Affected:	2132-0008 - 49 U.S.C. Section 5335(a), (b) National Transit Database
Estimated Reduction:	44,000 total burden hours total cost burden
Date of Completion:	Expected in December, 2014
Challenges:	None.

Agency:	Department of Transportation	Status:	In-Progress
Office(s):	PHMSA, Office of Pipeline Safety (OPS)		
Initiative Title:	Enhancement of Online Reporting System		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options	<input type="checkbox"/> Frequency of information collection	
	<input type="checkbox"/> Record retention requirements	<input checked="" type="checkbox"/> Re-use of already collected data	
	<input checked="" type="checkbox"/> Electronic "fillable fileable" forms	<input type="checkbox"/> Other	
Description:	OPS is taking action to enhance the electronic filing of annual reports required from both gas and hazardous liquid pipeline operators. The Pipeline Safety Regulations (49 CFR Parts 191 and 195) have recently been revised to require electronic reporting. This requirement has resulted in a reduction of the time it takes operators to submit annual and incident/accident reports. In an effort to further reduce the burden on respondents, OPS is enhancing the online reporting system to auto-populate certain data elements. A number of data elements reported on annual reports (e.g., address, company name, commodity type, mileage, etc.) may remain the same from year to year. By auto-populating this information, operators will be able to go in and update only the information that has changed from the previous year. PHMSA is targeting operators of hazardous liquid pipelines under OMB control number 2137-0614 and operators of gas transmission/gathering lines covered under OMB control number 2137-0522. PHMSA currently receives approximately 447 hazardous liquid annual reports and 1,440 gas transmission /gathering annual reports and estimates an average burden reduction of 2 hours per form as a result of the planned enhancements. This should result in a total burden reduction of 3,774 hours ((447 + 1,440) x 2).		
Collection(s) Affected:	2137-0614 and 20137-0522		

Estimated Reduction:	3,774 total burden hours \$0.00 total cost burden
Date of Completion:	Expected in June, 2012
Challenges:	OPS' main challenge will involve changes to the form that could result in areas that are not able to be populated.

3.6.14. Department of the Treasury

None.

3.6.15. Department of Veterans Affairs

Agency:	Department of Veteran Affairs	Status:	In-Progress
Office(s):	Veterans Benefits Administration, Insurance Service		
Initiative Title:	Direct Deposit Enrollment Form, VA Form 29-0309		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Other		
Description:	<p>The Department of Veterans Affairs (VA), through its Veterans Benefits Administration (VBA), administers an integrated program of benefits and services established by law for veterans and their survivors.</p> <p>This form is used by the insured or beneficiary to apply for direct deposit of a Treasury check.</p> <ol style="list-style-type: none"> 1. Previously, the insured or beneficiary could only submit this information by completing the paper version of this information collection. 2. Insurance Service will offer the veteran or beneficiary the option of completing this form electronically. <p>Public Law 104-134, Debt Collection Improvement Account</p>		
Collection(s) Affected:	2900-0665		
Estimated Reduction:	5,000 total burden hours total cost burden		
Date of Completion:	Expected in December, 2012		
Challenges:	Awaiting approval of the acceptance of electronic signatures.		

Agency:	Department of Veteran Affairs	Status:	In-Progress
Office(s):	Veterans Benefits Administration, Insurance Service		
Initiative Title:	VA MATIC Enrollment/Change, VA Form 29-0165		

Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Electronic "fillable fileable" forms	<input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Other
Description:	<p>The Department of Veterans Affairs (VA), through its Veterans Benefits Administration (VBA), administers an integrated program of benefits and services established by law for veterans and their survivors.</p> <p>This form is used by the insured to enroll or change the account number and/or bank from which a VA MATIC deduction was previously authorized.</p> <p>1. Previously, the insured could only submit this information by completing the paper version of this information collection.</p> <p>2. Insurance Service will offer the veteran the option of completing this form electronically.</p> <p>38 USC 1908 - Premium Payments</p>	
Collection(s) Affected:	2900-0525	
Estimated Reduction:	625 total burden hours \$9,375.00 total cost burden	
Date of Completion:	Expected in December, 2012	
Challenges:	Awaiting approval of the acceptance of electronic signatures.	

Agency:	Department of Veteran Affairs	Status:	In-Progress
Office(s):	Veterans Benefits Administration, Insurance Service		
Initiative Title:	Veterans Mortgage Life Insurance Statement, VA Form 29-8636		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Electronic "fillable fileable" forms	<input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Other	
Description:	<p>This form is used by Veterans who have received Specially Adapted Housing Grants to decline Veterans Mortgage Life Insurance (VMLI) or to provide information upon which the insurance premium can be based.</p> <p>Previously, the insured could only submit this information by completing the paper version of this information collection. Insurance Service will offer the veteran the option of completing VA Form 29-8636 electronically.</p> <p>38 USC 2106</p>		
Collection(s) Affected:	2900-0212		

Estimated Reduction:	37 total burden hours \$555.00 total cost burden
Date of Completion:	Expected in December, 2012
Challenges:	Awaiting approval of the acceptance of electronic signatures.

Agency:	Department of Veteran Affairs	Status:	In-Progress
Office(s):	Veterans Health Administration, Health Eligibility Center (HEC)		
Initiative Title:	Application and Renewal for health Benefits, VA Forms 10-10EZ and 10-10-EZR		
Reduction Area(s): (Check all that apply)	<input checked="" type="checkbox"/> "Short Form" options <input type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Electronic "fillable fileable" forms	<input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Other	
Description:	<p>VA Form 10-10EZ, Application for Health Benefits collects basic information about the Veteran, including financial data. This data is utilized to input into the computer system (VISTA). VA Form 10-10EZR, Health Benefits Renewal Form is used only to collect updated information. Electronic submission of VA Form 10-10EZ and 10-10EZR currently allows VA health care facilities to directly load Veteran application data into the system. This reduces VA personnel workload and expedites the Veteran's application for benefits. In addition, once the Veteran's information is in VISTA, any VA facility has the ability to retrieve the Veteran's data electronically, thereby eliminating the need for the Veteran to provide the information multiple times. Statutory and Regulatory Citations are CFR Citation: 38 CFR 70.31(c); 38 CFR 70.31(e); 38 CFR 70.20.</p> <p>VHA plans to consolidate the 10-10EZ and 10-10EZR online applications by electronically presenting questions to Veterans based on responses they provide and data needed by VA to effect a determination for benefits or renewal for VA health care. This consolidated form will be called 10-10EZ, thus discontinuing the 10-10EZR.</p> <p>VHA plans to create a streamlined 10-10EZ short form. This will be used for current military personnel when out processing from the military. This form will streamline the needed data for the new Veteran to be admitted into the system. This streamline process should produce a burden reduction.</p>		
Collection(s) Affected:	2900-0091		
Estimated Reduction:	391,448 total burden hours \$5,871,720.00 total cost burden		
Date of Completion:	Expected in March, 2013		
Challenges:	No foreseeable challenges.		

Agency: Department of Veteran Affairs		Status: In-Progress
Office(s):	Office of the General Counsel (OGC), Professional Group II	
Initiative Title:	Application for Accreditation as a Claims Agent, VA Form 21a	
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Other	
Description:	<p>Through the accreditation process, VA ensures that claimants for VA benefits have responsible, qualified and competent representation. 38 U.S.C. § 5904(a); 38 C.F.R. § 14.629(b)(1).</p> <p>VA Form 21a is used to obtain basic information necessary to determine whether an individual may be accredited as an agent or attorney for purposes of representation of claimants before VA. The information requested includes basic identifying information, as well as certain information concerning training and experience, military service, and employment. The information is used to evaluate qualifications, ensure against conflicts of interest, and to establish that statutory and regulatory eligibility requirements, e.g., good character and reputation, are met. Once completed, the form is forwarded by the applicant to VA and evaluated manually by OGC employees to determine whether initial eligibility requirements are met.</p> <p>The form is currently available on the VA website in a fillable electronic format. Respondents can fill in the blanks, print the form, and fax or mail the form to OGC, or attach the form in an email to OGC. OGC is modifying its case-management database, GCLaws, to enable attorneys and agents to file applications for accreditation electronically via a web page directly to OGC. Through the web page, agents and attorneys would be able to confirm receipt of their application and track its progress through adjudication.</p>	
Collection(s) Affected:	2900-0605	
Estimated Reduction:	total burden hours total cost burden	
Date of Completion:	Expected in March, 2013	
Challenges:	As to the initiative's electronic filing component, it is unclear precisely how much the burden will be reduced for persons applying for VA accreditation because much of the burden is associated with the applicant's gathering of personal information necessary for the application. However, electronic filing of applications directly with OGC will expedite processing of accreditation applications by reducing VA's personnel workload, and by reducing delays caused by the screening of mail received at VA's Central Office.	

3.6.16. Environmental Protection Agency

None.

3.6.17. Federal Acquisition Regulation (FAR Secretariat)

Agency: Federal Acquisition Regulation (FAR Secretariat)		Status: In-Progress
Office(s):	Federal Acquisition Regulation (FAR)	
Initiative Title:	Government Property (FAR Case 2010-009)	
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input checked="" type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other	
Description:	<p>This FAR case, published as a final rule on March 2, 2012, amended the FAR to clarify reporting, reutilization, and disposal of Government property and the contractor requirements under the Government property clause. This change reduced the annual reporting burden for those Contractors to which Government property has been provided. The previous FAR required Government approval of contractor scrap procedures, prior to allowing the contractor to dispose of ordinary production scrap. In addition, the practice of requiring contractors (without approved scrap procedures) to submit inventory schedules or scrap lists for production scrap assumed that such practice was economically or otherwise justified in all cases. The practice unnecessarily burdened small contractors that generated only small amounts of scrap. The final rule removed the requirement for Government approvals of contractor scrap procedures and submission of inventory schedules and scrap lists, thus easing the burden on large and small contractors alike.</p>	
Collection(s) Affected:	9000-0075	
Estimated Reduction:	980,000 total burden hours \$41,160,000.00 total cost burden	
Date of Completion:	Expected in September, 2012	
Challenges:		

Agency: Federal Acquisition Regulation (FAR Secretariat)		Status: In-Progress
Office(s):	Federal Acquisition Regulation	
Initiative Title:	Re-examine process for applying new regulatory requirements to commercial items	
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input checked="" type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other	
Description:	<p>Sections 33-35 of the OFPP Act address the application of new laws to contracts and subcontracts for the acquisition of commercial items, including commercially available off-the-shelf items (which essentially are commercial products sold in the marketplace that have not been modified for government</p>	

	use). These sections of the OFPP Act exempt commercial items from the application of new laws unless the new laws (1) provide for criminal or civil penalties, (2) specifically state that they are applicable to these types of contracts, or (3) are applicable because the FAR Council (or, in the case of COTS items, the OFPP Administrator) makes a written determination that it would not be in the best interest of the Federal Government to exempt contracts from these laws. These laws help to minimize the application of government-unique requirements that can create barriers to entry and discourage contractors from doing business with the government. This lookback initiative will review current practices and processes used by the FAR Council to make determinations. Some members of the public have recommended that consideration be given to making the determination process more open, especially given the potential for added burden associated with each such determination.
Collection(s) Affected:	9000-0159 and 9000-0136
Estimated Reduction:	total burden hours total cost burden
Date of Completion:	Expected in September, 2012
Challenges:	

3.6.18. Federal Communications Commission

Agency:	Federal Communications Commission	Status:	In-Progress
Office(s):	Wireline Competition Bureau		
Initiative Title:	Sections 54.400 - 54.707, Lifeline Assistance (Lifeline) Connection Assistance (Link-Up) Reporting Worksheets		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other		
Description:	The Commission, in its 2012 Lifeline Reform Order, streamlined this information collection to remove and consolidate all low-income program reporting requirements under OMB control number 3060-0819. Many of the reporting, recordkeeping and/or third party and certification requirements that are now in OMB Control Number 3060-0774 have been merged into OMB Control Number 3060-0819. Upon OMB approval of this revision, the Commission will eliminate OMB control number 3060-0774 in its entirety.		
Collection(s) Affected:	3060-0774		
Estimated Reduction:	1,152,225 total burden hours \$0.00 total cost burden		
Date of Completion:	Expected in May, 2012		

Challenges:	None
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3.6.19. Federal Deposit Insurance Corporation

None.

3.6.20. Federal Energy Regulatory Commission

Agency:	Federal Energy Regulatory Commission	Status:	In-Progress
Office(s):	Office of Energy Projects		
Initiative Title:	Environmental Review and Compliance for Natural Gas Facilities Seminars		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input checked="" type="checkbox"/> Other		
Description:	<p>Environmental Review and Compliance for Natural Gas Facilities Seminars are a part of the Commission's broader outreach program aimed at transparency and coordination among all the stakeholders, including the natural gas industry, federal, state and local agencies, as well as concerned citizens, throughout the process.</p> <p>The seminars are intended to help attendees better understand the FERC processes, help improve coordination with other agencies, and help applicants complete the process more quickly and efficiently. The seminars cover new construction and abandonment projects, exclusion projects, blanket certificate projects, and the environmental compliance regulations throughout the life of the project.</p> <p>The initiative has been vastly successful with seven seminars in various parts of the country held during the last two years. Since the commencement of the initiative, each of the seminars has been met with great demand and very well attended. By the end of FY 2011, over nine hundred individuals in the natural gas industry will have completed the three-day seminar and have become significantly better versed in preparing environmental reports filed with applications for project construction/abandonment, as well as basic requirements of most FERC natural gas certificates or authorizations.</p> <p>Each participant is required to submit an evaluation form at the end of the session, thus enabling on-going improvement of the course content and presentation style.</p>		
Collection(s) Affected:	FERC-537 (1902-0060), Gas Pipeline Certificates: Construction, Acquisition and Abandonment; FERC-538 (1902-0061), Gas Pipeline Certificates: Section 7(a) Mandatory Initial Service; FERC-574 (1902-0116), Gas Pipeline Certificates: Hinshaw Exemption; FERC-577 (1902-0128), Gas Pipeline Certificates: Environmental Impact Statement		

Estimated Reduction:	total burden hours
	total cost burden
Date of Completion:	Expected in March, 2013
Challenges:	Availability of travel-related and contract funding. This is an ongoing effort and does not have an expected completion date.
	Note: While FERC considers this a burden-reducing initiative, FERC has not estimated a discrete burden reduction amount for this initiative

3.6.21. Federal Trade Commission

Agency:	Federal Trade Commission	Status:	In-Progress
Office(s):	Premerger Notification		
Initiative Title:	Reporting and Waiting Period Requirements		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input checked="" type="checkbox"/> Other		
Description:	The Federal Trade Commission modified the Hart-Scott-Rodino Antitrust Improvements Act Rules and corresponding Premerger Notification and Report Form for Certain Mergers and Acquisitions. Most of the proposed changes, which became effective August 18, 2011, are designed to streamline the Notification and Report Form by eliminating sections deemed obsolete or unnecessary to staff in their initial review of a transaction.		
Collection(s) Affected:	Hart-Scott-Rodino (Premerger notification) Rules and Report Form (3084-0005)		
Estimated Reduction:	5,712 total burden hours		
	\$2,627,520 total cost burden		
Date of Completion:	Expected in January, 2014		
Challenges:	Technical aspects to implementation and related cost considerations will influence the outcome regarding previously contemplated electronic filing options.		

3.6.22. National Aeronautics and Space Administration

Agency:	National Aeronautics and Space Administration	Status:	In-Progress
Office(s):	NASA Office of Procurement		
Initiative Title:	Reducing the burden on Small Business - Procurement specific collections.		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input checked="" type="checkbox"/> Other		

Description:	UPDATE: The NASA Office of Procurement (OP) is currently working on projects that will result in the revision and reissuance of two major regulatory/ guidance documents: the NASA FAR Supplement and the NASA Grant Handbook. Reviews of the Information Collection (IC) requirements remain underway to determine (1) the continuing need for the information and (2) whether any opportunities exist to decrease the burden. At the conclusion of these reviews, and as part of the rule-making process, the OP will likely request new ICR approvals that are more closely aligned with specific collections to replace the currently approved clearances that are aligned with types and dollar values of grants and contracts. Rather than consolidating ICRs, this anticipated approach is likely to result in an increase in the number of ICRs, but fewer overall burden hours.
Collection(s) Affected:	2700-0047, 2700-0048, 2700-0052, and 2700-0054
Estimated Reduction:	485 total burden hours total cost burden
Date of Completion:	Expected in December, 2012
Challenges:	

3.6.23. National Science Foundation

Agency:	National Science Foundation	Status:	In-Progress
Office(s):	National Center for Science and Engineering Statistics (NCSES)		
Initiative Title:	Pre-populating fields for annual/biennial surveys		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input checked="" type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other		
Description:	<p>NSF-NIH Survey of Graduate Students and Postdoctorates in Science and Engineering (3145-0062), an annual survey of academic institutions in the U.S., provides data on the number and characteristics of graduate students, postdoctoral appointees, and doctorate-holding nonfaculty researchers in science and engineering and selected health fields.</p> <p>National Survey of Recent College Graduates (3145-0077) is a biennial survey and provides information about individuals who recently obtained bachelor's or master's degrees in a science, engineering or health field.</p> <p>National Survey of College Graduates (3145-0141) is a longitudinal survey, designed to provide data on the number and characteristics of experienced individuals with education and/or employment in S&E, or S&E-related fields in the U.S. The results of this survey are vital for educational planners within the federal government and in academia.</p> <p>Survey of Doctorate Recipients (3145-0020) gathers information from individuals who have obtained a doctoral degree in a science, engineering or health field.</p>		

	<p>Higher Education Research and Development Survey (3145-0100) is the primary source of information on separately budgeted research and development expenditures by academic institutions in the U.S. and outlying areas.</p> <p>Survey of Science and Engineering Research Facilities (3145-0101) is a congressionally mandated, biennial survey about S&E research facilities located at U.S. research-performing colleges and universities.</p>
Collection(s) Affected:	"Survey of Graduate Students and Postdoctorates in Science and Engineering" (3145-0062) - 572 hours; "National Survey of Recent College Graduates" (3145-0077) - 785 hours; "National Survey of College Graduates" (3145-0141) - 83 hours; "Survey of Doctorate Recipients" (3145-0020) - 685 hours; "Higher Education Research and Development Survey" (3145-0100) - 40 hours; and "Survey of Science and Engineering Research Facilities" (3145-0101) - 31 hours.
Estimated Reduction:	2,196 total burden hours total cost burden
Date of Completion:	Expected in September, 2013
Challenges:	None.

3.6.24. Nuclear Regulatory Commission

Agency:	Nuclear Regulatory Commission	Status:	In-Progress
Office(s):	Office of Nuclear Reactor Regulation		
Initiative Title:	Update of License Renewal Generic Environmental Impact Statement (GEIS)		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Electronic "fillable fileable" forms	<input type="checkbox"/> Frequency of information collection <input checked="" type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Other	
Description:	<p>The Division of License Renewal (DLR) is currently working on an initiative to update the environmental guidance for license renewal applications. The document will update the list of generic environmental impacts associated with license renewals and will update the number and scope of environmental impacts that need to be addressed on a plant-specific basis. The staff expects a burden reduction for future applicants who will be able to take advantage of the updated GEIS and submit less site specific information in their applications. The updated document will be issued in FY2012.</p>		
Collection(s) Affected:	3150-0021		
Estimated Reduction:	1,500 total burden hours \$409,500.00 total cost burden		
Date of Completion:	Expected in August, 2012		
Challenges:	None		

Agency: Nuclear Regulatory Commission		Status: In-Progress
Office(s):	Office of Federal and State Materials and Environmental Management Programs	
Initiative Title:	Web-Based Licensing (previously Project Safesource Phase I)	
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms X Other	
Description:	<p>The NRC is developing an initiative to provide materials licensees with the option of using an electronic system to apply for licenses, amend licenses, and conduct other license-related transactions. The on-line system will validate the input to ensure quality and avoid delays due to application deficiencies. Routine administrative data updates may be accomplished on-line, eliminating the need for some types of correspondence and consequent delays.</p> <p>In response to a 2007 Government Accountability Office investigation concerning potential vulnerabilities in the byproduct material security program, the scope of the Web-Based Licensing (WBL) project was expanded to: 1) provide a nationwide license repository for NRC and Agreement State license information; 2) provide a nationwide licensees verification capability; and 3) provide secure access to the nationwide license information to other agencies and licensees who need to verify the information. A separate development effort was initiated to establish the nationwide license verification capability, and is called the License Verification System (LVS).</p>	
Collection(s) Affected:	3150-0001, 3150-0007, 3150-0010, 3150-0016, 3150-0017, 3150-0120, 3150-0130, and 3150-0158	
Estimated Reduction:	-7,032 total burden hours -\$1,919,736.00 total cost burden	
Date of Completion:	Expected in August, 2012	
Challenges:	<p>Project Safesource (Web-Based Licensing Safesource Phase I) was expected to be online by October 2007. The contract for this project expired before rollout occurred and NRC is currently preparing a new acquisition to complete system development. Approval for the acquisition to complete system development was received from NRC Chairman in September 2009, and the contract was awarded May 2010. The system development phase of the contract started March 2011 and deployment is scheduled in August 2012.</p>	

3.6.25. Securities and Exchange Commission

None.

3.6.26. Small Business Administration

Agency: Small Business Administration		Status: In-Progress
Office(s):	HUBZone	
Initiative Title:	HUBZone Recertification Process	
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Re-use of already collected data <input checked="" type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other	
Description:	<ul style="list-style-type: none"> • Title 13 Code of Federal Register § 126.500 stipulates that "Any qualified HUBZone SBC seeking to remain on the List must recertify every three years to SBA that it remains a qualified HUBZone SBC". This FY the HUBZone Program office requires that approximately 500 firms complete the HUBZone recertification process. SBA estimates that the burden hours to complete the recertification application process to be 3.0 hours per respondent or 1,500 hours total. SBA has streamlined this process to reduce the burden to less than 1.0 hour for at least 15% of the respondents. The streamline is based on reducing collections from firms that were respondents to previous collections within the past 12 months (i.e., program examinations or protests). The HUBZone program office projects that this initiative will reduce 225 burden hours during FY 2012 • The recertification initiative will begin NLT mid May 2012. • No perceived difficulties in accomplishing this initiative. 	
Collection(s) Affected:	3245-0320	
Estimated Reduction:	1,500 total burden hours total cost burden	
Date of Completion:	Expected in May, 2012	
Challenges:	None	

Agency: Small Business Administration		Status: In-Progress
Office(s):	Disaster Assistance	
Initiative Title:	Electronic Loan Application (ELA)	
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input checked="" type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Re-use of already collected data <input checked="" type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other	
Description:	<p>Section 7(b) of the Small Business Act, 15 U.S.C. 636, as amended, authorizes SBA to make loans to victims of declared disasters. Homeowners, renters, business owners, and non-profit organizations are eligible to apply for assistance. The Electronic Loan Application (ELA) initiative is accomplished through the development and implementation of the Disaster Credit Management System (DCMS). For purposes of this initiative, the affected</p>	

	<p>public is disaster loan applicants. The benefits have been significant with the paperless loan applications. The ELA is continually assessed regarding additional enhancements to existing capabilities, aimed at improving customer service. The development of the ELA initiative is on-going as we identify opportunities and customers provide improvement suggestions. SBA FY 2012 Administrator's Priorities under Speed and Simplification...</p> <ul style="list-style-type: none"> • Disaster Loan Applications (both paper and Electronic Loan Applications) were simplified. • Paper Application (Home loan, SBA Form 5C) was shortened from five pages to two pages. • Electronic Application screen shots were reduced, Business (Form 5) from 76 pages to 20 pages, Home (Form 5c) from 84 pages to 19 pages). • Target date of implementation is June 14th. • ODA continues to reevaluate and re-engineer business processes to meet the ever changing needs of the disaster victim its serves. These changes will result in a more efficient operation.
Collection(s) Affected:	3245-0017, 3245-0018
Estimated Reduction:	34,493 total burden hours \$708,379.00 total cost burden
Date of Completion:	Expected in June, 2012
Challenges:	None

3.5.27. Social Security Administration

Agency:	Social Security Administration	Status:	In-Progress
Office(s):	Office of Disability Programs		
Initiative Title:	Electronic Authorization (eAuthorization) for Authorization to Disclose Information to the Social Security Administration, SSA-827		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Electronic "fillable fileable" forms	<input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Other	
Description:	<p>In April 2012, we intend to implement a new electronic signature process for the SSA-827 that will save claimants time. Adults applying for disability benefits will have the option to "click and sign" the SSA-827 as part of the online disability application process. This new process eliminates the need for the claimant to print, wet-sign, mail, or deliver the paper form to a Social Security office. An electronic authorization process supports faster processing of disability claims and improves service to the public by eliminating the need to wait for the claimant to sign and return the paper form to us.</p> <p>We estimate eAuthorization will reduce the amount of time required to submit the SSA-827 by one minute per respondent. Implementation will begin with adults filing online on their own behalf. We expect to expand the</p>		

	process for adults filing disability claims in-office and over the telephone. Future plans also include expanding the process to other types of claims.
Collection(s) Affected:	0960-0623
Estimated Reduction:	42,166 total burden hours \$0 total cost burden
Date of Completion:	Expected in April, 2012
Challenges:	None

3.7. List of Completed Burden Reduction Initiatives

3.7.1. Department of Agriculture

Agency:	Department of Agriculture	Status:	Complete
Office(s):	Grain Inspection and Packers and Stockyards Administration		
Initiative Title:	Packers and Stockyards Program Reporting and Recordkeeping Requirements		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Other		
Description:	<p>Regulations (9CFR, part 201) and Statement of General Policy (9 CFR, part 203) Issued under the Packers and Stockyards (P&S) Act (7 U.S.C. 181-229, 229c) and Related Reporting and Recordkeeping Requirements.</p> <p>The Packers and Stockyards Program (P&SP) of the Grain Inspection, Packers and Stockyards Administration enforces the P&S Act, which requires regulated entities in the livestock, meat packing, and poultry industries to maintain certain records, submit certain information to P&SP, and provide certain information to third parties. The information collected is used by GIPSA to administer the fair trade provisions under the P&S Act. The regulated entities are packers, live poultry dealers, stockyard owners, market agencies, and dealers.</p>		
Collection(s) Affected:	Collection(s) Affected: 0580-0015 In general, the information required includes ownership, business descriptive, procurement, and financial information and certifications. This package contains the forms that P&SP uses to regulate the industry. GIPSA is taking steps to ensure public access to electronic form submission is available by December 2011. Users will have the capability of visiting a website, filling out a form online, and submitting that information to a database managed by GIPSA's Western Regional Office, in Denver, Colorado. GIPSA currently has fillable forms available to the public that can be completed online, printed,		

	and mailed or faxed.
Estimated Reduction:	63,726 total burden hours total cost burden
Date of Completion:	Completed in December, 2011
Challenges:	None. GIPSA now have fillable forms on our website and in the GIPSA Library. Individuals can pull the forms off, fill them out, and then send them to us electronically. These forms are our Annual Report forms, which are used yearly. This includes the 3000 and 7000 series. GIPSA started this process in January 2012. At present GIPSA is unable to determine if a reduction in burden hours will result from this new process.

3.7.2. Department of Commerce

Agency:	Department of Commerce	Status:	Complete
Office(s):	Minority Business Development Agency		
Initiative Title:	Implementation of Enhanced Electronic Tools for MBDA Clients		
Reduction Area(s): <i>(Check all that apply)</i>	<input type="checkbox"/> "Short Form" options	<input checked="" type="checkbox"/> Frequency of information collection	
	<input type="checkbox"/> Record retention requirements	<input type="checkbox"/> Re-use of already collected data	
	<input type="checkbox"/> Electronic "fillable fileable" forms	<input checked="" type="checkbox"/> Other	
Description:	<p>Under Executive Order 11625, MBDA's primary mission is to foster the growth and competitiveness of minority-owned firms. MBDA is developing and implementing new electronic tools, including a Customer Relationship Management (CRM) system and an enhanced Performance Reporting system. An interface between the CRM system and Performance system will integrate data so that the two systems work seamlessly. This combined repository of information will facilitate data sharing throughout the agency network.</p> <p>Phase I of this effort will focus on implementation of the CRM system. Client information will be centralized to improve data collection efficiencies. This will eliminate the need for a separate MBDA "Phoenix" system to collect minority business profiles. The submission of redundant information is expected to decrease, and accessing data will be simplified.</p> <p>Phase II will develop the enhanced Performance Reporting system. Implementation of this system is anticipated to reduce the burden on grant recipients in complying with performance report submission requirements. The frequency of data collection will decrease from three to two reports a year. In addition, the number of text fields within the reports will be decreased to eliminate duplicative and/or unnecessary reporting requirements. Use of the MBDA "Needs Analyzer" will no longer be mandatory, but will be available as an optional tool for grant recipients, to further reduce the overall burden.</p>		

Collection(s) Affected:	Online Databases: Performance, Phoenix, and Opportunity (0640-0002)
Estimated Reduction:	2,590 total burden hours \$0.00 total cost burden
Date of Completion:	Completed in June, 2011
Challenges:	

Agency:	Department of Commerce	Status:	Complete
Office(s):	National Oceanic and Atmospheric Administration		
Initiative Title:	Western Alaska Community Development Quota (CDQ) Program		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options	<input type="checkbox"/> Frequency of information collection	<input checked="" type="checkbox"/> Re-use of already collected data
	<input type="checkbox"/> Record retention requirements	<input type="checkbox"/> Electronic "fillable fileable" forms	<input type="checkbox"/> Other
Description:	<p>National Marine Fisheries Service will revise regulations to lessen the restrictive process and burden associated with complying with the current CDQ reporting requirements. The CDQ Program mandates significant recordkeeping, vessel licensing, catch retention requirements, and fisheries observer requirements for fisherman in the Bering Sea and Aleutian Islands (BSAI).</p> <p>The CDQ Program is an economic development program associated with federally managed fisheries in the BSAI. The purposes of the CDQ Program are to provide western Alaska communities the opportunity to participate and invest in BSAI fisheries, to support economic development in western Alaska, to alleviate poverty and provide economic and social benefits for residents of western Alaska, and to achieve sustainable and diversified local economies in western Alaska. The statutory authority is the Magnuson-Stevens Fishery Conservation and Management Act; 50 CFR 679.</p>		
Collection(s) Affected:	Western Alaska Community Development Quota Program (0648-0269)		
Estimated Reduction:	2,134 total burden hours \$134.00 total cost burden		
Date of Completion:	Completed in March, 2012		
Challenges:			

3.7.3. Department of Defense

Agency:	Department of Defense	Status:	Complete
Office(s):	National Security Agency (NSA)		
Initiative Title:	Information Assurance Workshop (IAWS) Survey		

Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Electronic "fillable fileable" forms	<input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Re-use of already collected data <input checked="" type="checkbox"/> Other
Description:	This burden reduction initiative reduces the reporting burden on workshop attendees to provide objective feedback in order to improve the event and products. The Department of Defense has found other methods, other than a survey, to obtain and measure information for improving the annual conference.	
Collection(s) Affected:	Information Assurance Workshop (IAWS) Survey, OMB Control Number 0704-0451	
Estimated Reduction:	33 total burden hours \$0.00 total cost burden	
Date of Completion:	Completed in November, 2011	
Challenges:	None	

Update to Department's PRA Burden Reduction Initiative submitted for the FY 2011 ICB data call. Initiative: Information Assurance Workshop Survey. DoD is reporting this initiative as being completed. The discontinuation request was effective November 30, 2011. The Department reduced its burden by 33 hours through this initiative.

3.7.4. Department of Education

None.

3.7.5. Department of Energy

Agency:	Department of Energy		Status:	Complete
Office(s):	Office of Information Management (HS-82); Office of Resource Management (HS-80), Office of Health, Safety and Security (HS-1)			
Initiative Title:	Nuclear Materials Management and Safeguards System (NMMSS)"			
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Electronic "fillable fileable" forms	<input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Re-use of already collected data <input checked="" type="checkbox"/> Other		
Description:	Nuclear Materials Management and Safeguards System (NMMSS): NMMSS is the U.S. States Government's system of accountancy for nuclear materials which are owned and used by the U.S. Government, leased to or owned by private companies within the U.S., produced and owned in foreign countries under conditions that bring them into U.S. safeguards interest, and produced in the U.S. and leased or sold to foreign governments. The system is owned and sponsored by the Department of Energy (DOE) and the Nuclear Regulatory Commission (NRC). The forms used to report this information are currently posted on the DOE/IM Forms Website but are not fillable. HSS began making these forms fillable to reduce burden time in completing the forms but on 10/1/11, the NMMSS program moved organizationally from the HSS to the DOE/National Nuclear Security Administration's Office of Materials			

	Integration (NA-73). This transfer was completed on 9/30/11. The 1910-1800 information collection renewal has been revised to reflect transfer/elimination of these forms and is in the 60-day comment period in the Federal Register. The ICR has an expiration date of 6/2012.
Collection(s) Affected:	1910-1800 Security
Estimated Reduction:	14,760 total burden hours \$0.0 total cost burden
Date of Completion:	Completed October 2011.
Challenges:	

Agency:	Department of Energy	Status:	Complete
Office(s):	Office of Security (HS-50), Office of Health, Safety and Security (HS-1)		
Initiative Title:	DOE Foreign Ownership, Control or Influence Program (e-FOCI)"		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options	<input type="checkbox"/> Frequency of information collection	
	<input type="checkbox"/> Record retention requirements	<input type="checkbox"/> Re-use of already collected data	
	<input type="checkbox"/> Electronic "fillable fileable" forms	<input checked="" type="checkbox"/> Other	
Description:	DOE Foreign Ownership, Control or Influence Program applies to all contracts at DOE/NNSA facilities involving classified work, sensitive nuclear material, and is part of the facility clearance process. Publication of thresholds for reporting material and/or significant changes will provide circumstances that contractors are required to report on the SF-328 to DOE. Establishing thresholds for reporting change eliminates the potential reporting of insignificant changes. DoD has set 12 thresholds for reporting material change. Until the recent publication of the DoD thresholds for reporting, no minimum standard for reporting on these issues had been established by either DoD or DOE, therefore unnecessary reports were generated. Since the number of such changes that occur in industry is highly variable from year to year and since the level of detail necessary in a given report is highly variable, no reliable estimate of the number of hours saved can be made without an extensive study and analysis of past reports. Adoption of thresholds similar to those established by DoD will eliminate unnecessarily burdensome reporting and hours. The DOE Deputy Secretary approved DOE Order 470.4B, Safeguards and Security Program on 7/21/11 which defines the thresholds which trigger reporting and will eliminate potential reporting of insignificant changes and provide clear direction on types of changes which must be reported.		
Collection(s) Affected:	OMB 1910-1800, Security		
Estimated Reduction:	___ total burden hours \$0.0 total cost burden		
Date of Completion:	Completed July, 2011.		

Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Electronic "fillable fileable" forms	<input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Re-use of already collected data <input checked="" type="checkbox"/> Other
Description:	Administrative Simplification through the Elimination of Reporting: The following 4 planning functions have been identified for elimination as it relates to reporting burden hours: Safeguards and Security Site Self Assessments; Site Safeguards and Security Plans or Site Security Plans (for classified information); Site Safeguards and Security Plans or Site Security Plans (for unclassified information); and Vulnerability Assessments. After a functional review, it has been determined that these entries in the information collection submission are inappropriate for the type of data being collected. These four entries do not fit this criterion. These initiatives required changes to policy such as in the DOE/NNSA FOCI policy. The revised DOE policy was effective 7/21/11 with the issuance of DOE Order 470.4B, Safeguards and Security Program. The renewal of OMB 1910-1800, Security, has been revised to reflect the elimination of the above planning functions. The ICR renewal is currently in the 60-day Federal Register for comment. The current OMB 1910-1800 ICR has an expiration date of June 2012.	
Collection(s) Affected:	1910-1800, Security	
Estimated Reduction:	31,305 total burden hours \$0.0 total cost burden	
Date of Completion:	Completed July, 2011.	
Challenges:		

3.7.6. Department of Health and Human Services

None.

3.7.7. Department of Homeland Security

None.

3.7.8. Department of Housing and Urban Development

Agency:	Department of Housing and Urban Development	Status:	Complete
Office(s):	Single Family Housing		
Initiative Title:	2502-0005 Lender approval regulations (24CFR202)		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Electronic "fillable fileable" forms	<input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Re-use of already collected data <input checked="" type="checkbox"/> Other	
Description:	The Federal Housing Administration (FHA) of the Department of Housing and Urban Development approves entities to participate as Title I and/or Title II lenders. Specific information must be obtained and reviewed to determine if an entity meets the criteria to obtain the requested approval. In addition, this		

	submission covers subsequent information required by FHA in order for entities to renew and maintain their approval, make periodic updates to their approval, submit required reports to FHA and submit requests to voluntarily terminate their FHA approval. 19,400 (89%) of the annual 21,820 responses is currently done online. An additional 360 annual responses were given online access (the application for approval) which will increase electronic submissions to 91%.
Collection(s) Affected:	2502-0005
Estimated Reduction:	29,870 total burden hours \$1,403,890.00 total cost burden
Date of Completion:	Completed in August, 2011
Challenges:	There are no perceived statutory or policy challenges

3.7.9. Department of Interior

None.

3.7.10. Department of Justice

Agency:	Department of Justice	Status:	Complete
Office(s):	Explosives Industry Programs Branch/ATF		
Initiative Title:	Records and Supporting Data: Daily Summaries, Records of Production, Storage and Disposition and Supporting Data by Explosives Manufacturers		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms x Other		
Description:	The Information Collection 1140-0029 includes the regulations at 555.121 and 555.125-129; while 1140-0030 includes 555.121-122 and 555.124-129 (555.121 and 555.124 are not included in 0029) because these collections are covering the same regulations it was decided to discontinue 1140-0029 and continue with collecting the information under the 1140-0030. This would eliminate 140,335 burden hours.		
Collection(s) Affected:	1140-0029		
Estimated Reduction:	140,335 total burden hours \$0.00 total cost burden		
Date of Completion:	Completed in April, 2012		
Challenges:	None		

Agency:	Department of Justice	Status:	Complete
Office(s):	Firearms and Explosives Licensing Center/ATF		

Initiative Title:	User-Limited Permit (Explosives)
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms x Other
Description:	This collection was discontinued because users who used to get this permit now get the type 60 coupon permit which costs \$25.00, valid for one year and good for six transactions. The discontinued user limited permit cost was \$75.00 and valid for one year only.
Collection(s) Affected:	1140-0027
Estimated Reduction:	218 total burden hours \$75.00 total cost burden
Date of Completion:	Completed in October, 2011
Challenges:	none

Agency:	Department of Justice	Status:	Complete
Office(s):	Office of Human Resources and Professional Development/ATF		
Initiative Title:	Race and Ethnicity Identification		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms x Other		
Description:	This information collection was discontinued because ATF has opted to use OPM's Standard Form 181, Ethnicity and Race Identification. Standard Form 181 is approved for government-wide use by GSA and captures all data needed.		
Collection(s) Affected:	1140-0047		
Estimated Reduction:	500 total burden hours total cost burden		
Date of Completion:	Completed in October, 2011		
Challenges:			

Agency:	Department of Justice	Status:	Complete
Office(s):	Bureau of ATF		
Initiative Title:	Limited Permittee Transaction Record		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements x Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other		

Description:	The purpose of the collection is to ensure that records are available for tracing explosive materials when necessary and to ensure that limited permittees do not exceed their maximum allotment of receipts of materials. The burden was eliminated because the record keeping was duplicated on ATF F 5400.4 under collection 1140-0025. The collection stated that prior to distributing explosive materials to a limited permittee, a licensee or permittee must obtain an original ATF F 5400.4. The original of the form must be retained by the distributor as part of his permanent records, and the second copy must be faxed or mailed to ATF. This collection ensures that the records are available for tracing explosives when necessary. ATF has decided to stop collecting this information.
Collection(s) Affected:	1140-0078
Estimated Reduction:	125,000 total burden hours \$0.00 total cost burden
Date of Completion:	Completed in March, 2011
Challenges:	

Agency:	Department of Justice	Status:	Complete
Office(s):	Bureau of ATF		
Initiative Title:	Implementation of Public law 103-322, the Violent Crime Control Law Enforcement Act of 1994.		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input checked="" type="checkbox"/> Record retention requirements <input type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Other		
Description:	The purpose of the collection (law) is to create criminal penalties for the manufacture, transfer, or possession of semiautomatic weapons. The burden was eliminated due to a statutory change. The provisions of the law (PL 103-322, Title 1X, Subtitle A) covering semiautomatic assault weapons and large capacity ammunition feeding devices are no longer in effect. ATF has decided to stop collecting this information.		
Collection(s) Affected:	1140-0041		
Estimated Reduction:	148,900 total burden hours \$0.00 total cost burden		
Date of Completion:	Completed in January, 2011		
Challenges:	none		

Agency:	Department of Justice	Status:	Complete
Office(s):	Firearms and Explosives Licensing Center/ATF		

Initiative Title:	Certification of Knowledge of State Laws, Submission of Water Pollution Act	
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Electronic "fillable fileable" forms	<input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Re-use of already collected data <input checked="" type="checkbox"/> Other
Description:	Persons who apply for a permit to purchase explosives intrastate must certify in writing that he/she is familiar with and understands all published state laws and local ordinances relating to explosive materials for the location in which he/she intends to do business and submit the certificate required by Section 21 of the Federal Water Pollution Control Act. ATF has decided to stop collecting this information.	
Collection(s) Affected:	1140-0082	
Estimated Reduction:	416 total burden hours 0 total cost burden	
Date of Completion:	Completed in August, 2011	
Challenges:		

Agency:	Department of Justice	Status:	Complete
Office(s):	DEA		
Initiative Title:	Request for Quotas		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Electronic "fillable fileable" forms	<input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Other	
Description:	<p>Online DEA Form 189 – (Application for Individual Manufacturing Quota), must be completed by a Controlled Substance registrant on or before May 1 of the year preceding the calendar year for which the manufacturing quota is being applied and governing quotas are included in Title 21, Code of Federal Regulations, Part 1300 to end. Online DEA Form 250 - (Application for Procurement Quota for Controlled Substance), must be completed by a registrant on or before April 1 of the year preceding the calendar year for which the procurement quota is being applied. Regulations governing quotas are included in Title 21, Code of Federal Regulations, Part 1300 to end. Form 488 - (Application for Import Quota for Ephedrine, Pseudoephedrine, Phenylpropanolamine), must be completed by a Chemical registrant on or before April 1 of the year preceding the calendar year for which the import quota is being applied.</p> <p>Regulations governing quotas are included in Title 21, Code of Federal Regulations, Part 1315. Currently, all forms are paper-based and must be completed and mailed to DEA. Once DEA receives the form the data then must be validated for completeness and accuracy and then must be researched in order to ensure they are a registrant in "good standings" and have been authorized the drug codes for which they are requesting a quota.</p>		

	Once validated the data is logged and entered into another system before quota is granted. This will provide real time data validation, eliminate duplicate data.
Collection(s) Affected:	DEA Form 189 – OMB 1117-0006; DEA Form 250 - OMB 1117-0008; Form 488 - OMB 1117-0047
Estimated Reduction:	1,608 total burden hours \$0.00 total cost burden
Date of Completion:	Completed in May, 2011
Challenges:	None.

Agency: Department of Justice	Status: Complete
Office(s):	Federal Bureau of Investigation (FBI) Critical Incident Response Group (CIRG/National Center for the Analysis of Violent Crime (NCAVC)/Violent
Initiative Title:	ViCAP Web Case Submission Form
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input checked="" type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other
Description:	Title 28, United States Code, Section 534, allows the FBI to acquire, collect, classify, and preserve identification/information, criminal identification, crime, and other records. It is essential that a standard reporting be utilized in order for the ViCAP to provide maximum service to all law enforcement agencies. The ViCAP provides a centralized repository to collect, classify, analyze, and preserve records on violent crimes, victims, and their offenders. ViCAP Web serves the nation as a repository for the collection of information related to both solved and unsolved homicides, sexual assaults, missing persons and unidentified human remains. ViCAP Web is the only national database that allows participating law enforcement agencies to make cross jurisdictional matches of significant violent crimes, and ViCAP personnel can assist those agencies in the identification and linkage of similar cases based upon factors detailed in the ViCAP Web submissions. ViCAP can also provide analytical support, which includes, but is not limited to: the creation of maps, matrices and timelines, and the use
Collection(s) Affected:	OMB No, 1110-0011 (FD-676)
Estimated Reduction:	1,107 total burden hours total cost burden
Date of Completion:	Completed in July, 2008
Challenges:	

Agency: Department of Justice		Status: Complete
Office(s):	National Security Division/Counterespionage Section/Foreign Agents Registration Act Unit (FARA)	
Initiative Title:	FARA eFile per Congress and Public Law 110-81, Section 212 of the Honest Leadership and Open Government Act of 2007	
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other	
Description:	FARA's six (6) fillable-fileable/e-signature capable ICRs and corresponding FARA eFile screens located at fara.gov provide a means for registrants representing foreign principals in the USA to submit their public disclosure registration forms as mandated by Congress pursuant to 22 U.S.C. 611, et seq., the Foreign Agents Registration Act of 1938, as amended; and CFR Title 28 CFR Part 5.	
Collection(s) Affected:	Registration Stmt (OMB 1124-0001)-burden hour reduction from eFile process, not ICR; cost burden reduction = registrant staff/mail savings Supplemental Stmt (OMB 1124-0002)-same Amendment (OMB 1124-0003)- same Exhibit B (OMB 1124-0004)-same Short-Form Registration Stmt (OMB 1124-0005)-same Exhibit A (OMB 1124-0006)-same	
Estimated Reduction:	336 total burden hours \$32,029.85 total cost burden	
Date of Completion:	Completed in March, 2011	
Challenges:	Registrant acceptance and compliance due to their technical system limitations; Payment of fees sometimes from other registrant authority and location meaning registration not complete until fees paid to FARA-DOJ.	

Agency: Department of Justice		Status: Complete
Office(s):	United States Trustee Program	
Initiative Title:	Trustee Uniform Final Report (TUFR) System	
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input checked="" type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other	
Description:	The TUFR system implements a statutory mandate for uniform forms for final reports filed by bankruptcy trustees. See 28 U.S.C. § 589b. TUFRs replace the many versions of final report forms that had been in use nationwide, and require trustees to use fillable forms that embed the case data. This data is available for extraction and searching. This will assist policymakers, scholars, and the public to better understand the bankruptcy system. The data may be nationally aggregated, which will assist Congress in compiling data to accurately analyze bankruptcy trends when making policy decisions. Scholars and members of the public may also be able to obtain aggregate data. TUFR	

	reduces the burden on the academic community and on the general public who are interested in the bankruptcy system by standardizing and data-enabling forms. In addition, the use of the TUFR system will eventually lead to the elimination of one of the forms the private chapter 7 trustees currently maintain thereby reducing the reporting burdens placed on the chapter 7 trustees.
Collection(s) Affected:	Section 602 of the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005, codified at 28 U.S.C. § 589b, required the Attorney General to issue uniform forms for final reports by trustees under chapters 7, 12, and 13 of the Bankruptcy Code (uniform forms). The uniform forms in use are: UST Form 101-7-NDR, UST Form 101-7-TFR UST Form 101-7-NFR, UST Form 101-7-TDR UST Form 101-12-FR-S, UST Form 101-12-FR-C UST Form 101-13-FR-S, UST Form 101-13-FR-C
Estimated Reduction:	4000 - 10,000 total burden hours total cost burden
Date of Completion:	Completed in February, 2012
Challenges:	None

Agency:	Department of Justice	Status:	Complete
Office(s):	United States Trustee Program (USTP)		
Initiative Title:	Credit Counseling and Debtor Education Application Process		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options	<input type="checkbox"/> Frequency of information collection	
	<input type="checkbox"/> Record retention requirements	<input type="checkbox"/> Re-use of already collected data	
	<input checked="" type="checkbox"/> Electronic "fillable fileable" forms	<input type="checkbox"/> Other	
Description:	Pursuant to 11 U.S.C. § 111 and 28 C.F.R Part 58, entities that seek to become approved nonprofit budget and credit counseling agencies or providers of instructional courses on personal financial management must submit an application to the United States trustee annually. Currently, the required application and attachments may only be submitted in paper form. The burden on the approximately 400 entities per year that are affected by the requirement to submit annual paper applications are photocopying, mailing costs, and employee salaries. To reduce the burden on these entities the USTP is developing an electronic application. The previous paper application form was screen-fillable, but users could not save the data and edit it later, and had to complete the lengthy form in one session. The new electronic application allows the applicant to complete the form in stages, save the data, and return to finish it. The USTP has recently requested permission from OMB to modify the credit counseling/debtor education applications (ICE ## 1105-0084, 1105-0085), which will make the applications less burdensome on credit counseling agencies and debtor education providers. The modifications will enable applicants to submit applications electronically and will also enable repeat applicants to check a "no-change" box on select sections if no changes have		

	occurred since the last application, which will reduce the amount of time and effort to complete renewal applications.
Collection(s) Affected:	1105-0084 and 1105-0085
Estimated Reduction:	1200 - 2400 total burden hours total cost burden
Date of Completion:	Completed in October, 2011
Challenges:	None

3.7.11. Department of Labor

Agency:	Department of Labor	Status:	Complete
Office(s):	Occupational Safety and Health Administration		
Initiative Title:	OSHA Standards Improvement Project Phase III		
Reduction Area(s): <i>(Check all that apply)</i>	<input type="checkbox"/> "Short Form" options <input checked="" type="checkbox"/> Frequency of information collection <input checked="" type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other		
Description:	OSHA's Standards Improvement Projects are intended to remove or revise duplicative, unnecessary, and inconsistent safety and health provisions. This was the third in a series of rulemaking actions to streamline OSHA standards. OSHA removed the written training certification records from four standards. The rulemaking also removed provisions in substance-specific standards that required employers to transfer employee exposure-monitoring and medical records to the National Institute for Occupational Safety and Health.		
Collection(s) Affected:	Vinyl Chloride (1218-0010); The 13 Carcinogens Standard (1218-0085); Commercial Diving Operations Standard (1218-0069); Asbestos in General Industry Standard (1218-0133); Access to Employee Exposure and Medical Records (1218-0065); Lead in General Industry Standard (1218-0092); Inorganic Arsenic Standard (1218-0104); Cotton Dust Standard (1218-0061); Benzene Standard (1218-0129); Asbestos in Construction Standard (1218-0134); Ethylene Oxide Standard (1218-0108); Coke Oven Emissions Standard (1218-0128); The 1,2-Dibromo-3-Chloropropane Standard (1218-0101); Cadmium in General Industry Standard (1218-0185); Cadmium in Construction Standard (1218-0186); Formaldehyde (1218-0145); Occupational Exposure to Hazardous Chemicals in Laboratories (1218-0131); The 1,3-Butadiene Standard (1218-0170); The 4,4' - Methylene dianiline Construction Standard (1218-0183); Methylene Chloride Standard (1218-0179); Acrylonitrile Standard (1218-0126); Bloodborne Pathogens Standard (1218-0180); The 4,4'-Methylene dianiline General Industry Standard (1218-0184); Lead in Construction Standard (1218-0189); Asbestos in Shipyards Standard (1218-0195); Personal Protective Equipment in General Industry Standard (1218-0205); Personal Protective Equipment in Shipyards (1218-0215)		

Estimated Reduction:	1,861,970 total burden hours total cost burden
Date of Completion:	Completed in June, 2012
Challenges:	None

Agency:	Department of Labor	Status:	Complete
Office(s):	Bureau of Labor Statistics		
Initiative Title:	Elimination of the Locality Pay Survey component the National Compensation Survey		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input checked="" type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other		
Description:	This initiative resulted in the elimination of the Locality Pay Survey (LPS) component of the National Compensation Survey (NCS). This reduction was part of the President's proposed budget for FY 2011. BLS now uses data from two current BLS programs, the Occupational Employment Statistics survey and Employment Cost Index portion of the NCS. Eliminating the LPS reduced burden by 27,617 responses and 18,185 burden hours.		
Collection(s) Affected:	National Compensation Survey (1220-0164)		
Estimated Reduction:	18,185 total burden hours total cost burden		
Date of Completion:	Completed in April, 2012		
Challenges:	None		

3.7.12. Department of State

None.

3.7.13. Department of Transportation

Agency:	Department of Transportation	Status:	Complete
Office(s):	Office of Program Management, Federal Transit Administration		
Initiative Title:	Capital Assistance Programs		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input checked="" type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other		
Description:	The Federal Transit Administration (FTA) provides urbanized area formula program funds to support public transportation capital assistance programs in urbanized areas. FTA also provides capital assistance for new and		

	replacement buses, related equipment and facilities, and rail and rail modernization under the capital investment program. The burden reduction was achieved by reducing the frequency of the reporting requirements for grantees for smaller urbanized areas with populations of less than 200,000.
Collection(s) Affected:	2132-0502 - 49 U.S.C. Sections 5309 and 5307 Capital Assistance Programs
Estimated Reduction:	84,301 total burden hours total cost burden
Date of Completion:	Completed in November, 2011
Challenges:	None

3.7.14. Department of the Treasury

None.

3.7.15. Department of Veterans Affairs

Agency:	Department of Veteran Affairs	Status:	Complete
Office(s):	Veterans Benefits Administration, Insurance Service		
Initiative Title:	Application for Service-Disabled Veterans Insurance (S-DVI), VA Forms 29-4364 and 29-0151		
Reduction Area(s): <i>(Check all that apply)</i>	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input checked="" type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other		
Description:	<p>These forms are used by the veteran to apply for S-DVI.</p> <p>1. Previously, the insured could only submit this information by completing the paper version of this information collection.</p> <p>2. Insurance Service now offers the veteran the option of completing this form electronically.</p>		
Collection(s) Affected:	2900-0068		
Estimated Reduction:	2,083 total burden hours \$93,780.00 total cost burden		
Date of Completion:	Completed in November, 2011		
Challenges:	None		

3.7.16. Environmental Protection Agency

Agency:	Environmental Protection Agency	Status:	Complete
Office(s):	Office of Air and Radiation		
Initiative Title:	Paperwork Burden Reduction for the Alternative Fuel Conversion Vehicle Industry		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms X Other		
Description:	EPA streamlined certification requirements for the alternative fuel conversion vehicle industry that is mostly comprised of small businesses. The final rule, promulgated on April 8, 2011, affected manufacturers seeking an exemption from the Clean Air Act tampering prohibition for light-duty vehicles, light-duty trucks, medium-duty passenger vehicles, and heavy-duty vehicles and engines that have been converted for use with fuels that the original models were not designed for. Example conversion includes gasoline to liquid propane gas or compressed natural gas.		
Collection(s) Affected:	2060-0104		
Estimated Reduction:	11,203 hours total burden hours \$785,437.00 total cost burden		
Date of Completion:	Completed in April, 2011		
Challenges:	None		

3.7.17. Federal Acquisition Regulation (FAR Secretariat)

Agency:	Federal Acquisition Regulation (FAR Secretariat)	Status:	Complete
Office(s):	Federal Acquisition Regulation		
Initiative Title:	Sustainable Acquisition, FAR Case 2010-001		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements x Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other		
Description:	The subject FAR case was issued as an interim rule, effective May 31, 2011, amending the FAR to implement Executive Order 13514, "Federal Leadership in Environmental, Energy, and Economic Performance," and Executive Order 13423, "Strengthening Federal Environmental, Energy, and Transportation Management." The interim rule requires Federal agencies to leverage agency acquisitions to foster markets for sustainable technologies, materials, products, and services. The rule deleted FAR subpart 23.9, which required contractors to report to agencies compliance with the Toxic Chemical Release Reporting. Executive Order 13148 required contractors to affirm compliance with Toxic Chemical Release Reporting requirements. However, Executive Order 13148 was revoked by Executive Order 13423. The associated clauses		

	at FAR 52.223-13 and 52.223-14 were deleted. Toxic chemical release reporting remains a requirement under environmental statutes and regulations, but the coverage in the FAR, and the contract clauses are deleted.
Collection(s) Affected:	9000-0139
Estimated Reduction:	58,621 total burden hours \$2,462,082 total cost burden
Date of Completion:	Completed in February, 2012
Challenges:	None

3.7.18. Federal Communications Commission

None.

3.7.19. Federal Deposit Insurance Corporation

Agency:	Federal Deposit Insurance Corporation	Status:	Completed
Office(s):	Division of Depositor and Consumer Protection		
Initiative Title:	Survey of Banks' Efforts to Serve the Unbanked and Underbanked		
Reduction Area(s): (Check all that apply)	<input checked="" type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input checked="" type="checkbox"/> Other		
Description:	<p>The Federal Deposit Insurance Corporation (FDIC) in compliance with Section 7 of the FDIC Reform Conforming Amendments Act of 2005 is required to conduct ongoing surveys and submit periodic reports to Congress on efforts by insured depository institutions to bring unbanked and underbanked into the conventional finance system. The first survey was paper-based and was conducted in 2008.</p> <p>The 2011 survey was streamlined and reformatted to expedite question review and response. The number of survey questions was reduced, open-ended questions requiring a detailed narrative response were eliminated, and the survey was conducted via the Web.</p>		
Collection(s) Affected:	Household Survey of the Unbanked and Underbanked (3064-0158)		
Estimated Reduction:	<input type="checkbox"/> 3,396 <input type="checkbox"/> total burden hours <input type="checkbox"/> total cost burden		
Date of Completion:	Completed in January 2012		
Challenges:	None		

3.7.20. Federal Energy Regulatory Commission

Agency:	Federal Energy Regulatory Commission	Status:	Complete
Office(s):	Office of Energy Projects		
Initiative Title:	Small Hydropower Initiative		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input checked="" type="checkbox"/> Other		
Description:	FERC is working to make its small hydropower licensing program more user-friendly and to assist applicants for small hydropower licenses and exemptions. This Small Hydropower Initiative provides additional help and guidance on how best to obtain Commission authorization to construct and operate these small/low-impact hydropower projects while assuring adequate protection of environmental resources.		
Collection(s) Affected:	FERC-505 (1902-0115), Application for License/Relicense for Water Projects with 5 MW or Less Capacity; FERC-512 (1902-0073), Application for Preliminary Permits		
Estimated Reduction:	total burden hours total cost burden		
Date of Completion:	Completed in September, 2010		
Challenges:	None. Note: While FERC considers this a burden-reducing initiative, FERC has not estimated a discrete burden reduction amount for this initiative		

Agency:	Federal Energy Regulatory Commission	Status:	Complete
Office(s):	Office of Energy Projects		
Initiative Title:	Small Hydropower Development in Colorado (Pilot Project)		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input checked="" type="checkbox"/> Other		
Description:	August 2010, FERC and the State of Colorado signed a Memorandum of Understanding to simplify procedures authorizing the development of small-scale hydropower projects in Colorado. This pilot initiative impacts persons seeking to develop small hydropower projects within the state of Colorado by potentially streamlining and simplifying the authorization for small hydropower projects.		
Collection(s) Affected:	FERC-505 (1902-0115), Application for License/Relicense for Water Projects with 5 MW or Less Capacity; FERC-512 (1902-0073), Application for Preliminary Permits		

Estimated Reduction:	total burden hours
	total cost burden
Date of Completion:	Completed in March, 2012
Challenges:	None.
	Note: While FERC considers this a burden-reducing initiative, FERC has not estimated a discrete burden reduction amount for this initiative

3.7.21. Federal Trade Commission

Agency:	Federal Trade Commission	Status:	Complete
Office(s):	Privacy & Identity Protection		
Initiative Title:	Model Privacy Form and Online Form Builder		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options	<input type="checkbox"/> Frequency of information collection	
	<input type="checkbox"/> Record retention requirements	<input type="checkbox"/> Re-use of already collected data	
	<input type="checkbox"/> Electronic "fillable fileable" forms	<input checked="" type="checkbox"/> Other	
Description:	The Federal Trade Commission, together with the federal financial agencies, adopted a model privacy notice (referred to as a "form") that financial institutions may rely on as a safe harbor to provide disclosures under the privacy rules. In order to ease the burden on entities that wanted to adopt the new model privacy notice, the agencies developed an "Online Form Builder" that an entity can download and use to develop and print customized versions of a model consumer privacy notice. As of January 1, 2011, the model privacy notice is the only safe harbor available for compliance with the privacy rules.		
Collection(s) Affected:	3084-0121		
Estimated Reduction:	70,000 total burden hours		
	\$1,980,720.00 total cost burden		
Date of Completion:	Completed in January, 2011		
Challenges:	None.		

3.7.22. National Aeronautics and Space Administration

None.

3.7.23. National Science Foundation

None.

3.7.24. Nuclear Regulatory Commission

Agency: Nuclear Regulatory Commission		Status: Complete
Office(s):	Office of Nuclear Reactor Regulation	
Initiative Title:	Update of License Renewal Guidance Documents (LRGD)	
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other	
Description:	The updated LRGDs were published in December 2010. The first application written using the updated LRGDs was submitted in June 2011. The staff is in the process of reviewing the application, after which the staff will better understand the extent of the reduction realized and, therefore, be able to estimate the full potential reduction.	
Collection(s) Affected:	3150-0155	
Estimated Reduction:	250 total burden hours \$68,250.00 total cost burden	
Date of Completion:	Completed in December, 2010	
Challenges:	None	

Agency: Nuclear Regulatory Commission		Status: Complete
Office(s):	Office of Nuclear Reactor Regulation	
Initiative Title:	Incorporation by Reference of Edition and Addenda to American Society of Mechanical Engineers (ASME) Codes and New and Revised ASME Code Cases into 10 CFR 50.55a.	
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input checked="" type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other	
Description:	The NRC is improving its process (by applying Lean Six Sigma concepts) for issuing recurring rulemakings that incorporate by reference new ASME Code editions and addenda into 10 CFR 50.55a. This will cause 10 CFR 50.55a to be updated more frequently and permit timely use of the latest acceptable ASME Code editions and addenda. The net result is that information collection burden will be reduced with each rulemaking since allowing the use of more recent ASME Code editions and addenda results in fewer inservice inspection and inservice testing relief requests being submitted to the NRC for review and approval.	
Collection(s) Affected:		
Estimated Reduction:	1,040 total burden hours \$283,920.00 total cost burden	

Date of Completion:	Completed in June, 2011
Challenges:	None

3.7.25. Securities and Exchange Commission

Agency:	Securities and Exchange Commission	Status:	Complete
Office(s):	Office of Corporate Finance, Division of Trading and Markets and the Division of Investment Management		
Initiative Title:	EDGARLink Online Application (ELO)		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input checked="" type="checkbox"/> Other		
Description:	<p>ELO is an online version of the offline EDGARLink tool that filers use to create their non-structured submission documents to be filed with the SEC.</p> <p>Use of the offline EDGARLink tool previously required filers to download the EDGARLink software tool, for installation on their local drive, as well as any of 6 submission templates that packaged groups of submission form types. Whenever changes were made in EDGAR that updated the offline EDGARLink tool or the templates, the filer would have to download the latest versions of both.</p> <p>The new ELO application is browser-based and eliminates the need for software installation or template downloads. It also provides more immediate validation and more user-friendly help screens.</p>		
Collection(s) Affected:	Because ELO works with all of the forms that are filed using the EDGAR system, a specific estimate of the reduction of the annual time burden is difficult to estimate.		
Estimated Reduction:	2,251 total burden hours total cost burden		
Date of Completion:	Completed in August, 2011		
Challenges:	None		

3.7.26. Small Business Administration

None.

3.7.27. Social Security Administration

Agency:	Social Security Administration	Status:	Complete
Office(s):	Office of Program Development & Research		
Initiative Title:	Revised Work Activity Reports, SSA-820-F4 and SSA-821-BK		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input checked="" type="checkbox"/> Other		
Description:	We revised the SSA-820-BK and the SSA-821-BK for clarity. We streamlined our instructions, making them easier to understand and complete. We also revised our procedures to eliminate redundant questions in certain self-employment cases. For the SSA-820-BK, these revisions decrease the burden by 15 minutes for approximately half the respondents. We made similar revisions to the SSA-821-BK. These actions decrease the burden by 5 minutes per respondent.		
Collection(s) Affected:	0960-0598 and 0960-0059		
Estimated Reduction:	37,500 total burden hours \$0 total cost burden		
Date of Completion:	Completed in February, 2012		
Challenges:	None		

3.8. List of Suspended Burden Reduction Initiatives

3.8.1. Department of Transportation

Agency:	Department of Transportation	Status:	Suspended
Office(s):	Federal Motor Carrier Safety Administration (FMCSA) FY 2010 Init. Update Physical Qualifications Division (MC-PSP)		
Initiative Title:	Unified Registration System		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input checked="" type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other		
Description:	This rulemaking would establish training, testing and certification standards for medical examiners responsible for certifying that interstate commercial motor vehicle drivers meet established physical qualifications standards; provide a database (or National Registry) of medical examiners that meet the prescribed standards for use by motor carriers, drivers, and Federal and State enforcement personnel in determining whether a medical examiner is qualified to conduct examinations of interstate truck and bus drivers; and require medical examiners to transmit electronically to FMCSA the name of the driver and a numerical identifier for each driver that is examined. The rulemaking would also establish the process by which medical examiners that		

	fail to meet or maintain the minimum standards would be removed from the National Registry. This action is in response to section 4116 of Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users. Once every calendar month, each medical examiner listed on the NRCME will be required to complete and transmit electronically to FMCSA Form MCSA-5850, "CMV Driver Examination Results," for each driver examined via a secure Web site. The medical Examination Reports and medical examiner's certificates to authorized representatives or special agents of the FMCSA or authorized State or local enforcement agency representatives upon request. With the rulemaking, current paper-based processes will be electronic.
Collection(s) Affected:	Medical Qualification Requirements, OMB Control Number 2126-0006
Estimated Reduction:	16,000 total burden hours total cost burden
Date of Completion:	Not completed as expected in FY2011
Challenges:	This burden reduction initiative was suspended because there are no current paper-based processes that will be replaced by the use of electronic "fillable fileable" forms by the National Registry.

3.8.2. Department of Veteran Affairs

Agency:	Department of Veteran Affairs	Status:	Suspended
Office(s):	Office of Human Resources and Administration, Office of Resolution Management		
Initiative Title:	Compliant of Employment Discrimination, VA Form 4939		
Reduction Area(s): (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements X Re-use of already collected data X Electronic "fillable fileable" forms <input type="checkbox"/> Other		
Description:	<p>Pursuant to the Equal Employment Opportunity Commission (EEOC) Title 29 Code of Federal Regulations (CFR) §1614, VA Form 4939, can be used by VA employees, former employees and applicants for employment who file a formal Equal Employment Opportunity (EEO) complaint of discrimination.</p> <p>The complaint resolution process is administered through the Veterans Affairs Central Office (VACO) Deputy Assistant Secretary for Resolution Management.</p> <p>In 2008 the Office of Management and Budget approved the use of VA Form 4939, which is a Complaint of Employment Discrimination form that an individual uses to file a formal complaint. The tracking number is OMB No. 2900-0716. A blank copy of the form is issued to the aggrieved individual when informal counseling is completed. VA is piloting a new initiative which is an auto populated VA Form 4939. The auto populated form will reduce the respondent's burden from 30 minutes to 20 minutes. The essential data gathered during counseling (to include the claims and basis) will be entered into the agency's Complaints Automated Tracking System. The data will</p>		

	automatically auto populate to the formal discrimination complaint VA Form 4939. The claim(s) and basis(s) raised with the EEO counselor will be listed on the form.
Collection(s) Affected:	2900-0716 - "Complaint of Employment Discrimination"
Estimated Reduction:	71 total burden hours \$1,065 total cost burden
Date of Completion:	Not completed as expected in March, 2012
Challenges:	The initiative has been suspended due to the complexity to convert VA Form 4939 to an auto populated form in the current complaints tracking system.

Appendix A. Significant Burden Reductions and Increases

Informing the discussion of burden changes in Chapter 1, the following tables list significant paperwork reductions and increases in FY 2011. For the purposes of this appendix, OMB defines the term “significant” as those collections that had an increase or decrease of over 100,000 burden hours in FY 2011.

A.1. List of Burden Reductions from Changing Regulations⁴²

A.1.1. Department of Labor

Control No. 1218-0205	Title: Personal Protective Equipment (PPE) for General Industry (29 CFR part 1910, subpart I)
Burden Hr. Change:	-1,855,180
Purpose of the Collection:	Subpart I requires that employers perform hazard assessments of the workplace to determine if personal protective equipment (PPE) is necessary and to communicate PPE selection decisions to affected workers. Subpart I also requires that employers train affected workers in the use of PPE and provide training under certain circumstances. Employers must document that the hazard assessment has been conducted.
Reason for Change:	OSHA removed the requirement that employers develop and maintain employee training records as specified by paragraph 1910.132(f), under the Standards Improvement Project – Phase III final rulemaking.

A.1.2. Department of Treasury

Control No. 1545-1522	Title: Revenue Procedure 2010 - 1(Letter rulings, information letters, and determination letters) - 26 CFR 601-.201
Burden Hr. Change:	-207,610
Purpose of the Collection:	This revenue procedure explains how the Service provides advice to taxpayers on issues under the jurisdiction of the Associate Chief Counsel (Corporate), the Associate Chief Counsel (Financial Institutions and Products), the Associate Chief Counsel (Income Tax and Accounting), the Associate Chief Counsel (International), the Associate Chief Counsel (Pass-through and Special Industries), the Associate Chief Counsel (Procedure and Administration), and the Division Counsel/Associate Chief Counsel (Tax Exempt and Government Entities). It explains the forms of advice and the manner in which advice is requested by taxpayers and provided by the Service.
Reason for Change:	Revenue procedure 2010-1 explains how the Service provides advice to taxpayers on issues under various jurisdictions. It explains the forms of advice

⁴² Burden that was reduced or increased for more than one reason are categorized by the most significant source of change.

and the manner in which advice is requested by taxpayers and provided by the Service.

A.1.3. Environmental Protection Agency

Control No. 2060-0626	Title: Amendments to the Protocol Gas Verification Program, and Minimum Competency Requirements for Air Emission (Final Rule)
Burden Hr. Change:	-122,722
Purpose of the Collection:	<p>Title IV of the Clean Air Act Amendments of 1990 (the acid rain title) established goals to reduce annual emissions of sulfur dioxide (SO₂) and nitrogen oxides (NO_x) and place a national cap on SO₂ emissions beginning in the year 2000.</p> <p>Data handling or reporting is required by the law, and under promulgated regulations EPA imposes data handling, reporting, and recordkeeping requirements. The EPA requires that all affected units required to monitor and report emissions under these trading programs use a data acquisition and handling system (DAHS) to record and submit hourly data in an electronic data report (EDR) format.</p> <p>The Clean Air Markets Division (CAMD) has undertaken the re-engineering of the process and data systems into the new Emissions Collection and Monitoring Plan System (ECMPS) reviewing how data and emissions are reported, quality assured, maintained and submitted. Adding flexibility to the process is one of the main reasons for changing how monitoring and emissions data are quality assured and submitted.</p>
Reason for Change:	The burden estimated in the preceding ICR included a one-time burden associated with reviewing the January 2008 Part 75 rule revisions, as well as the burden associated with data acquisition and handling upgrades and debugging.

A.1.4. Securities and Exchange Commission

Control No. 3235-0047	Title: Rule 204-3 (17 CFR 275.204-3) under the Investment Advisers Act of 1940
Burden Hr. Change:	-6,516,180
Purpose of the Collection:	The rule requires investment advisers to deliver to their clients a written disclosure statement, or 'brochure,' of specified information concerning the background and business practices of the investment adviser. The rule also requires an adviser to update the information based on material events. Investors use the information to determine whether to retain or continue to employ the investment adviser.
Reason for Change:	This decrease is mainly due to our revised estimate of the time it will take firms to deliver their brochures, supplements and amendments. Finally, the burdens have been reduced because, in addition to the annual delivery

requirement, interim amendments are now required only when there is new disclosure of a disciplinary event, or a material change to disciplinary information already disclosed.

A.2. List of Burden Reductions from Cutting Redundancy

A.2.1. Department of the Treasury

Control No. 1506-0009	Title: Financial Record-keeping and Reporting and Report of Foreign Bank and Financial Accounts
Burden Hr. Change:	-10,442,392
Purpose of the Collection:	The Bank Secrecy Act authorizes Treasury to require financial institutions and individuals to keep records and file reports that the Treasury determines have a high degree of usefulness in criminal, tax, or regulatory matters, or to protect against international terrorism. This action updates this ICR to reflect the reallocation of all non-FBAR related PRA burden previously reported under this control number to other existing control numbers or a newly assigned control number. This action reduces the PRA burden under this control number to a total of 500,000 hours.
Reason for Change:	The reduction in hours is to correct for double-counting of burden captured in other collections.
Control No. 1545-2176	Title: REG-134235-08(TD 9501)(Final) - Furnishing Identifying Number of Tax Return Preparer
Burden Hr. Change:	-299,999
Purpose of the Collection:	These proposed regulations amend section 1.6109-2 of the Income Tax Regulations to provide that tax return preparers must furnish a preparer tax identification number (PTIN) on tax returns and claims for refund of tax as prescribed by the Internal Revenue Service in forms, instructions, or other guidance. After the proposed effective date of December 31, 2010, a tax return preparer's social security number may no longer be used as a valid identifying number on tax returns and claims for refund. The proposed regulations, and any collection of information required by the regulations, are necessary to accurately identify tax return preparers and the tax returns and refund claims they prepare and to implement and administer provisions of the Internal Revenue Code.
Reason for Change:	The burden associated with this information collection is being reported in Form W-12 IRS Paid Preparer Tax Identification Number (PTIN) Application.

A.2.2. Department of Housing and Urban Development

Control No.	Title:
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2502-0568	HUD Multifamily Energy Assessment
Burden Hr. Change:	-134,423
Purpose of the Collection:	This information is used to ensure that owners assess energy needs in an effort to reduce project operating costs and utility expenses through cost-effective energy conservation and efficiency measures. HUD used the information in monitoring the Department's energy strategy and for inclusion in the Department's biannual reporting requirements to Congress as required by Section 154 of the Energy Policy Act of 2005.
Reason for Change:	There has been a program change. This collection represents the time and cost burden for projects requesting rent increases and compliance with other requirements of Chapter 12 in HUD Handbook 4350.1. The previous collection represented alternative means of preparing requests for rent increases or utility conversions. The change has resulted in a decrease in burden.

A.3. List of Burden Reductions from Changing Forms

A.3.1. Department of Health and Human Services

Control No. 0920-0666	Title: The National Healthcare Safety Network (NHSN)
Burden Hr. Change:	-1,258,119
Purpose of the Collection:	The NHSN is a knowledge system for accumulating, exchanging and integrating relevant information and resources among private and public stakeholders to support local and national efforts to protect patients and healthcare personnel by promoting healthcare safety. Specifically, the data will be used to determine the magnitude of various healthcare-associated adverse events and trends in the rates of these events among patients and healthcare personnel with similar risks or exposures. This revision adds a Hemovigilance module to develop a national system for outcome surveillance that included recipients of blood and blood products, and deletes two forms no longer needed by the NHSN.
Reason for Change:	Modifications to existing forms and the deletion of several forms result in a decrease of 811,600 responses and a decrease of 1,258,119 annual burden hours.
Control No. 0920-0753	Title: Evaluation of the Centers for Disease Control and Prevention's National Contact Center (CDC-INFO)
Burden Hr. Change:	-175,019
Purpose of the Collection:	The CDC proposes to conduct continual national evaluation of the agency's Consumer Response Services Center--CDC-INFO. CDC is seeking OMB approval of the revised version of the 'Evaluation of the

	Centers for Disease Control and Prevention's National Contact Center (CDC-INFO) Information Collection Request. The evaluation approach described in this study has been revised to accommodate budget cuts; many of the survey instruments in the previously approved clearance have been eliminated.
Reason for Change:	Due to CDC-INFO program budget cuts, 10 evaluation instruments approved in OMB 0920-0753 will be removed and are not requested as part of this revised package. Addition of survey item responses to align the CDC-INFO Web Survey for E-mail users and CDC-INFO Interactive Voice Response Survey to the U.S. Census 2010 short form with questions on race and ethnicity.

A.3.2. Department of Housing and Urban Development

Control No. 2501-0014	Title: Restrictions on Assistance to Noncitizens
Burden Hr. Change:	-171,477
Purpose of the Collection:	Section 214 of the Housing and Community Development Act of 1980, as amended, prohibits HUD from making financial assistance available for noncitizens, unless they meet one of the categories of eligible immigration status specified in Section 214. Prior to being admitted, all eligible noncitizens younger than age 62 must sign a declaration of their status and a verification consent form and provide their original Immigration and Naturalization Service (INS) documentation.
Reason for Change:	Changes and adjustments made to Items 13 or 14 of the OMB 83-I result from this PRA now applying only to public housing programs, not multifamily programs. The previous PRA covered both programs, however last year the Multifamily form (HUD-9887) was removed from this PRA and submitted under a separate PRA.

A.4. List of Burden Reductions from Using Information Technology

A.4.1. Department of Education

Control No. 1845-0001	Title: Free Application for Federal Student Aid (FAFSA)
Burden Hr. Change:	-5,405,813
Purpose of the Collection:	Public Law 89-329, Sections 401-495, the Higher Education Act of 1965, as amended (HEA), mandates that the Secretary of Education "...shall produce, distribute, and process free of charge common financial reporting forms as described in this subsection to be used for application and reapplication to determine the need and eligibility of a student for financial assistance." Federal Student Aid, subsequently developed an application process to collect and process the data necessary to determine a student's eligibility to receive Title IV, HEA program assistance. The application process involves an applicant's submission of the Free Application for Federal Student Aid (FAFSA).

	After submission of the FAFSA, an applicant receives a Student Aid Report (SAR) which is a summary of the data they submitted on the FAFSA. The applicant reviews the SAR, and, if necessary, will make corrections or updates to their submitted FAFSA.
Reason for Change:	The net program change burden decrease of 5,405,813, results from the simplification improvements made by the Department for 2011-2012. The 10,864,067 burden adjustment number reflects the burden increase of adding the SAR collection and the estimated 11.46 percent increase in submissions for 2011-2012.

A.5. List of Burden Reductions from Miscellaneous Actions

A.5.1. Department of Health and Human Services

Control No. 0910-0338	Title: General Licensing Provisions: Biologics License Application, Changes to an Approved Application, Labeling, Revocation and Suspension, and Forms FDA 356h & 2567
Burden Hr. Change:	-311,728
Purpose of the Collection:	The PHS Act and FDA regulations require manufacturers to submit a license application for review and approval prior to marketing a biological product in interstate commerce. Manufacturers must also submit to FDA supplements to an approved application, and advertising, and promotional labeling. There are also requirements regarding suspension and revocation of a license. The regulations also require each applicant of a licensed biological product to submit an annual progress report to FDA on the status of post marketing studies for each approved biologics license application required by FDA or committed to by the applicant.
Reason for Change:	The change in burden hours is a result of updated data on the number of submissions received by FDA as a result of section 601.2 and 601.12(a), (c), (d), and (f).
Control No. 0910-0543	Title: Eligibility Determination for Donors of Human Cells, Tissues, and Cellular and Tissue-Based Products (HCT/Ps)
Burden Hr. Change:	-3,022,477
Purpose of the Collection:	Under section 361 of the Public Health Service Act (the PHS Act)(42 U.S.C. 264), FDA may issue and enforce regulations necessary to prevent the introduction, transmission, or spread of communicable diseases between the States or possessions or from foreign countries into the States. As derivatives of the human body, all HCT/Ps pose some risk of carrying pathogens that could potentially infect recipients or handlers. FDA has issued regulations related to HCT/Ps involving establishment registration and listing using Form FDA 3356; eligibility determination for donors; and current good tissue

	practice (CGTP). Form FDA 3356: Establishment Registration and Listing for Human Cells, Tissues, and Cellular and Tissue-Based Products is used to submit the required information (1271.10, 1271.21, 1271.25, and 1271.26).
Reason for Change:	The increase in burden is attributed to the increase in the number of establishments reporting and this increased the total number of annual responses. The program change identified in ROCIS is the result of removing an IC and transferring the burden to another IC. It does not represent a change to the program.
Control No. 0910-0606	Title: Current Good Manufacturing Practice in Manufacturing, Packaging, Labeling, or Holding Operations for Dietary Supplements
Burden Hr. Change:	-156,430
Purpose of the Collection:	On October 25, 1994, the Dietary Supplement Health and Education Act (DSHEA) (public Law 103-417) was signed into law. DSHEA, among other things, amended the Federal, Food, Drug and cosmetic Act (the act) by adding section (402(g) of the act (21 U.S.C.342(g). Section 402(g)(2) of the act provides in part, that the Secretary of Health and Human Services (the Secretary) may by regulation, prescribe good manufacturing practices (CGMP) for dietary supplements. FDA published a final rule on June 25,2007 (72 FR 34752) (the final rule) that established, in part 111 (21 CFR part 111), the minimum CGMP necessary for activities related to manufacturing, packaging, labeling, or holding dietary supplements to ensure the quality of the dietary supplement.
Reason for Change:	The program change (decrease) is due to agency discretion. The one time burden estimate of 156,430 hours associated with a final rule, June 25, 2007 (72 FR 34752) has been discontinued.
Control No. 0938-0659	Title: Medicaid Drug Utilization Review (DUR) Annual Report (CMS-R-153 and CMS-R-153a, b, and c)
Burden Hr. Change:	-634,769
Purpose of the Collection:	Section 4401 of the Omnibus Budget Reconciliation Act of 1990 and section 1927(d) of the Social Security Act requires States to provide for a Medicaid Drug Utilization Review (DUR) program for covered outpatient drugs. The DUR program is required to assure that prescriptions are appropriate, medically necessary and are not likely to result in adverse medical results. Each State DUR program must consist of prospective drug use review, retrospective drug use review, data assessment of drug use against predetermined standards, and ongoing educational outreach activities. In addition, States are required to submit an annual DUR program report that includes a description of the nature and scope of State DUR activities as outlined in the statute and regulations.

Reason for Change:	Over the years, technology has changed as has the practice of pharmacy. Therefore, CMS has revised the collection to more fully address the current practices and areas of concern with the Medicaid Pharmacy Programs. The annual report instrument is revised to remove elements pertaining to outdated practices and revised to address advances in the improved clinical practices in the profession and to address innovations going forward in the health care arena, such as prescribing.
Control No. 0938-1087	Title: Early Retiree Reinsurance Program
Burden Hr. Change:	-1,590,040
Purpose of the Collection:	Under the Affordable Care Act (P.L. 111-148) and implementing regulations at 45 CFR Part 149, employment-based plans that offer health coverage to early retirees and their spouses, surviving spouses, and dependents are eligible to receive tax-free reimbursement for a portion of the costs of health benefits provided to such individuals. To qualify, a plan sponsor must submit a complete application to HHS, and must submit reimbursement requests that consist of a list of individuals for whom reimbursement is sought, and documentation of the costs of health benefits provided.
Reason for Change:	In this revision, CMS removes the burden associated with the application and year one requirements, because those phases are complete.
<i>A.5.2. Social Security Administration</i>	
Control No. 0960-0596	Title: Request for Internet Services-Authentication; Automated Telephone Speech Technology-Authentication
Burden Hr. Change:	-576,277
Purpose of the Collection:	Individuals who request personal information from SSA records are asked to provide certain identifying information to verify their identity. As an extra measure of protection, SSA asks requestors who use the Internet and Telephone services to provide additional identifying information unique to those services so that SSA can authenticate their identities before releasing personal information. The respondents are current beneficiaries who are requesting personal information from SSA.
Reason for Change:	SSA is placing the Screen Splash application on hold, resulting in a decrease in burden hours (see the Justification for the Non-Substantive Changes for more information).
Control No. 0960-0623	Title: Authorization to Disclose Information to the Social Security Administration
Burden Hr. Change:	-192,696
Purpose of the	SSA must obtain sufficient medical evidence to make eligibility determinations

Collection:	for title II and title XVI payments. Therefore, the applicant must authorize their medical source(s) to release the information to SSA. The applicant may use form SSA-827 to provide consent for the release of information. Generally, the State DDS completes the form(s) based on information provided by the applicant, and sends the form(s) to the designated medical source(s).
Reason for Change:	SSA is reducing the burden by eliminating the need for three of the four signed SSA-827s (see the Justification for the Non-Substantive Changes). In addition, due to an increase in respondents, we increased the overall burden for the SSA-827. We also increased the burden for reading the Internet explanation of the SSA-827 as our data shows more people using the Internet to read the instructions for the form.

A.5.3. Department of the Interior

Control No. 1004-0119	Title: Permits for Recreation on Public Lands (43 CFR part 2930)
Burden Hr. Change:	-364,395
Purpose of the Collection:	The BLM is required to manage commercial, competitive and organized group recreational uses of the public lands, and individual use of special areas. We authorize the Special Recreation Application and Permit and the Recreation Use Permit for use of fee areas such as campgrounds and day use areas. This information allows the BLM to collect the required information to authorize and collect fees for recreation use on public lands.
Reason for Change:	The program decrease is due to our removal of Form 1370-036. Also, we are adjusting downward our estimate of the hours per response (from 8 hours to 4 hours) because respondents will no longer be required to complete the Permit portion of the form.

A.5.4. Department of the Treasury

Control No. 1545-0099	Title: U.S. Return of Partnership Income (Form 1065) and related Schedules; Amended Return or Administrative Adjustment Request (Form 1065X).
Burden Hr. Change:	-2,113,492
Purpose of the Collection:	IRC Section 6031 requires partnerships to file returns that show gross income items, allowable deductions, partners' names, addresses, and distribution shares, and other information. This information is used to verify correct reporting of partnership items and for general statistics. Pursuant to IRC Section 6251, new form 1065X is to be used by partnerships (including electing large partnerships) and real estate mortgage investment conduits (REMIC) to file amended returns or make administrative adjustment requests.
Reason for Change:	Consolidating the 'worksheet for figuring net earnings (Loss) from self-employment' into the main form 1065 decreased total annual time burden.

A.5.5. Department of Education

Control No. 1850-0582	Title: Integrated Postsecondary Education Data System
Burden Hr. Change:	-189,925
Purpose of the Collection:	Integrated Postsecondary Education Data System (IPEDS) is a system of surveys designed to collect basic data from approximately 7,000 Title IV postsecondary institutions in the United States and other jurisdictions. The IPEDS provides information on numbers of students enrolled, degrees completed, other awards earned, dollars expended, staff employed at postsecondary institutions, and cost and pricing information. The data collection is now entirely web-based, and is required for those institutions participating in Title IV federal student aid programs; other institutions participate on a voluntary basis. IPEDS data are available to the public through the College Navigator and IPEDS Data Center websites.
Reason for Change:	Change is due to eliminating multiple IC's (30+) and consolidating the IC's into 1 IC (since they are all the same respondent type).

A.5.6. Department of Transportation

Control No. 2127-0576	Title: Voluntary Child Safety Seat Registration Form
Burden Hr. Change:	-226,253
Purpose of the Collection:	This action consolidates two existing collections of information. In the previous collections of information: (1) a collection was established to require manufacturers to provide owner registration cards and to label each child restraint system (CRS) with a message informing users of the importance of registering the device with the manufacturer, and (2) another collection was issued to allow NHTSA to implement a registration program to send CRS owners a substitute registration form if owners had lost the registration card (OMB control numbers 2127-0511, "49 CFR 571.213, Child Restraint Systems," and 2127-0576, "Child Safety Seat Registration"). Furthermore, in the second collection, requires manufacturer to notify owners and purchasers of the defect or noncompliance and must provide a remedy without charge. The proposed revised collection will consolidate these provisions but will retain the control number of the second collection.
Reason for Change:	The burden reduction is due to the elimination of the production of the registration cards and labels, as well, as the creation and maintenance of records in the burden calculation.

A.5.7. Department of Housing and Urban Development

Control No. 2502-0579	Title: Application for HUD/FHA Insured Mortgage "Hope for Homeowners"
Burden Hr. Change:	-193,453

Purpose of the Collection:	This information is collected on new mortgages offered by FHA approved mortgagees to mortgagors who are at risk of losing their homes to foreclosure. The new FHA insured mortgages refinance the borrowers existing mortgage at a significant write-down. Under the program the mortgagors share the newly created equity (Exit Premium) with FHA.
Reason for Change:	FHA has revised the burden estimates taking both the reduced participation and potential final year increase in consideration.

A.5.8. Federal Communications Commission

Control No. 3060-0774	Title: Parts 36 and 54, Federal-State Joint Board on Universal Service
Burden Hr. Change:	-649,728
Purpose of the Collection:	In the Telecommunications Act of 1996, Congress directed the Commission to implement a new set of universal service support mechanisms that are explicitly and sufficient to advance the universal service principles enumerated in 47 USC Section 254 and other such principles as the Commission believes are necessary and appropriate for the protection of the public interest, convenience and necessity, and are consistent with the 1996 Act. Parts 36 and 54 promulgate the rules and requirements to preserve and advance universal service; the collections are necessary to implement Sec. 254.
Reason for Change:	The Commission is revising this IC after the Bureau conducted an extensive clean-up effort, correcting mathematical errors, rule part consolidations, and one item was eliminated to avoid duplicity because the information is being reported on the same rule part under a different OMB control number (different IC). Redundant or unnecessary language was also removed.

A.6. List of Burden Reductions from Statutory Requirements

A.6.1. Department of the Treasury

Control No. 1557-0266	Title: General Reporting and Recordkeeping by Savings Associations
Burden Hr. Change:	-3,561,987
Purpose of the Collection:	Savings associations use the reports and records that the regulations require for internal management control purposes and examiners use them to determine whether savings associations are being operated safely, soundly, and in compliance with regulations. An absence of the reporting and record keeping requirements would not allow for prudent internal controls or for examiners to determine the accurate performance and condition of savings associations. This previously included the reporting and recordkeeping requirements for savings associations imposed by the FRB's Regulations B, E, M, and Z. On July 21, 2010, President Barack Obama signed into law the Dodd-Frank

	Wall Street Reform and Consumer Protection Act, P.L. 111-203, 124 Stat. 1376 (2010) (Dodd-Frank Act). As a result of the Dodd-Frank Act, OCC is making a non-substantive change to this collection of information to remove the burden carried in this collection for savings associations for the requirements in FRB Regulations B, E, M, and Z. The OCC previously added this burden to OMB Control No. 1557-0176, which carries the Regulation B, E, M, and Z burden for national banks. The final step in transferring the burden is removing it from this collection.
Reason for Change:	Agency previously also included the burden for the FRB's Regulations B, E, M, and Z. OCC amended OMB Control No. 1557-0176 to include the burden OTS had been carrying for savings associations for Regs B, E, M, and Z. OCC is now removing that burden from this collection, resulting in a decrease in burden hours.

A.6.2. Securities and Exchange Commission

Control No. 3235-0278	Title: Rule 204-2 under the Investment Advisers Act of 1940
Burden Hr. Change:	-346,238
Purpose of the Collection:	Rule 204-2 sets forth the books and records that SEC-registered investment advisers must maintain and preserve.
Reason for Change:	The Dodd-Frank Act's amendments to sections 203A and 203(b)(3) of the Advisers Act have caused us to reduce our estimates of the total annual burdens associated with the rule. We have reduced our estimate of the number of advisers subject to the rule from 11,658 to 9,750, resulting in commensurate reductions in our estimates of the total annual time burden and total annual cost burden of 346,238 hours and \$5,715,063 respectively.

A.7. List of Burden Increases from Changing Regulations

A.7.1. Department of Defense

Control No. 0704-0479	Title: Defense Federal Acquisition Regulation Supplement (DFARS) Business Systems-Definition and Administration; DFARS 234, Earned Value Management Systems
Burden Hr. Change:	357,120
Purpose of the Collection:	This request establishes a new information collection requirement. DoD is amending DFARS to add a contract clause requiring contractors to respond to initial and final determinations of deficiencies in the contractor's business systems. This request addresses information required to respond to deficiencies in a contractor's Earned Value Management System (EVMS). The requirement of the rule will apply to entities contractually required to maintain an EVMS.
Reason for	The description and/or categorization of this collection provide a reason for

Change:	the change.
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A.7.2. Department of Health and Human Services

Control No. 0938-0964	Title: Medicare Prescription Drug Benefit Program ⁴³
Burden Hr. Change:	1,775,489
Purpose of the Collection:	The voluntary prescription drug benefit program was enacted into law on December 8, 2003 in section 101 of Title I of the Medicare Prescription Drug, Improvement, and Modernization Act of 2003 (MMA). The MMA specifies that the prescription drug benefit program will be available to beneficiaries on January 1, 2006. Coverage for the prescription drug benefit will be provided under private prescription drug plans, or through Medicare Advantage prescription drug plans. Organizations offering drug plans will have flexibility in the design of the prescription drug benefit.
Reason for Change:	The increase in burden occurred because of the increased number of respondents (Part D sponsors) participating in the program. One component of this overall Part D burden increase pertains to 423.1539(d) having a new MTM requirement. The new requirement which requires sponsors to perform MTMP that at least include interventions for beneficiaries and prescribers, annual comprehensive reviews and quarterly targeted medication reviews. The increase in burden occurred because of new notice requirements created in CMS-4085-F.

Control No. 0938-1140	Title: Prospective Payment System and Consolidated Billing for Skilled Nursing Facilities for FY 2012 - Change of Therapy OMRA
Burden Hr. Change:	913,884
Purpose of the Collection:	Skilled Nursing Facilities (SNFs) will be required to submit a Change of Therapy (COT) Other Medicare Required Assessment (OMRA) to administer the payment rate methodology. This additional assessment is subject to the Paperwork Reduction Act. The burden associated with this is the SNF staff time required to complete the COT OMRA for the Minimum Data Set (MDS), SNF staff time to encode, and SNF staff time spent in transmitting the data.
Reason for Change:	The underlying change in payment methodology (and the associated documentation) addressed program integrity concerns about overbilling for therapy.

A.7.3. Department of the Interior

Control No.	Title:
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⁴³ The increased burden includes increases attributable to revised estimates of plan and beneficiary participation, not only increases attributable to regulatory changes.

1010-0186	30 CFR Part 250, Subpart S, Safety and Environmental Management Systems for Outer Continental Shelf Oil and Gas and Sulphur Operations
Burden Hr. Change:	465,099
Purpose of the Collection:	Subpart S requirements will complement current regulatory efforts to protect people and the environment during oil and gas exploration and production activities on the OCS.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.

A.7.4. Department of Labor

Control No. 1210-0090	Title: Disclosures for Participant Directed Individual Account Plans Under ERISA Section 404(c)
Burden Hr. Change:	5,267,000
Purpose of the Collection:	To provide plan- and investment-related fee and expense information to participants and beneficiaries in all participant directed individual account plans (e.g., 401(k) plans) for plan years beginning on or after January 1, 2011.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.

Control No. 1210-0133	Title: Interim Final Amendment of ERISA section 408(b)(2) Regulation
Burden Hr. Change:	1,694,000
Purpose of the Collection:	<p>The Interim Final Employee Retirement Income Security Act of 1974 (ERISA) section 408(b)(2) regulation would provide relief for certain arrangements between plans and service providers that ERISA section 406(a)(1)(C) otherwise proscribes. To obtain this relief, the arrangement between a plan and a service provider must satisfy several criteria: the services must be necessary for the establishment or operation of the plan and the plan may pay no more than reasonable compensation for the services.</p> <p>Under the interim final rule, for a contract or arrangement to be “reasonable,” a potential service provider must disclose to a plan in writing certain information before the plan may enter into, extend, or renew the contract or arrangement. Failure to comply with the proposed regulation would result in a prohibited transaction both under ERISA section 406(a)(1)(C) and under section 4975(c)(1)(C) of the Internal Revenue Code.</p>
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.

Control No. 1218-0261	Title: Cranes and Derricks in Construction (29 CFR Part 1926, Subpart CC)
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Burden Hr. Change:	403,413
Purpose of the Collection:	OSHA has revised the cranes and derricks standard for construction. The final rule and its collections of information requirements improve the protection of employees who are exposed to crane hazards. The final rule addresses the key hazards associated with crane use, including assembly/disassembly, ground conditions, electrocution from power lines, and improper operation.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 1245-0003	Title: Labor Organization and Auxiliary Reports
Burden Hr. Change:	121,670
Purpose of the Collection:	The Labor-Management Reporting and Disclosure Act (LMRDA) requires unions to file annual financial reports, and copies of their constitution and bylaws with DOL. Under certain circumstances, reports are required of union officers and employees, employers, labor relations consultants, and surety companies. All reports are available for public disclosure. Filers are required to retain supporting records for five years; unions are required to retain election records for one year.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.

A.7.5. Department of State

Control No. 1405-0195	Title: Technology Security/Clearance Plans, Screening Records, and Non-Disclosure Agreements Pursuant to 22 CFR 126.18
Burden Hr. Change:	1,000,000
Purpose of the Collection:	By statute, Executive Order, regulation, and delegation of authority, Directorate of Defense Trade Controls (DDTC) is charged with controlling the export and temporary import of defense articles and provision of defense services covered by the U.S. Munitions List. Section 126.18 eliminates, subject to certain conditions, the requirement for an approval by DDTC of the transfer of unclassified defense articles, which includes technical data, within a foreign business entity, foreign governmental entity, or international organization, that is an approved or otherwise authorized end-user or consignee (including transfers to approved sub-licensees) for those defense articles, including the transfer to dual nationals or third-country nationals who are bona fide regular employees, directly employed by the foreign consignee or end-user.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.

A.7.6. Department of the Treasury

Control No. 1505-0230	Title: Garnishment of Accounts Containing Federal Benefit Payments
Burden Hr. Change:	130,417
Purpose of the Collection:	Several Agencies are publishing a regulation to implement statutory restrictions on the garnishment of Federal benefit payments. The intent of the Agencies is to address the hardships that recipients of federal benefits are encountering when financial institutions freeze an account and the difficulties that financial institutions have in determining whether funds deposited in an account are exempt from garnishment. The rule requires a financial institution to review the account, to determine if any exempt benefit payments have been directly deposited within the 60 calendar days prior to the receipt of the garnishment order, and, if so, requires the financial institution to ensure that the account holder has access to a protected amount of funds in the account. Once the account review is completed the financial institution must notify the accountholder of the receipt of the garnishment order and provide certain additional information. In addition, a financial institution must maintain certain records of account activity and actions taken in response to garnishment orders sufficient to demonstrate compliance with the rule.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 1545-0197.	Title: Form 5300, Application for Determination for Employee Benefit Plan, Schedule Q (Form 5300), Elective Determination Requests
Burden Hr. Change:	1,665,250
Purpose of the Collection:	IRS needs certain information on the financing and operating of employee benefit and employee contribution plans set up by employers. IRS uses Form 5300 to obtain the information needed to determine whether the plans qualify under Code sections 401(a) and 501(a). Schedule Q provides information related to the manner in which a plan satisfies certain qualification requirements relating to minimum participation, coverage, and nondiscrimination.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 1545-0748.	Title: Employer Appointment of Agent
Burden Hr. Change:	13,647,424
Purpose of the Collection:	26 U.S.C. 3504 authorizes an employer to designate a fiduciary, agent, etc., to perform the same acts as required of employers for purposes of employment taxes. Form 2678 is used by an employer to notify the Director, Internal

	Revenue Service Center, of the appointment of an agent to pay wages on behalf of the employer. In addition, the completed form is an authorization to withhold and pay taxes via Form 941, Employer's Quarterly Federal Tax Return, for the employees involved.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 1545-1726.	Title: TD 9011- Regulations Governing Practice Before the Internal Revenue Service; REG-138637-07 - Regulations Governing Practice Before the Internal Revenue Service
Burden Hr. Change:	1,710,000
Purpose of the Collection:	These regulations affect individuals who are eligible to practice before the Internal Revenue Service. These regulations also authorize the Director of Practice to act upon applications for enrollment to practice before the Internal Revenue Service. The Director of Practice will use certain information to ensure that: 1) enrolled agents properly complete continuing education requirements to obtain renewal; 2) practitioners properly obtain consent of taxpayers before representing conflicting interests; 3) practitioners do not use e-commerce to make misleading solicitations. REG-138637-07 contains proposed modifications revising the regulations governing practice before the Internal Revenue Service (IRS). The proposed regulations affect individuals who practice before the IRS and providers of continuing education programs. The proposed regulations modify the general standards of practice before the IRS and the standards with respect to tax returns.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 1557-0176	Title: Record and Disclosure Requirements -- FRB Regs B, C, E, M, Z, CC, and DD
Burden Hr. Change:	651,493
Purpose of the Collection:	The burden contained in this information collection was allocated to OCC by OMB. This burden is attributable to FRB Regs B (Equal Credit Opportunity), C (Home Mortgage Disclosure), E (Electronic Funds Transfer), M (Consumer Leasing), Z (Truth in Lending), CC (Availability of Funds and Collection of Checks), and DD (Truth in Savings).
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
<i>A.7.7. Department of Education</i>	
Control No. 1810-0695	Title: State Fiscal Stabilization Fund Phase II Application
Burden Hr.	1,310,483

Change:	
Purpose of the Collection:	<p>As part of the American Recovery and Reinvestment Act (ARRA) of 2009, the State Fiscal Stabilization Fund (Stabilization) provides \$53,600,000,000 to States in exchange for a commitment to advance education reforms. For each area of reform, the ARRA prescribes specific action(s) that the State must assure that it will implement. In addition, section 14005(a) of the ARRA requires a State that receives funds under the Stabilization program to submit an application to the U.S. Department of Education (the Department) containing such information as the Secretary may reasonably require.</p> <p>The Department is requesting clearance to collect requests for extensions, amended timelines, and require States to publicly report information from those States that will not be able to fulfill the Phase II requirements associated with Indicators listed above by September 30, 2011.</p>
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 1845-0019	<p>Title:</p> <p>Federal Perkins Loan Program Regulations and General Provision Regulations</p>
Burden Hr. Change:	6,076,126
Purpose of the Collection:	This request is for approval of the reporting and record-keeping requirements that are contained in the Student Assistance General Provisions regulations for the Federal Perkins Loan program, the Federal Work-Study program, and the Federal Supplemental Educational Opportunity Grant program. The purpose of this submission is to renew this collection for the next three year period. The information collection requirements are necessary to determine eligibility to receive program benefits and to prevent fraud and abuse of program funds.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 1845-0022	<p>Title:</p> <p>Student Assistance General Provisions</p>
Burden Hr. Change:	830,308
Purpose of the Collection:	The proposed regulations establish the standards to participate in the student financial aid assistance programs authorized by Title IV of the Higher Education Act of 1965, (HEA), as amended. These proposed regulations modify the standards of administrative capability and propose new requirements for institutional disclosures to enrolled students and prospective students on written arrangements entered into with other institutions who will not be granting the degree or certificate. These proposed regulations also expand disclosures to students and prospective students so those students have contact information in order to make complaints to the institution's accreditor, approval and licensing agencies. That entity must confirm that the

	institution is a public institution and is backed by the full faith and credit of the governmental entity, as documented.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 1845-0041	Title: Student Assistance General Provisions - Subpart E -- Verification Student Aid Application Information
Burden Hr. Change:	3,079,550
Purpose of the Collection:	The proposed regulations will revise the verification process. Updating information will be expanded to include the updating of a student's marital status during the award year, which under the current regulations is prohibited. The proposed regulations would decrease the number of items to be verified, from the current five required to an average of three data elements as selected on an individual basis. We propose to accept information that has been retrieved directly from the IRS and unchanged by the applicant. The proposed regulations eliminate the verification tolerances and require that all data changes be transmitted to the Department to insure that our systems contain correct data.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 1845-0107	Title: Student Assistance General Provisions - Subpart A – General
Burden Hr. Change:	677,160
Purpose of the Collection:	The final regulations require an institution to report for each student who, during an award year, began attending or completed a program that leads to gainful employment in a recognized occupation the following information; information to identify the student and the location of the institution the student attended, the Classification of Instructional Program (CIP) code for each occupational training program that each student either began or completed, the completion date, the amount of private education loans and institutional financing incurred by each graduate, and whether a student matriculated into a higher credentialed program of study at the same or another institution. In addition, the final regulations will require additional disclosures to prospective students. In addition, the institution must disclose the median loan debt incurred by students who completed the program as provided by the Secretary, as well as any other information about the program provided by the Secretary. For each program, the institution must include the accreditation and licensing information provided to all currently enrolled as well as prospective students as posted on the institution's Web site.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.

Control No. 1845-0108	Title: Student Assistance General Provisions -- Satisfactory Academic Progress Policy
Burden Hr. Change:	956,032
Purpose of the Collection:	This request is for approval of regulatory updates and changes to the policies and procedures for determining satisfactory academic progress (SAP) as required in Section 484 of the Higher Education Act of 1965, as amended (HEA). The final regulations restructure the SAP requirements by retaining the requirement for a SAP policy in §668.16 "Standards of Administrative Capability.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.

A.7.8. Environmental Protection Agency

Control No. 2060-0003	Title: Prevention of Significant Deterioration and Non-Attainment New Source Review (Change Worksheet for Tailoring Rule and SIP Fix Implementation Rule)
Burden Hr. Change:	991,010
Purpose of the Collection:	This ICR change worksheet updates the 2007 ICR for Prevention of Significant Deterioration and Non-Attainment New Source Review (ICR No. 1230.23) to reflect adjustments to the NSR program due to the finalization of the Greenhouse Gas Tailoring Rule and subsequent SIP Fix. The current NSR ICR is set to expire in April 2012.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.

Control No. 2060-0243	Title: State Operating Permit Regulations (40 CFR part 70) (Change Worksheet for Tailoring Rule and SIP Fix Implementation Rule)
Burden Hr. Change:	244,307
Purpose of the Collection:	This ICR pertains to the final Flexible Air Permits rulemaking whereby EPA seeks to promote flexible air permitting approaches that provide greater operational flexibility and, at the same time, ensure environmental protection and compliance with applicable laws. The final rulemaking affects the approved burden estimates for three EPA permitting programs.
Reason for Change:	This ICR addresses the effects of the final rule on the State Operating Permit Program.
Control No. 2060-0548	Title: NESHAP for Stationary Reciprocating Internal Combustion Engines (40 CFR part 63, subpart ZZZZ) (Final Rule)

Burden Hr. Change:	967,246
Purpose of the Collection:	The information is requested by the Agency to determine compliance with the rule. The information will then be used by enforcement agencies to verify that sources subject to the standards are meeting the emission reductions mandated by the Clean Air Act (CAA). Other sizes/types of stationary reciprocating internal combustion engines (RICE) have been regulated under previous actions. Thus, this final action fulfills the requirements of section 112 of the CAA, which requires EPA to promulgate standards for stationary RICE, by adding requirements for the remaining engines.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 2060-0551	Title: NESHAP for Industrial, Commercial, and Institutional Boilers and Process Heaters (40 CFR Part 63, subpart DDDDD) (Final Rule)
Burden Hr. Change:	280,459
Purpose of the Collection:	Each owner or operator of a source affected by the standards is required to submit an initial notification that the source is subject to the standard. Each respondent submits semiannual compliance reports. Additional records and notifications depend on which subcategory the boilers or process heaters are in.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 2060-0651	Title: Regulation to Establish Mandatory Reporting of Greenhouse Gases (Final Rule for Petroleum and Natural Gas, Subpart W)
Burden Hr. Change:	396,474
Purpose of the Collection:	The United States (U.S.) Environmental Protection Agency (EPA) is adding Subpart W to the recently promulgated Mandatory Reporting of Greenhouse Gases Program established under 40 CFR 98. Subpart W applies to the calculation and reporting of vented, fugitive, flare combustion emissions, and stationary and portable equipment combustion emissions from selected equipment at certain facilities that emit equal to or greater than 25,000 metric tons (mt) of CO ₂ -equivalent (CO ₂ e) per year from source categories covered by the mandatory GHG reporting rule.
Reason for Change:	This ICR supplements the ICR for the Mandatory Reporting of Greenhouse Gases; Final Rule (EPA ICR No. 2300.03). EPA will merge these ICRs when they are renewed in the future.
Control No. 2060-0667	Title: Federal Implementation Plans to Reduce Interstate Transport of Fine

	Particulate Matter and Ozone (Final Rule)
Burden Hr. Change:	185,201
Purpose of the Collection:	<p>The United States (U.S.) Environmental Protection Agency (EPA) is finalizing Federal Implementation Plans to Reduce Interstate Transport of Fine Particulate Matter and Ozone (Transport Rule) that will supersede the Clean Air Interstate Rule (CAIR). It includes new reporting requirements, and combines these new requirements with existing requirements from the Emission Reporting Requirements for Ozone State Implementation Plan (SIP) Revisions Relating to Statewide Budgets for NOX Emissions to Reduce Regional Transport of Ozone (NOX SIP Call) and the Acid Rain Program (ARP) under Title IV of the Clean Air Act (CAA) Amendments of 1990. Each of these existing requirements has an approved ICR in place.</p> <p>In addition to the states and facilities listed in the actual rule text, EPA has included costs/burdens associated with Transport Rule (TR) ozone season-affected units for the following states: IA, KS, MI, MO, OK, and WI. The TR NOX Ozone Season Trading Program does not list these states in the current rule package; however EPA proposes to add them as part of a future supplemental rule package to the Transport Rule.</p>
Reason for Change:	This supporting statement and ICR are being submitted to account for the incremental burden associated with the Transport Rule as it supersedes CAIR beginning in 2012.
Control No. 2060-0668	Title: NESHAP for Industrial, Commercial, and Institutional Boilers Area Sources (40 CFR part 63, subpart JJJJJ) (Final Rule)
Burden Hr. Change:	2,681,826
Purpose of the Collection:	The National Emissions Standards for Hazardous Air Pollutants for Industrial, Commercial And Institutional Boilers Area Sources (40 CFR part 63, subpart JJJJJ) are being finalized. The information collection activities in this ICR include initial and annual stack tests, fuel analyses, operating parameter monitoring, annual tune-ups, energy audits, one-time and periodic reports, and maintenance of records. Varying levels of requirements apply to each subcategory. The information collection activities will enable EPA to determine initial and continuous compliance with emission standards for regulated pollutants, and ensure that facilities conduct proper planning, operation, and unit maintenance.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
<i>A.7.9. Department of Transportation</i>	
Control No.	Title:

2130-0008	Inspection Brake System Safety Standards for Freight and Other Non-Passenger Trains and Equipment (Power Brakes and Drawbars)
Burden Hr. Change:	148,282
Purpose of the Collection:	The information is used by locomotive engineers and train crews to verify that the terminal air brake test has been performed in a satisfactory manner. The new information collected concerning electronically controlled pneumatic brakes (ECP) brake systems will be used by FRA to provide for and encourage the safe implementation and use of ECP brake system technologies by the Nation's railroads.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.

Control No. 2130-0524	Title: Railroad Communications (Formerly Radio Standards and Procedures)
Burden Hr. Change:	122,845
Purpose of the Collection:	This regulation establishes safe, uniform procedures covering the use of radio and other wireless communications for specified classifications of railroad operations and roadway workers. FRA is amending its railroad communications regulation by restricting the use of cellular phones and other electronic devices. The information collected will be used by FRA to promote safety in rail operations and to ensure compliance by railroads and their employees with the requirements of this Part.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.

A.7.10. Department of Housing and Urban Development

Control No. 2502-0597	Title: Emergency Homeowners' Loan Program –Required Data Elements Collection
Burden Hr. Change:	108,792
Purpose of the Collection:	HUD is implementing a mortgage relief program entitled the Emergency Homeowners Loan Program. The program will offer a declining balance, deferred payment “bridge loan” (non-recourse, subordinate loan with zero interest) for up to \$50,000 to assist eligible homeowners with payments of arrearages, including mortgages, delinquent taxes, insurance premiums, condominium or homeowners association fees; late fees; and certain foreclosure-related attorney’s fee. In addition to payment of arrearages, EHLP funds may also be used to assist eligible homeowners to make up to 24 months of mortgage payments on their mortgage principal, interest, taxes and insurance (PITI), as well as condominium/homeowner association fees, as applicable.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.

A.7.11. Federal Communications Commission

Control No. 3060-1151	Title: Sections 1.1420; 1.1422; and 1.1424, Pole Attachment Access Requirements
Burden Hr. Change:	683,169
Purpose of the Collection:	The Commission adopts a comprehensive regulatory scheme to ensure just and reasonable terms, and conditions of access to utility infrastructure (usually called 'poles or 'pole attachment'). Access to poles involves requests, responses, and coordination among pole owners, requesting attachers, and parties with existing facilities attached to the poles. The regulations including a 4-stage timeline, use of contract workers, and permit incumbent LECs to file pole attachment complaints at the Commission.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.

A.7.12. Federal Deposit Insurance Corporation

Control No. 3064-0168	Title: Disclosure of Deposit Status
Burden Hr. Change:	112,632
Purpose of the Collection:	FDIC regulations require institutions, with regard to sweep account contracts and account statements reflecting sweep account balances, to prominently disclose whether swept funds are deposits within the meaning of 12 U.S.C. 1813(l). If the funds are not deposits, the institution must further disclose the status such funds would have if the institution failed—for example, general creditor status or secured creditor status. In addition, the FDIC is currently proposing, as the result of new unlimited temporary depository insurance coverage for qualifying noninterest-bearing transaction accounts pursuant to the Dodd-Frank Wall Street Reform and Consumer Protection Act, to implement new requirements that institutions disclose to depositors the deposit insurance status of funds held in such accounts as well as the change in coverage for funds held in NOW accounts and IOLTAs.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.

A.7.13. Securities and Exchange Commission

Control No. 3235-0049	Title: Form ADV
Burden Hr. Change:	135,858
Purpose of the Collection:	Form ADV under the Investment Advisers Act of 1940 is filed upon initial registration as an investment adviser, is updated on an annual basis by all advisers, and may be more frequently updated to correct certain material information.
Reason for	The description and/or categorization of this collection provide a reason for

Change:	the change.
Control No. 3235-0668	Title: Rule 13Aa-2T: Reporting of Security-Based Swap Transaction Data
Burden Hr. Change:	552,000
Purpose of the Collection:	A new collection to implement Section 766 of the Dodd-Frank Wall Street Reform and Consumer Protection Act, the Commission is adopting an interim final temporary rule that requires specified counterparties to security-based swap transactions entered into on or before July 22, 2010 to (1) report certain information relating to those transactions to a registered security-based swap data repository or to the Commission and (2) report information relating to those transactions to the Commission upon request.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 3235-0670	Title: Rules 201 and 200(g)
Burden Hr. Change:	4,904,520
Purpose of the Collection:	Rule 201 is a short sale-related circuit breaker rule that, when triggered by an intra-day decline in the price of a covered security of 10% or more from the prior day's closing price for the covered security as determined by the covered security's listing market, will apply for the remainder of the day and the following day a price test restriction that restricts short sales at or below the current national best bid for the particular covered security. Rule 200(g) will add a new marking requirement of "short exempt." In particular, if the broker-dealer chooses to rely on its own determination that it is submitting the short sale order to the trading center at a price that is above the current national best bid at the time of the submission, or to rely on an exception specified in the rule, it must mark the order as "short exempt."
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 3235-0673	Title: Rule 15c3-5 -- Risk Management Controls for Brokers or Dealers with Market Access
Burden Hr. Change:	332,750
Purpose of the Collection:	Rule 15c3-5 would require brokers or dealers with access to trading directly on an exchange or ATS to implement risk management controls and supervisory procedures designed to manage the financial, regulatory, and other risks of this business activity. The broker or dealer would be required to review, no less frequently than annually, the business activity of the broker or dealer in connection with market access to assure the overall effectiveness of such risk

	<p>management controls and supervisory procedures and document that review. The broker or dealer would be required to preserve a copy of such written procedures, and documentation of each such review, as part of its books and records in a manner consistent with the Exchange Act.</p> <p>In addition, the Chief Executive Officer (or equivalent officer) of the broker or dealer would be required, on an annual basis, to certify that the risk management controls and supervisory procedures comply with Rule 15c3-5, and that the regular review described above has been conducted. Such certifications would be required to be preserved by the broker or dealer as part of its books and records in a manner consistent with Rule 17a-4(b) under the Exchange Act.</p>
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.

A.8. List of Burden Increases from Miscellaneous Actions

A.8.1. Department of Agriculture

Control No. 0560-0272	Title: Crop Assistance Program (CAP)
Burden Hr. Change:	350,210
Purpose of the Collection:	This information will be used to determine eligibility and distribute disaster assistance payments to eligible producers of soybeans, upland cotton, long grain rice, medium and short grain rice, and sweet potatoes located in counties with a primary Secretarial disaster designation due to extensive moisture or related conditions in 2009.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 0579-0365	Title: Plant Protection and Quarantine; Official Control Program
Burden Hr. Change:	106,000
Purpose of the Collection:	The purpose of this collection is to establish protocol for regulated pests.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 0583-0146	Title: Industry Responses to Noncompliance Records
Burden Hr. Change:	136,000
Purpose of the Collection:	When FSIS in-plant personnel discover non-compliances with regulatory requirements they issue Noncompliance Records. Establishment management

	has the opportunity to respond in writing to these NRs. They respond on the NR that is issued to them.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 0584-0535	Title: MyPyramid Tracker Information Collection for Registration, Login, & Food Intake and Physical Activity Assessment
Burden Hr. Change:	2,583,398
Purpose of the Collection:	Information collection is necessary to obtain food consumption & physical activity data input from individuals in the public in order to use the MyPyramid Tracker Internet-based food & physical activity assessment tool.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 0596-0226	Title: Forest Service Generic Clearance for the Collection of Qualitative Feedback on Agency Service Delivery
Burden Hr. Change:	875,000
Purpose of the Collection:	This collection of information is necessary to enable the agency to garner customer and stakeholder feedback in an efficient, timely manner, in accordance with our commitment to improving service delivery. The information collected from our customers and stakeholders will help ensure that users have an effective, efficient, and satisfying experience with the agency's programs. This feedback will provide insights in to customer or stakeholder perceptions, experiences and expectations, provide an early warning of issues with service, or focus attention on areas where communication, training or changes in operations might improve delivery of products or services. These collections will allow for ongoing, collaborative and actionable communication between the agency and its customers and stakeholders. It will also allow feedback to contribute directly to the improvement of program management.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
<i>A.8.2. Department of Commerce</i>	
Control No. 0607-0810	Title: The American Community Survey
Burden Hr. Change:	343,368
Purpose of the Collection:	The American Community Survey (ACS) collects accurate and timely socioeconomic and housing information historically collected during the decennial census. The Census Bureau began full implementation of the ACS in

	United States (US) households in January 2005. Implementation of ACS data collection in Puerto Rico (PR) households and in US and PR group quarters started in January 2006.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 0607-0932	Title: 2012 Economic Census -- Commodity Flow Survey
Burden Hr. Change:	800,000
Purpose of the Collection:	The 2012 CFS will provide the only comprehensive source of multi-modal, system-wide data on the volume and pattern of goods movement in the United States. Federal, State, and local governments use the data for making informed decisions for developing and maintaining an efficient transportation infrastructure that supports economic growth and competitiveness. The CFS will collect shipment data from establishments involved in manufacturing, mining, wholesale, and selected retail and services, as well as from auxiliary establishments that support these industries.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 0651-0032	Title: Initial Patent Applications
Burden Hr. Change:	327,841
Purpose of the Collection:	This information collection is necessary to conduct a thorough examination of patent applications, in accordance with 35 U.S.C. 131 and 37 CFR 1.16 through 1.84. An applicant must provide sufficient information so the USPTO can properly examine the application to determine whether it meets the requirements outlined in the patent statutes and regulations. This collection also covers papers filed under 37 CFR 1.41, 1.48, and 1.53(c)(2), in addition to petitions. These applications can be filed electronically through the USPTO's electronic filing system.
Reason for Change:	The electronic submissions of the design continued prosecution applications, the continuations/divisional of international applications, the continuations/divisional, and the continuation-in-part applications, in addition to the papers filed under 37 CFR 1.41, 1.48, and 1.53(c)(2) are being added into the collection at this time.
Control No. 0690-0030	Title: Generic Clearance for the Collection of Qualitative Feedback on Agency Service Delivery
Burden Hr. Change:	126,267
Purpose of the	This collection of information is necessary to enable the Agency to garner

Collection:	customer and stakeholder feedback in an efficient, timely manner, in accordance with our commitment to improving service delivery. The information collected from our customers and stakeholders will help ensure that users have an effective, efficient, and satisfying experience with the Agency's programs.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.

A.8.3. Department of Defense

Control No. 0704-0415	Title: Application for Department of Defense Common Access Card - DEERS Enrollment
Burden Hr. Change:	283,333
Purpose of the Collection:	The Department of Defense provides active duty Uniformed Services' personnel (to include the Selected Reserve), DOD civilian employees, and eligible contractor employees with a distinct Common Access Card used as the standard identification card to enable physical access to buildings and controlled spaces, and gain access to the Department's computer networks and systems. This information collection supplies the necessary information to verify applicants' status and eligibility. The DD Form 1172-2 collects information and is the application used for issuance of the DOD Common Access Card.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.

A.8.4. Department of Health and Human Services

Control No. 0920-0406	Title: State and Local Area Integrated Telephone Survey (SLAITS)
Burden Hr. Change:	139,485
Purpose of the Collection:	The State and Local Area Integrated Survey (SLAITS) mechanism developed by the National Center for Health Statistics (NCHS) of the Centers for Disease Control and Prevention (CDC), Department of Health and Human Services (DHHS) supplements current national data collection strategies by providing in-depth national state, and local area data. This flexible population-based survey mechanism is designed to collect data rapidly and cost effectively on a broad range of topics, and addresses a critical need for subnational data. This request is for a generic three-year clearance for this package.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 0938-0701	Title: Medicare Health Outcomes Survey (HOS) and Supporting Regulations at 42 CFR 422.152

Burden Hr. Change:	260,907
Purpose of the Collection:	The Centers for Medicare & Medicaid Services collects quality performance measures in order to hold the Medicare managed care industry accountable for the care being delivered, to enable quality improvement, and to provide quality information to Medicare beneficiaries in order to promote an informed choice. It is critical to CMS's mission that we collect and disseminate information that can be used to help beneficiaries choose among health plans, contribute to improved quality of care through identification of improvement opportunities, and assist CMS in carrying out its oversight and purchasing responsibilities.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 0938-0829	Title: Notice of Denial of Medical Coverage (NDMC), and the Notice of Denial of Payment (NDP) - 42 CFR 422.568
Burden Hr. Change:	168,443
Purpose of the Collection:	Medicare health plans, including Medicare Advantage plans, cost plans, and Health Care Prepayment Plans (HCPPs), are required to issue written notice of denials of payment or services, in whole or in part, to their enrollees. The denial notice must include a statement in understandable language of the reasons for the denial and a description of the applicable reconsideration and appeals processes.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 0938-1066	Title: CAHPS Home Health Care Survey
Burden Hr. Change:	158,240
Purpose of the Collection:	As part of the DHHS Transparency Initiative on Quality Reporting, CMS plans to implement a process to measure and publicly report patients' experiences with home health care they receive from Medicare-certified home health agencies through the data collection through a Home Health Care Survey. The Home Health Care CAHPS Survey is a standardized survey for home health patients to assess their home health care providers and the quality of the home health care they receive. This is a revised PRA package because it now includes the burden to the home health agencies (HHAs) to contract with an approved HHCAHPS survey vendor to administer the HHCAHPS survey on their behalf.
Reason for Change:	Prior to the Home Health Care CAHPS survey, there was no national standard for collecting data about home health care patients' experience with their home health care. This is a revision to the original PRA package which covered

	the voluntary implementation of the survey among Medicare-certified agencies and a randomized mode experiment to test the impact of different modes of data collection on survey responses.
Control No. 0938-1105	Title: Process for Obtaining Waivers of the Annual Limits Requirements of PHS Act Section 2711
Burden Hr. Change:	100,780
Purpose of the Collection:	The application process will be used by HHS to grant applications a waiver of the limitation on the annual limits requirement.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 0938-1109	Title: Information Collection Requirements for the Hospital Outpatient Quality Data Program (HOPQDRP) (CMS-10250)
Burden Hr. Change:	886,160
Purpose of the Collection:	CMS will use the information collected to direct its contractor, including Quality Improvement Organizations (QIOs), to focus on particular areas of improvement, and to develop quality improvement initiatives. The information will be made available to hospitals for their use in internal quality improvement initiatives. Most importantly, this information is available to beneficiaries, as well as to the public in general, to provide hospital information to assist them in making decisions about their health care. CMS conducts focus groups or market testing prior to public reporting hospital quality data on the Hospital Compare website.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 0938-1115	Title: Medicare Part C and Part D Data Validation (42 C.F.R. 422.516g and 423.514g)
Burden Hr. Change:	237,127
Purpose of the Collection:	CMS' regulatory authority to require data validation is described in 42 CFR 422.516(g) and 423.514(g). Organizations contracted to offer Medicare Part C and Part D benefits are required to report data to CMS on a variety of measures. In order for the data to be useful for monitoring and performance measurement, the data must be reliable, valid, complete, and comparable among sponsoring organizations. To meet this goal, CMS has developed reporting standards and data validation specifications with respect to the Part C and Part D reporting requirements. These standards provide a review process for Medicare Advantage Organizations (MAOs), Cost Plans, and Part D sponsors to use to conduct independent data validation checks on their

	reported Part C and Part D data to determine their reliability, validity, completeness, and comparability in accordance with specifications developed by CMS.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 0938-1137	Title: Letter Requesting Waiver of Medicare/Medicaid Enrollment Application Fee; Submission of Fingerprints; Submission of Medicaid Identifying Information; Medicaid Site Visit and Rescreening
Burden Hr. Change:	143,000
Purpose of the Collection:	On March 23, 2010, the President signed into law H.R. 3590, the Affordable Care Act, Public Law 111-148. Section 6401 of the law establishes a number of important payment safeguard provisions, several of which have been incorporated into CMS Final Rule 6028, entitled 'Medicare, Medicaid, and Children's Health Insurance Programs (CHIP); Additional Screening Requirements, Application Fees, Temporary Enrollment Moratoria, Payment Suspensions and Compliance Plans for Providers and Suppliers,' and published in the Federal Register on February 2, 2011. The provisions are designed to improve the integrity of the Medicare, Medicaid, and CHIP programs so as to reduce fraud, waste and abuse.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 0970-0154	Title: Order to Withhold Income for Child Support and Notice of an Order to Withhold Income for Child Support
Burden Hr. Change:	271,691
Purpose of the Collection:	The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, Section 324, requires the Federal Office of Child Support Enforcement (OCSE) to develop a standardized form to collect child support payments from an obligor's employer. The form, which promotes standardization, expires 5/31/2007, and ACF is taking this opportunity to revise the form and its instructions.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 0970-0175	Title: Voluntary Establishment of Paternity
Burden Hr. Change:	225,600
Purpose of the Collection:	Section 466(a)(5)(C) of the Social Security Act requires States to pass laws ensuring a simple civil process for voluntarily acknowledging paternity under

	which the State must provide that the mother and putative father must be given notice, orally and in writing, of the benefits and legal responsibilities and consequences of acknowledging paternity. The information is to be used by hospitals, birth record agencies, and other entities participating in the voluntary paternity establishment program.
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Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
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A.8.5. Social Security Administration

Control No. 0960-0037	Title: Request for Waiver of Overpayment Recovery or Change in Repayment Rate
Burden Hr. Change:	121,334

Purpose of the Collection:	The overpaid individual uses the SSA-632-BK to request a waiver of recovery of an overpayment. The individual explains why they feel they are without fault in causing the overpayment and provides financial information, so SSA can determine whether recovery would cause financial hardship. If the individual agrees to repay the overpayment, they can use the SSA-632-BK to inform SSA they want to repay at a monthly rate that would take more than thirty-six months to recover the overpayment. The individual can also use the SSA-632-BK to request a different rate of recovery. In those cases, they must provide financial information to SSA for a determination of how much the overpaid person can afford to repay each month. Respondents are overpaid beneficiaries or claimants who are requesting a waiver of recovery of the overpayment, or a lesser rate of withholding.
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Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
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Control No. 0960-0072	Title: Continuing Disability Review Report
Burden Hr. Change:	239,892

Purpose of the Collection:	SSA conducts periodic reviews to determine whether individuals receiving disability benefits are still entitled to or eligible for those benefits. SSA collects the necessary information on Form SSA-454 to complete the review for continued disability for current SSI recipients. SSA conducts reviews on a periodic basis depending on the respondent's disability. We obtain information on sources of medical treatment, participation in vocational rehabilitation programs (if any), attempts to work (if any), and the opinions of individuals regarding whether their conditions have improved. The respondents are Title II and/or Title XVI disability recipients or their representatives.
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Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
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Control No. 0960-0555	Title: Clearance of Information Collections Conducted by State Disability Determination Services on Behalf of SSA
Burden Hr. Change:	153,733
Purpose of the Collection:	State disability determinations services collect the information SSA needs to administer its disability program. For the purposes of this ICR, we divide this information into three categories: 1) consultative examination (a/b/c); 2) medical evidence of record; and 3) pain/other symptoms/impairment. Respondents are individuals, private sector, and State and local governments.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 0960-0646	Title: Teacher Questionnaire; Request for Administrative Information
Burden Hr. Change:	259,054
Purpose of the Collection:	When determining the effects of a child's impairment(s), SSA must obtain information about the child's functioning from teachers, parents, and others who have the opportunity to observe the child on a day-to-day basis. SSA obtains results of formal testing, teacher reports, therapy progress notes, Individualized Education Programs, and other records of a child's educational aptitude and achievement on the SSA-5665 and SSA-5666. The respondents are parents, teachers, and other Education personnel.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 0960-0789	Title: SSA's Public Credentialing and Authentication Process
Burden Hr. Change:	3,160,000
Purpose of the Collection:	The Social Security Administration (SSA) is introducing a stronger citizen authentication process that will enable a new user experience and access to more electronic services. Social Security's new process features credential issuance, account management, and single- and multi-factor authentication, allowing users to maintain one User ID across multiple Social Security electronic services. This collection of information is required for respondents who want to do business with Social Security via the Internet or automated 800 numbers.
Reason for Change:	SSA's new process will include the following key components: registration and identity verification; enhancement of the user ID; as well as authentication. SSA will use this collection of identity proofing and authentication information to verify the identity of the individuals attempting to access our automated services.

A.8.6. Department of the Interior

Control No. 1012-0004	Title: 30 CFR Parts 210 and 212, Royalty and Production Reporting
Burden Hr. Change:	158,820
Purpose of the Collection:	The MMS uses the information collected in this ICR to ensure that royalty is appropriately paid based on accurate production accounting on oil, gas, and geothermal resources produced from Federal and Indian leases. Our integrated financial accounting system compares royalty (Form MMS-2014) and production volumes (Forms MMS-4054 and MMS-4058) to verify that proper royalties are received for the minerals produced.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.

Control No. 1076-0017	Title: Financial Assistance & Social Services Program, 25 CFR 20
Burden Hr. Change:	115,000
Purpose of the Collection:	The information is required by 25 CFR 20, The Financial Assistance and Social Services Program. 25 U.S.C. The Snyder Act authorizes providing welfare assistance and family community services to needy clients either through direct services, financial assistance grants or it may also be provided through Pub. L. 93-638. This revision will update the Application form, making it usable for all types of financial assistance and social services offered and will standardize the Individual Self-Sufficiency Plan.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.

A.8.7. Department of Labor

Control No. 1235-0001	Title: Information Collections Pertaining to Special Employment Under the Fair Labor Standards Act
Burden Hr. Change:	626,608
Purpose of the Collection:	This information collection pertains to the Fair Labor Standards Act (FLSA), 29 U.S.C. 201, et seq., special employment provisions. These provisions relate to restrictions on industrial homework and to the use of special certificates that allow for the employment of categories of workers who may be paid less than the general Federal statutory minimum wage to the extent necessary to prevent curtailment of their employment opportunities.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 1235-0002	Title: Disclosures to Workers Under the Migrant and Seasonal Agricultural Worker

	Protection Act
Burden Hr. Change:	1,359,314
Purpose of the Collection:	Agricultural employers and associations and farm labor contractors use this information collection to disclose employment terms and conditions, wage statements, and housing terms and conditions to migrant/seasonal agricultural workers, to comply with the Migrant Seasonal Agricultural Worker Protection Act.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.

A.8.8. Department of the Treasury

Control No. 1506-0053	Title: Additional records to be made and retained by brokers or dealers in securities (31 CFR 103.35 and 103.38).
Burden Hr. Change:	830,000
Purpose of the Collection:	A broker or dealer in securities must retain an original or copy of certain documents, as specified in section 103.35. The required records must be maintained for five years (31 CFR 103.38).
Reason for Change:	This action reallocates already approved burden from 1506-0009 to a new control number.

Control No. 1506-0054	Title: Additional records to be made and retained by casinos (31 CFR 103.36 and 103.38).
Burden Hr. Change:	121,056
Purpose of the Collection:	Casinos (and card clubs) must make and retain a record of the name, permanent address, and taxpayer identification number each person who deposits funds with the casino, opens an account at the casino, or to whom the casino extends a line of credit (and maintain a list, available to the Secretary upon request, of this information), and must retain the original or a copy of certain documents, as specified. Casinos must also maintain a list of transactions with customers involving certain instruments. Card clubs must maintain records of currency transactions by customers and records of activity at cages. Required records must be maintained for five years (31 CFR 103.38).
Reason for Change:	This action reallocates currently approved burden from 1506-0009 to this new control number.

Control No. 1506-0057	Title: Purchases of bank checks and drafts, cashier's checks, money orders and traveler's checks (31 CFR 103.29 and 31 CFR 103.38).
Burden Hr. Change:	456,750

Purpose of the Collection:	Financial institutions must maintain records of certain information related to the sale of bank checks and drafts, cashier checks, money orders, or traveler's checks when the sale involves currency between \$3,000 and \$10,000. The records must be maintained for a period of five years and be made available to Treasury upon request. This action accounts for PRA burden previously listed under 1506-0009
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 1506-0058	Title: Records to be made and retained by financial institutions (31 CFR 103.33 and 103.38).
Burden Hr. Change:	2,139,000
Purpose of the Collection:	Each financial institution must retain an original or copy of records related to extensions of credit in excess of \$10,000 (other than those secured by real property), and records related to transfers of funds, currency, other monetary instruments, checks, investment securities, or credit of more than \$10,000 to or from the United States (31 CFR 103.33(a)-(c)). Banks and non-bank financial institutions must also maintain records related to, and include certain information as part of, funds transfers or transmittals of funds involving more than \$3,000 (31 CFR 103.33(e)-(f), and 103.33(g)). The required records must be maintained for five years (31 CFR 103.38). This is a reallocation from 1506-0009.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 1506-0059	Title: Additional records to be made and retained by banks (31 CFR 103.34 and 103.38).
Burden Hr. Change:	2,290,000
Purpose of the Collection:	A bank must retain an original or copy of certain documents, as specified in section 103.34. The required records must be maintained for five years (31 CFR 103.38). This is a reallocation of burden from 1506-0009 to a new control number.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 1506-0064	Title: Bank Secrecy Act Currency Transaction Report (BSA-CTR)
Burden Hr. Change:	9,402,046
Purpose of the Collection:	FinCEN is continuing the design of a new Bank Secrecy Act (BSA) database (the Database) and invites comment on the list of proposed data fields within the

	Database that will be required to support unified Currency Transaction Report (CTR) filings by financial institutions required to file such reports under the BSA. The BSA-CTR incorporates the latest technology in electronic information collection.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 1506-0065	Title: Bank Secrecy Act Suspicious Activity Report (BSA-SAR)
Burden Hr. Change:	2,670,560
Purpose of the Collection:	FinCEN is fielding a new system of record to support the collection and Dissemination of BSA data to law enforcement and other regulatory agencies. The BSA-SAR is a new dynamic information collection tool that will serve as the principle collection instrument to be used by financial institutions to record and report suspicious activity.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 1545-0092	Title: U.S. Income Tax Return for Estates and Trusts
Burden Hr. Change:	730,000
Purpose of the Collection:	IRC section 6012 requires that an annual income tax return be filed for estates and trusts. Data is used to determine that the estates, trusts, and beneficiaries filed the proper returns and paid the correct tax. IRC section 59 requires the fiduciary to recompute the distributable net income on a minimum tax basis.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 1545-0121	Title: Foreign Tax Credit (Individual, Estate, or Trust)
Burden Hr. Change:	2,972,719
Purpose of the Collection:	Form 1116 is used by individuals (including nonresident aliens) estates or trusts that paid foreign income taxes on U.S. taxable income to compute the foreign tax credit. This information is used by the IRS to verify the foreign tax credit.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 1545-0172	Title: Form 4562 - Depreciation and Amortization (Including Information on Listed Property)
Burden Hr.	487,275

Change:	
Purpose of the Collection:	Taxpayers use Form 4562 to: (1) claim a deduction for depreciation and/or amortization; (2) make a section 179 election to expense depreciable assets; and (3) answer questions regarding the use of automobiles and other listed property to substantiate the business use under section 274(d).
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 1545-1629	Title: Paid Preparer's Earned Income Credit Checklist
Burden Hr. Change:	2,845,272
Purpose of the Collection:	Form 8867 helps preparers meet the due diligence requirements of Code section 6695(g), which was added by section 1085(a)(2) of the Taxpayer Relief Act of 1997. Paid preparers of Federal income tax returns or claims for refund involving the earned income credit (EIC) must meet the due diligence requirements in determining if the taxpayer is eligible for the EIC and the amount of the credit. Failure to do so could result in a \$100 penalty for each failure. Completion of Form 8867 is one of the due diligence requirements.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 1545-2007	Title: Employer's Annual Employment Tax Return
Burden Hr. Change:	1,683,300
Purpose of the Collection:	Form 944, Employer's ANNUAL Federal Tax Return, is designed so the smallest employers (those whose annual liability for social security, Medicare, and withheld federal income taxes is \$1,000 or less) will file and pay these taxes only once a year instead of every quarter. Employers who discover they under or over withheld income taxes from wages or social security or Medicare tax in a prior year use Form 944-X to report those taxes and either make a payment, claim a refund, or request an abatement.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 1545-2203	Title: Form 8939, Allocation of Increase in Basis for Property Acquired From a Decedent
Burden Hr. Change:	756,990
Purpose of the Collection:	Section 6018 of the Internal Revenue Code requires this return to be filed by an executor the fair market value of all property acquired from the decedent by a United States person as a gift within three years of death and a gift tax return was required to be filed on the transfer to the decedent. Section

	6018(e) also requires executors who must file Form 8939 to provide the same information to recipients of the property as the executor must provide to the IRS. This Revenue Procedure also requires the executor certify to allocations of certain basis increases and attach supporting documentation. The notice requires the executor to send original statements and revised statements to affected recipients if the amounts reported on Form 8939 are revised. The notice also requires the executor to include other information as required in the form instructions or other guidance.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 1557-0289	Title: Funding and Liquidity Risk Management
Burden Hr. Change:	128,128
Purpose of the Collection:	The OTS and other financial institution regulatory agencies, in conjunction with the Conference of State Bank Supervisors, have issued proposed guidance summarizing the principles of sound liquidity risk management issued by the agencies in the past and where appropriate, bring those principles in conformance with the Basel Committee's 'Principles for Sound Liquidity Risk Management and Supervision.'
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.

A.8.9. Department of Homeland Security

Control No. 1615-0117	Title: E-Verify Self Check Program
Burden Hr. Change:	429,352
Purpose of the Collection:	USCIS is developing a Self Check service to allow U.S. workers to enter data into the E-Verify system to ensure that the information relating to their eligibility to work is correct and accurate. This is necessary so that U.S. workers can correct their records before a hiring decision is made. This will lead to a more reliable and accurate E-Verify system that works better for both employers and employees.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 1651-0088	Title: Passenger and Crew Manifest for Passenger Flights
Burden Hr. Change:	115,000
Purpose of the Collection:	A passenger and crew manifest must be transmitted to CBP for air and sea carriers for each flight/voyage.
Reason for	The description and/or categorization of this collection provide a reason for

Change:	the change.
Control No. 1653-0038	Title: The Student and Exchange Visitor Information System (SEVIS)
Burden Hr. Change:	184,290
Purpose of the Collection:	SEVIS will be used by institutions and sponsors to provide notifications, reports, updates and data required by regulations on the institutions and program, as well as on student and exchange visitors. Additionally, DHS and DOS will use SEVIS to adjudicate benefits and services, track student and exchange visitor data, and to monitor institution and program sponsor compliance with current regulations.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
<i>A.8.10. Department of Education</i>	
Control No. 1845-0109	Title: Measuring Gainful Employment in Recognized Occupation: Student Assistance General Provisions Subpart A – General
Burden Hr. Change:	284,028
Purpose of the Collection:	<p>These final regulations provide for data challenges that an institution may submit both before and after draft debt measures are established. These final regulations also provide that an institution may demonstrate that a failing program, as defined in §668.7(h) would meet a debt-to-earnings standard by recalculating the debt-to-earnings ratios. These final regulations also establish that when alternative earnings are going to be used by an institution that a notice must be sent to the Secretary expressing intent to use alternative earnings no later than 14 days after the date the institution is notified of its final debt measures under §668.7(f).</p> <p>Finally, these final regulations require debt warnings to enrolled students as well as prospective students that explain the debt measures, show the amount by which the program failed the minimum standard, and describe any actions the institution plans to take to either improve the program's performance, or in the case of a second year warning, whether the institution plans to discontinue the program and the consequences for the students if the program becomes ineligible for Title IV, Higher Education Act (HEA) program assistance.</p>
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 1850-0790	Title: National Assessment of Education Progress (NAEP) 2011-13 System Clearance
Burden Hr.	378,375

Change:	
Purpose of the Collection:	The No Child Left Behind Act of 2001 (NCLB) requires the assessment to collect data on specified student groups, including race/ethnicity, gender, socio-economic status, disability, and limited English proficiency. It requires fair and accurate presentation of achievement data and permits the collection of background or descriptive information that is related to academic achievement and aids in reporting of results. The intent of the law is to provide representative sample data on student achievement for the nation, the states, and subpopulations of students and to monitor progress over time.
Reason for Change:	There is an increase in the number of respondents and burden hours primarily due to the fact that the last clearance covered two assessment administrations at a national-level only and one state-level administration, while this clearance covers one national- and two state-level administrations. The nature of NAEP is that burden alternates from a relatively low burden in national-level years to a substantial burden in state-level years when the sample has to allow for estimates for states and some large urban districts. In addition, the 2011-2013 NAEP cycle includes increased participation of students with disabilities and English Language Learners.
Control No. 1875-0240	Title: Annual Mandatory Collection of Elementary and Secondary Education Data for EDFacts
Burden Hr. Change:	304,000
Purpose of the Collection:	EDFacts centralizes performance data supplied by K-12 state education agencies (SEAs) with other data assets, such as financial grant information, within the Department to enable better analysis and use in policy development, planning and management. EDFacts relies on the Education Data Exchange Network (EDEN), a centralized portal through which states submit their educational data to the U.S. Department of Education.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
<i>A.8.11. Department of Energy</i>	
Control No. 1910-5156	Title: Utility Billing
Burden Hr. Change:	312,500
Purpose of the Collection:	DOE intends to collect utility billing data from structures retrofitted through Recovery Act funds under the WAP, SEP, and EECBG programs. In conjunction with recipient-reported information, utility billing data will allow DOE effectively manage the implementation of Recovery Act funds. As such, DOE requests emergency authorization to collect utility billing disclosure waivers from retrofit recipients.
Reason for	The description and/or categorization of this collection provide a reason for

Change:	the change.
<i>A.8.12. Environmental Protection Agency</i>	
Control No. 2060-0654	Title: Aerospace Manufacturing And Rework Industry Information Collection
Burden Hr. Change:	227,700
Purpose of the Collection:	Aerospace manufacturing and rework was listed as a source category under the Clean Air Act (CAA). The CAA requires that a risk and technology review be conducted for this source category. This information collection will provide EPA with the data necessary to conduct the risk and technology review under section 112 of the CAA. The information will be collected from the electronic completion of simple forms, which will be compiled to develop a computer data base. The completed forms and the computer data base will become part of the rulemaking docket.
Reason for Change:	EPA estimates that there will be roughly 1,000 survey respondents, and that they will incur a total burden of 46,955 hours at an estimated cost of \$2,261,288 as a result of this one-time collection. The cost to the Agency is estimated to be approximately \$71,444.
Control No. 2060-0656	Title: SPS and NESHAP for Pulp and Paper Sector Residual Risk and Technology Review (RTR)
Burden Hr. Change:	161,106
Purpose of the Collection:	This information collection is being conducted to determine the current population of pulp and paper processes that are affected by the existing rules, and to evaluate emission standards for this source category for standards under Clean Air Act sections 111(b), 112(d), and 112(f)(6). The data collected will be used to update facility information and equipment configuration, develop new estimates of the population of affected units, and identify the control measures and alternative emission limits being used for compliance with the existing rules that are under review. This information, along with existing permitted emission limits, will be used to establish a baseline for purposes of the regulatory reviews.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
<i>A.8.13. Department of Transportation</i>	
Control No. 2120-0718	Title: Extended Operations (ETOPS) of Multi-Engine Airplanes
Burden Hr. Change:	146,797
Purpose of the Collection:	The rule codified practices that permit certificated air carriers to operate two-engine airplanes over long-range routes. The FAA uses this information

	collection to ensure that aircraft for long range flights are equipped to minimize diversions, to preclude and prevent diversions in remote areas, and to ensure that all personnel are trained to minimize any adverse impacts of a diversion.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 2126-0030	Title: Hazardous Materials Safety Permits
Burden Hr. Change:	219,220
Purpose of the Collection:	This information collection requires motor carriers to provide estimates of their anticipated annual shipments of hazardous materials (HM), complete application forms, provide shipment estimates, and communication records to the FMSCA.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 2126-0048	Title: Practices of Household Goods Brokers
Burden Hr. Change:	118,242
Purpose of the Collection:	This information collection request is due to a Final Rule, entitled, 'Brokers of Household Goods Transportation by Motor Vehicle.' It will be used by prospective shippers to make informed decisions about contracts and services to be ordered, executed, and settled within the interstate household goods motor carrier industry.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
<i>A.8.14. Department of Housing and Urban Development</i>	
Control No. 2502-0306	Title: HUD-Owned Real Estate - Sales Contract and Addendums
Burden Hr. Change:	187,076
Purpose of the Collection:	The respondents are real estate listing brokers for HUD-owned properties who submit sales contracts and addenda in conjunction with offers to purchase HUD-owned property. The sales contracts and addenda will be used in binding contracts between the purchasers and HUD, and to meet the requirements of the Lead Disclosure Rule relative to the disclosure of known lead-based paint and lead-based paint hazards in HUD sales of pre-1978 construction.
Reason for Change:	
Control No.	Title:

2502-0541	Lender Qualifications for Multifamily Accelerated Processing (MAP)
Burden Hr. Change:	419,652
Purpose of the Collection:	To participate in MAP, lenders will be required to show that they have an experienced multifamily underwriter on staff, a satisfactory record on lending on multifamily housing properties, and an acceptable Quality Control Plan. Qualified lenders can then take advantage of a mortgage application-processing plan that will take substantially less processing time than traditional processing.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
Control No. 2502-0595	Title: FHA-Insured Mortgage Loan Servicing of Payments, Prepayments, Terminations, Assumptions, and Transfers
Burden Hr. Change:	833,250
Purpose of the Collection:	Information is collected from respondents who are companies (mortgagees) servicing FHA-Insured mortgage loans. This collection concerns detailed loan information regarding homeowners (mortgagors) and their FHA-Insured mortgage loan. The data and information is essential for managing HUD's programs and FHA's Mutual Mortgage Insurance Fund.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
<i>A.8.15. Department of Veterans Affairs</i>	
Control No. 2900-0776	Title: Disability Benefits Questionnaires - Group 2
Burden Hr. Change:	311,250
Purpose of the Collection:	These forms are being created to assist veterans who require a disability examination in support of a claim for VA benefits. These forms will be used to record the findings of the examining physician.
Reason for Change:	The description and/or categorization of this collection provide a reason for the change.
<i>A.8.16. DOD/GSA/NASA (FAR)</i>	
Control No. 9000-0168	Title: American Recovery and Reinvestment Act—Reporting Requirements - One-time Reporting, Compensation Requirements
Burden Hr. Change:	285,183
Purpose of the Collection:	On February 17, 2009, the President signed Public Law 111-5, the American Recovery and Reinvestment Act of 2009 (the "Recovery Act"), including a number of provisions to be implemented in Federal Government contracts.

	This interim rule implements section 1512, which is also known as the “Jobs Accountability Act.” Paragraph (c) of section 1512 requires contractors that receive awards (or modifications to existing awards) funded in whole or in part by the Recovery Act, to report quarterly on the use of the funds.
Reason for Change:	Agency revised the collection to account for the time burden of the responses.
Control No. 9000-0169	Title: American Recovery and Reinvestment Act—Reporting Requirements – Quarterly Reporting for Prime Contractors
Burden Hr. Change:	100,064
Purpose of the Collection:	On February 17, 2009, the President signed Public Law 111-5, the American Recovery and Reinvestment Act of 2009 (the “Recovery Act”), including a number of provisions to be implemented in Federal Government contracts. This interim rule implements section 1512, which is also known as the “Jobs Accountability Act.” Paragraph (c) of section 1512 requires contractors that receive awards (or modifications to existing awards) funded in whole or in part by the Recovery Act, to report quarterly on the use of the funds.
Reason for Change:	Agency revised the collection to account for the time burden of the responses.

A.9. List of Burden Increases from Statutory Requirements

A.9.1. Department of Health and Human Services

Control No. 0938-1034	Title: Disclosures to Patients by Certain Hospitals and Critical Access Hospitals and Supporting Regulations in 42 CFR 489.20
Burden Hr. Change:	412,894
Purpose of the Collection:	Section 6001(a) of the Affordable Care Act (the ACA) amended section 1877(d)(2) and (d)(3) of the Act to impose additional restrictions in order to qualify for the rural provider and whole hospital exceptions under the physician self-referral law. Among those restrictions were provisions requiring hospitals to prevent conflicts of interest by disclosing physician ownership or investment interest to patients and also requiring hospitals to take certain steps to ensure patient safety.
Reason for Change:	Section 6001(a) of the Affordable Care Act (the ACA) amended section 1877(d)(2) and (d)(3) of the Act to impose additional restrictions in order to qualify for the rural provider and whole hospital exceptions under the physician self-referral law. Among those restrictions were provisions requiring hospitals to prevent conflicts of interest by disclosing physician ownership or investment interest to patients and also requiring hospitals to take certain steps to ensure patient safety.

Control No. 0938-1083	Title: Medicare program/Home Health Prospective Payment System Rate Update for CY2010:Physician Narrative Requirement, CY2011 Final Physician Face-to-Face Encounter
Burden Hr. Change:	248,584
Purpose of the Collection:	The Centers for Medicare and Medicaid Services (CMS) require that a physician sign every patient's individual plan of care certifying or recertifying that the patient is homebound and the planned services are medically necessary in order for the home health agency to be reimbursed for Medicare covered services as stipulated in 42 CFR 424.22. CMS is relying on physicians to fulfill a role that is sometimes thought of as a 'gatekeeper' by requiring the physician to provide a narrative located within the home health certification or recertification when skilled nursing management & evaluation of the plan of care, (PoC) is ordered. The physician's narrative is required when a patient's underlying condition or complication requires a registered nurse to ensure that essential non-skilled care is achieving its purpose. This change supports Medicare's home health coverage criteria for skilled services as stipulated in the CFR, (see 42 CFR 409.42). The Home Health Prospective Payment System Rate Update for Calendar Year 2011 changes the certification requirements for Home Health Agencies. Prior to making such certification, the physician must document that the physician himself or herself or specified non-physician practitioner has had a face-to-face encounter with the patient incident to the services involved.
Reason for Change:	The Affordable Care Act (ACA) of 2010 (Pub. L. 111-148) was enacted. Section 6407 (a) (amended by section 10605) of the ACA amends the requirements for physician certification of home health services contained in Section 1814 (a)(2)(C) and 1835 (a) (2)(A) by requiring that, 'In the case of a certification made by a physician after January 1, 2010, prior to making such certification, the physician must document that the physician himself or herself or specified non-physician practitioner has had a face-to-face encounter (including through the use of telehealth, subject to the requirements in section 1834 (m) of the Act)', with the patient incident to the services involved
Control No. 0938-1109	Title: Information Collection Requirements for the Hospital Outpatient Quality Data Program (HOPQDRP) (CMS-10250)
Burden Hr. Change:	916,026
Purpose of the Collection:	CMS will use the information collected to direct its contractor, including Quality Improvement Organizations (QIOs), to focus on particular areas of improvement, and to develop quality improvement initiatives. The information will be made available to hospitals for their use in internal quality improvement initiatives. Most importantly, this information is available to beneficiaries, as well as to the public in general, to provide hospital

	information to assist them in making decisions about their health care. CMS conducts focus groups or market testing prior to public reporting hospital quality data on the Hospital Compare website.
Reason for Change:	This is a new information collection request.
Control No. 0938-1133	Title: Disclosure Requirement for the In-Office Ancillary Services Exception
Burden Hr. Change:	196,383
Purpose of the Collection:	In order to implement section 6003 of the Affordable Care Act, CMS has proposed to amend 42 C.F.R. 411.355(b). Section 6003 establishes a new disclosure requirement for physicians who refer magnetic resonance imaging, computed tomography, and positron emission tomography (MRI, CT and PET) under the in-office ancillary services exception to the prohibition on physician self-referral (section 1877 of the Social Security Act). Under this new requirement physicians must inform patients in writing, at the time of the referral, that the patient may receive the imaging service from another supplier. The physician must also provide the patient with a list of other suppliers that from whom the patient may obtain the services. The proposed rule provides detail regarding what criteria must be included in the disclosure notification and supplier list in order to satisfy this new requirement.
Reason for Change:	This is a new information collection request.
Control No. 0938-1137	Title: Letter Requesting Waiver of Medicare/Medicaid Enrollment Application Fee; Submission of Fingerprints; Submission of Medicaid Identifying Information; Medicaid Site Visit and Rescreening
Burden Hr. Change:	1,105,082
Purpose of the Collection:	On March 23, 2010, the President signed into law H.R. 3590, the Affordable Care Act (Affordable Care Act), Public Law 111-148. Section 6401 of the law establishes a number of important payment safeguard provisions, several of which have been incorporated into CMS Final Rule 6028, entitled 'Medicare, Medicaid, and Children's Health Insurance Programs (CHIP); Additional Screening Requirements, Application Fees, Temporary Enrollment Moratoria, Payment Suspensions and Compliance Plans for Providers and Suppliers,' and published in the Federal Register on February 2, 2011. The provisions are designed to improve the integrity of the Medicare, Medicaid, and CHIP programs so as to reduce fraud, waste and abuse.
Reason for Change:	This is a new information collection request.

A.9.2. Social Security Administration

Control No. 0960-0784	Title: Medicare Income-Related Monthly Adjustment Amount - Life-Changing Event
Burden Hr. Change:	102,750
Purpose of the Collection:	Per the Medicare Modernization Act of 2003, selected Medicare insurance recipients pay an income-related monthly adjustment amount (IRMAA). The Internal Revenue Service (IRS) transmits income tax return data to SSA for SSA to determine the amount of IRMAA. SSA will use the new Form SSA-44 to determine if a recipient qualifies for a reduction in IRMAA. If affected Medicare recipients believe SSA should use more recent tax data because a life-changing event occurred that significantly reduces their income, they can report these changes to SSA and ask for a new initial determination of their IRMAA.
Reason for Change:	This new information collection will increase the public reporting burden due to a statutory change.

A.9.3. Department of the Treasury

Control No. 1545-0172	Title: Form 4562 - Depreciation and Amortization (Including Information on Listed Property)
Burden Hr. Change:	230,969,172
Purpose of the Collection:	Taxpayers use Form 4562 to: (1) claim a deduction for depreciation and/or amortization; (2) make a section 179 election to expense depreciable assets; and (3) answer questions regarding the use of automobiles and other listed property to substantiate the business use under section 274(d).
Reason for Change:	Adjustments have been made to this collection to more accurately reflect the Agency estimates of the number of filers to the form and the associated burden. This includes. Changes were also made to the form and instructions to account for changes in the tax laws.
Control No. 1505-0204	Title: Prohibition on Funding of Unlawful Internet Gambling
Burden Hr. Change:	589,520
Purpose of the Collection:	The unlawful Internet Gambling Enforcement Act requires the Treasury and the Federal Reserve Board (the 'Agencies') to prescribe regulations requiring designated payment systems and all participants to identify and block unlawful Internet gambling transactions through the establishment of reasonably designated policies and procedures. The Agencies have published an NPRM that requires designated payment systems and all participants to establish and implement written policies and procedures. The Agencies have made adjustments to the proposed rule based on public comment, and are now submitting the final rule.

Reason for Change:	This is a new collection. The estimated burden hours reported here are for the first year recordkeeping burden only. Treasury estimates that for subsequent years the burden will drop significantly, to approximately 73,184 total annual hours for all affected respondents. Treasury will request an adjustment for future requests for this collection.
Control No. 1545-0126	Title: Form 1120-F--U.S. Income Tax Return of a Foreign Corporation
Burden Hr. Change:	1,000,976
Purpose of the Collection:	Form 1120-F is used by foreign corporations that have investments, or a business, or a branch in the U.S. The IRS uses Form 1120-F to determine if the foreign corporation has correctly reported its income, deductions, and tax, and to determine if it has paid the correct amount of tax.
Reason for Change:	An increase of 1,000,976 hours is due to new statutory requirements under the Hiring Incentives and Restore Employment Act (Pub. L. 111-147); 1 hour adjustment made in an error in reporting estimate: Total burden requested is 8,697,023.
Control No. 1545-0895	Title: Form 3800, General Business Credit
Burden Hr. Change:	663,547
Purpose of the Collection:	IRC section 38 permits taxpayers to reduce their income tax liability by the amount of their general business credit, which is an aggregation of their investment credit, jobs credit, alcohol fuel credit, research credit, low-income housing credit, disabled access credit, enhanced oil recovery credit, etc. Form 3800 is used to figure the correct credit.
Reason for Change:	Form 3800 is used by taxpayers to claim any of the general business credits. The Small Business Jobs Act of 2010 allows general business credits of eligible small businesses to offset both regular tax and alternative minimum tax (AMT) for tax years beginning in 2010. Such eligible small business credits (ESBCs) determined in the first tax year in 2010 are carried back five years. Changes to comply with the new statutory entitlements/credits will result in an estimated increase of 70,350 responses and a total estimated burden increase of 663,547 hours.
Control No. 1545-2137	Title: Form 8936 - Qualified Plug-in Electric Drive Motor Vehicle Credit (Notice 2009-89)
Burden Hr. Change:	214,500
Purpose of the Collection:	This notice sets forth interim guidance, pending the issuance of regulations, relating to the new qualified plug-in electric drive motor vehicle credit under §

	<p>30D of the Internal Revenue Code, as in effect for vehicles acquired after December 31, 2009.</p> <p>For tax years beginning after 2008, use Form 8936 to figure your credit for qualified plug-in electric drive motor vehicles you placed in service during your tax year. The credit attributable to depreciable property (vehicles used for business or investment purposes) is treated as a general business credit. Any credit not attributable to depreciable property is treated as a personal credit.</p>
Reason for Change:	<p>Taxpayers, beginning after 2008, can use Form 8936 to determine their credit for qualified plug-in electric drive motor vehicles placed in service during their tax year. The credit attributable to depreciable property (vehicles used for business or investment purposes) is treated as a general business credit. Any credit not attributable to depreciable property is treated as a personal credit.</p> <p>Form 8936 will generate an estimated 50,000 non-individual responses per year. The estimated response time per taxpayer is 4 hours, 17 minutes. This creates an estimated total burden increase for Form 8936 of 214,500 hours.</p>
Control No. 1545-2186	<p>Title: REG-101896-09 - Basis Reporting by Securities Brokers and Basis Determination for Stock; Proposed Rule</p>
Burden Hr. Change:	240,000
Purpose of the Collection:	This document contains proposed regulations relating to reporting sales of securities by brokers and determining the basis of securities. The proposed regulations reflect changes in the law made by the Energy Improvement and Extension Act of 2008 that require brokers, when reporting the sale of securities to the IRS, to include the customer's adjusted basis in the sold securities and to classify any gain or loss as long-term or short-term.
Reason for Change:	The collection of information in these proposed regulations in §§ 1.6045-1(c)(3)(xi)(C) and 1.6045A-1 concerning furnishing information in connection with a transfer of securities is necessary to allow brokers that effect sales of transferred covered securities to determine and report the adjusted basis of the securities and whether any gain or loss with respect to the securities is long-term or short-term in compliance with section 6045(g) of the Internal Revenue Code (Code).
Control No. 1545-2195	<p>Title: Form 8938, Statement of Foreign Financial Assets</p>
Burden Hr. Change:	378,000
Purpose of the Collection:	The collection of information in new Form 8938 will be the means by which taxpayers will comply with self-reporting obligations imposed under section 6038D with respect to foreign financial assets.

	The IRS will use the information to determine whether to audit this taxpayer or transaction, including whether to impose penalties. The information is also required to begin the running of the statute of limitations under section 6501.
Reason for Change:	This is a new form relative to new code section 6038D
Control No. 1545-2197	Title: Form 1097-BTC, Bond Tax Credit.
Burden Hr. Change:	828,287,508 (reduced by 794 million hours after further review)
Purpose of the Collection:	This is an information return for reporting tax credit bond credits distributed to holders of tax credit bonds. The taxpayer holding a tax credit bond on an allowance date during a tax year is allowed a credit against federal income tax equivalent to the interest that the bond would otherwise pay. The bondholder must include the amount of the credit in gross income and treat it as interest income. The issuers and holders of the tax credit bond will send Form 1097-BTC to the bond holders quarterly and file the return with the IRS annually.
Reason for Change:	According to section 1541 of the American Recovery and Reinvestment Act of 2009, regulated investment companies (RICs), commonly known as mutual funds, can elect to pass through to shareholders credits from tax credit bonds, replacing the requirement that the credits be passed through. This is effective for tax years beginning after February 17, 2009. Where the election is made, shareholders of the RIC are to include in income the shareholder's proportionate share of the interest income attributable to the credits and are simultaneously allowed to proportionate share of credits (as outlined in Code section 853A(b)(3)). A RIC must report to shareholders the shareholder's proportionate share of credits and gross income in respect to the credits no later than 60 days after the close of the RIC's tax year. Form 1097-BTC, Bond Tax Credit, has been designed (for the issuers of these certain tax credit bonds), to report to the taxpayers and IRS the tax credit distributed.
Control No. 1545-2198	Title: Form 8941 - Credit for Small Employer Health Insurance Premiums
Burden Hr. Change:	40,189,456
Purpose of the Collection:	Form 8941 is the result of new legislation from the Affordable Care Act. Form 8941 allows a small business to claim a tax credit for a percentage of the health insurance premiums paid by the employer. The tax credit becomes effective in 2010. Form 8941 is required by the employers as a way to claim the credit. The IRS will also need the form to gather information and process the tax credit.
Reason for	Section 1421 of the Affordable Care Act, PL 111-148, allows qualified small

Change:	employers to elect, beginning in 2010, a tax credit for 50% of their employee health care coverage expenses. Form 8941, Credit for Small Employer Health Insurance Premiums, has been developed to help employers compute the tax credit. The credit is designed to encourage small employers to offer health insurance coverage for the first time or maintain coverage they already have. The creation of this new form will result in an increase in total burden by 40,189,456 hours and 3,046,964 estimated responses.
Control No. 1545-2200	Title: Form 8944, Preparer Hardship Waiver Request
Burden Hr. Change:	719,100
Purpose of the Collection:	These proposed regulations reflect changes to the law made by the Worker, Homeownership, and Business Assistance Act of 2009 (Act). A tax preparer uses Form 8944 to request a waiver from the requirement to file tax returns on magnetic media when the filing of tax returns on magnetic media would cause a hardship.
Reason for Change:	This collection of information implements the statutory requirement under new section 6011(e)(3) of the Internal Revenue Code for specified tax return preparers (STRPs) to file individual income tax returns (returns) using magnetic media (electronically) for individuals, estates, and trusts if the STRPs prepare and file the returns. A tax preparer uses Form 8944 to request a waiver from the requirement to file tax returns on magnetic media when the filing of tax returns on magnetic media would cause a hardship. The creation of Form 8944 will result in a total burden increase of 90,000 responses and 719,100 hours.
Control No. 1545-2200	Title: Form 8944, Preparer Hardship Waiver Request; Form 8948 - Preparer Explanation for Not Filing Electronically.
Burden Hr. Change:	17,551,800
Purpose of the Collection:	REG-100194-10 and Notice 2010-85 detail how, starting Jan. 1, 2011, paid tax return preparers can comply with a new law that requires paid tax return preparers who meet the definition of "specified tax return preparer" under the new law to electronically file (e-file) federal income tax returns that they prepare and file for individuals, trusts and estates. Starting Jan. 1, 2011, paid preparers who prepare income tax returns for individuals, trusts and estates, such as Forms 1040, 1040A, 1040EZ, and Forms 1041, and who reasonably expect to file 100 or more of these income tax returns in 2011 are specified tax return preparers required to file these returns electronically. Tax return preparers who are members of a firm are specified tax return preparers and must electronically file the income tax returns they prepare and file if the firm's preparers, in the aggregate, expect to file 100 or more of these income

	tax returns in 2011. Starting Jan. 1, 2012, the 100-return threshold will be reduced to 11 or more income tax returns that the preparer, or the preparer's firm in the aggregate, expect to file in 2012 for individuals, trusts and estates.
Reason for Change:	To comply with this law and new form 8948, we estimate an increase of 8,820,000 responses and 17,551,800 burden hours.
Control No. 1545-2201	Title: REG-100194-10 - Specified Tax Return Preparers Required to File Individual Income Tax Returns Using Magnetic Media
Burden Hr. Change:	1,689,930
Purpose of the Collection:	Tax return preparers who reasonably expect to file more than 10 individual income tax returns in a calendar year, are required to file individual income tax returns using magnetic media pursuant to section 6011(e)(3) of the Internal Revenue Code (Code). For calendar year 2011, the proposed regulations define a specified tax return preparer as a tax return preparer who reasonably expects to file 100 or more individual income tax returns during the year, while beginning January 1, 2012 a specified tax return preparer is a tax return preparer who reasonably expects to file 11 or more individual income tax returns in a calendar year.
Reason for Change:	To comply with this law and new threshold we estimate an increase of 312,000 responses and 1,689,930 burden hours.
Control No. 1545-2202	Title: Form 5884-B - New Hire Retention Credit
Burden Hr. Change:	13,815,000
Purpose of the Collection:	Form 5884-B, New Hire Retention Credit, was developed to carry out the provisions of section 102 of the Hiring Incentives to Restore Employment (HIRE) Act (Public Law (P.L.) 111-147). The new form provides a means for employers to calculate and claim the credit. This credit is a new non-Code general business credit and the form is required to be attached to the tax return.
Reason for Change:	This is a new collection. Based on legislative action on March 18, 2010, as part of the Hiring Incentives To Restore Employment Act, Public Law (P.L.) 111-147, Title I, Incentives for Hiring and Retaining Unemployed Workers, Section 102, Business Credit for retention of certain newly hired individuals in 2010, required the creation of the new Form 5884-B, New Hire Retention Credit. The new form reflects this new non-Coded general business credits under section 38, This will result in increase in estimated responses by 1,125,000 and the number of total burden hours by 13,815,000.
Control No. 1545-2203	Title: Form 8939 - Allocation of Increase in Basis for Property Received from a

	Decedent
Burden Hr. Change:	1,725,090
Purpose of the Collection:	Section 6018 of the Internal Revenue Code requires this return to be filed by an executor the fair market value of all property (other than cash) acquired from the decedent is more than \$1.3 million; in the case of a decedent who was a nonresident not a citizen of the United States, the fair market value of tangible property situated in the United States and other property acquired from the decedent by a United States person is greater than \$60,000; or appreciated property is acquired from the decedent that the decedent acquired by gift within three years of death and a gift tax return was required to be filed on the transfer to the decedent. Section 6018(e) also requires executors who must file Form 8939 to provide the same information to recipients of the property as the executor must provide to the IRS.
Reason for Change:	This is a new form to implement the filing requirement under section 6018, enacted by Pub. L. 107-16, sec. 542(b), and to permit executors of decedents' estates to allocate the basis increase permitted by section 1022, added by Pub. L. 107-16, section 542
Control No. 1545-2207	Title: Revenue Procedure 2011-XX, Additional First Year Depreciation Deduction
Burden Hr. Change:	125,000
Purpose of the Collection:	This revenue procedure provides guidance under § 2022(a) of the Small Business Jobs Act of 2010, Pub. L. No. 111-240, 124 Stat. 2504 (September 27, 2010) (SBJA), and § 401(a) and (b) of the Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010, Pub. L. No. 111-312, 124 Stat. 3296 (December 17, 2010) (TRUIRJCA). Sections 2022(a) of the SBJA and 401(a) of the TRUIRJCA amend § 168(k)(2) of the Internal Revenue Code by extending the placed-in-service date for property to qualify for the 50-percent additional first year depreciation deduction. Section 401(b) of the TRUIRJCA amends § 168(k) by adding § 168(k)(5) that temporarily allows a 100-percent additional first year depreciation deduction for certain new property.
Reason for Change:	This revenue procedure provides guidance under § 2022(a) of the Small Business Jobs Act of 2010, Pub. L. No. 111-240, 124 Stat. 2504 (September 27, 2010) (SBJA), and § 401(a) and (b) of the Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010, Pub. L. No. 111-312, 124 Stat. 3296 (December 17, 2010) (TRUIRJCA). The collections of information in this revenue procedure are in sections 3.02(2)(b)(ii) and 4.03. This information is required to make the elections provided under these sections. This information will be used by the Service for examination purposes. The creation of these new requirements will result in an estimated 250,000 new responses and a total estimated burden increase of 125,000 hours.
Control No.	Title:

1550-0127	Registration of Mortgage Loan Originators
Burden Hr. Change:	536,305
Purpose of the Collection:	This collection is promulgated by the Secure and Fair Enforcement for Mortgage Licensing Act (the S.A.F.E. Act) which requires an employee of a bank, savings association, or credit union and their subsidiaries regulated by one of the Agencies who engages in the business of a residential mortgage loan originator (MLO) to register with the Registry and obtain a unique identifier.
Reason for Change:	The OTS is proposing amendments to its rules in order to implement the S.A.F.E. Act which was enacted as Title V of the Housing and Economic Recovery Act of 2008. OTS is citing an increase in the inventory burden due to the fact that this is a new collection.
Control No. 1557-0081	Title: Reports of Condition and Income (Interagency Call Report)
Burden Hr. Change:	266,609
Purpose of the Collection:	National banks file Call Reports pursuant to 12 U.S.C. 161 and other statutes. The data are used to evaluate and monitor the financial condition and earnings performance of individual banks as well as the entire banking industry. The proposed changes would require savings associations to cease filing the TFR and commence filing the Call Report beginning with the March 2012 report date.
Reason for Change:	The increase in burden is due to the integration of the Office of Thrift Supervision (OTS) into the OCC on July 21, 2011 pursuant to the Dodd-Frank Act. As of July 21, 2011, all federal savings associations will no longer be regulated by the OTS and will be regulated by the OCC.
Control No. 1557-0176	Title: Record and Disclosure Requirements -- FRB Regs B, C, E, M, Z, CC, and DD
Burden Hr. Change:	1,627,404
Purpose of the Collection:	On July 21, 2010, the Dodd-Frank Wall Street Reform and Consumer Protection Act, P.L. 111-203, 124 Stat. 1376 (2010) (Dodd-Frank Act) was enacted. As part of the comprehensive package of financial regulatory reform measures enacted, Title III of the Dodd-Frank Act transfers the powers, authorities, rights and duties of the Office of Thrift Supervision to other banking agencies, including the OCC. The Dodd-Frank Act also abolishes the OTS ninety days after the transfer date. As a result, OCC is making a non-substantive change to this collection of information to include the thrift institutions it now regulates.
Reason for Change:	The increase in burden is due to the integration of the OTS with the OCC pursuant to the Dodd-Frank Act. The additional respondents are entities formerly regulated by the OTS.

Control No. 1557-0180	Title: (MA) Minimum Security Devices and Procedures, Reports of Suspicious Activities, and Bank Secrecy Act Compliance Program - 12 CFR Part 21
Burden Hr. Change:	196,780
Purpose of the Collection:	These recordkeeping and reporting requirements are needed to promote and monitor bank security and to ensure bank safety. The information is used by banks, the OCC, and other agencies for bank security and law enforcement purposes.
Reason for Change:	The increase in burden is due to the integration of the OTS with the OCC. The additional respondents are entities formerly regulated by the OTS.
Control No. 1557-0190	Title: (MA)-Real Estate Lending and Appraisals--12 CFR 34
Burden Hr. Change:	266,489
Purpose of the Collection:	The information collections are required by statute to regulate real estate lending and holding by national banks. These regulations are required by statute and are used by the OCC to ensure the safe and sound operation of national banks and bank compliance. National banks are the affected public.
Reason for Change:	The increase in burden is due to the integration of the OTS with the OCC. The additional respondents are entities formerly regulated by the OTS. Regulations 12 CFR Part 34, 12 CFR Part 160, 12 Part 161, 12 Part 163, 12 CFR 190, and 12 CFR 226 are required by Statue and are used by the agencies to ensure the safe and sound operation of financial institutions.
Control No. 1557-0243	Title: Registration of Mortgage Loan Originators
Burden Hr. Change:	1,048,545
Purpose of the Collection:	The OCC, FRB, FDIC, OTS, NCUA, and the FCA (Farm Credit Administration) are implementing the Secure and Fair Enforcement for Mortgage Licensing Act (SAFE Act), which requires an employee of a bank, savings association, credit union or other depository institution and their subsidiaries regulated by a Federal banking agency or an employee of an institution regulated by FCA who acts as a residential mortgage loan originator to register with the Nationwide Mortgage Licensing System and Registry and obtain a unique identifier. Agency-regulated institutions must require their employees who act as residential mortgage loan originators to comply with the SAFE Act's requirements to register and obtain a unique identifier and must adopt and follow written policies and procedures to assure compliance with these requirements.
Reason for	The burden increase is due to the fact that this is a new collection

Change:	implementing a new statute by issuing a new regulation.
Control No. 1557-0243	Title: Registration of Mortgage Loan Originators
Burden Hr. Change:	536,305
Purpose of the Collection:	The OCC, FRB, FDIC, OTS, NCUA, and the FCA (Farm Credit Administration) are implementing the Secure and Fair Enforcement for Mortgage Licensing Act (SAFE Act), which requires an employee of a bank, savings association, credit union or other depository institution and their subsidiaries regulated by a Federal banking agency or an employee of an institution regulated by FCA who acts as a residential mortgage loan originator to register with the Nationwide Mortgage Licensing System and Registry and obtain a unique identifier. Agency-regulated institutions must require their employees who act as residential mortgage loan originators to comply with the SAFE Act's requirements to register and obtain a unique identifier and must adopt and follow written policies and procedures to assure compliance with these requirements.
Reason for Change:	The increase in burden is due to the integration of the OTS with the OCC. The additional respondents are entities formerly regulated by the OTS.
Control No. 1557-0244	Title: Funding and Liquidity Risk Management
Burden Hr. Change:	128,128
Purpose of the Collection:	The Federal banking agencies and NCUA in conjunction with the Conference of State Bank Supervisors have issued a policy statement summarizing the principles of sound liquidity risk management that the agencies have issued in the past and, where appropriate, brings them into conformance with the 'Principles for Sound Liquidity Risk Management and Supervision' issued by the Basel Committee on Banking and Supervision in September 2008.
Reason for Change:	The increase in burden is due to the integration of the OTS with the OCC. The additional respondents are entities formerly regulated by the OTS. The guidance summarizes the principles of sound liquidity risk management that the Office of the Comptroller of the Currency, the Board of Governors of the Federal Reserve System, the Federal Deposit Insurance Corporation, the Office of Thrift Supervision, and the National Credit Union Administration have issued in the past and, where appropriate, brings them into conformance with the 'Principles for Sound Liquidity Risk Management and Supervision' issued by the Basel Committee on Banking Supervision (BCBS) in September 2008.
Control No. 1557-0290	Title: Registration of Mortgage Loan Originators
Burden Hr.	536,305

Change:	
Purpose of the Collection:	This collection is promulgated by the Secure and Fair Enforcement for Mortgage Licensing Act (the S.A.F.E. Act) which requires an employee of a bank, savings association, or credit union and their subsidiaries regulated by one of the Agencies who engages in the business of a residential mortgage loan originator (MLO) to register with the Registry and obtain a unique identifier.
Reason for Change:	The OTS is proposing amendments to its rules in order to implement the S.A.F.E. Act which was enacted as Title V of the Housing and Economic Recovery Act of 2008. The S.A.F.E. Act requires an employee of a bank, savings association, or credit union and their subsidiaries regulated by one of the Agencies or an employee of an institution regulated by the Farm Credit Administration (collectively, Agency-regulated institutions), who engages in the business of a residential mortgage loan originator (MLO) to register with the Registry and obtain a unique identifier. This proposal implements these requirements. It also provides that these Agency-regulated institutions must require their employees, who act as MLO's to comply with this Act's requirements to register and obtain a unique identifier, and must adopt and follow written policies and procedures to assure compliance with these requirements. OTS is citing an increase in the inventory burden due to the fact that this is a new collection.

A.9.4. Department of Agriculture

Control No. 1845-0014	Title: William D. Ford Federal Direct Loan Program Repayment Plan Selection Form
Burden Hr. Change:	108,570
Purpose of the Collection:	A Direct Loan Program borrower may use the Repayment Plan Selection form to select an initial repayment plan prior to entering repayment, or to request a change from the borrower's current repayment plan to a different repayment plan. For borrowers who select the Income Contingent Repayment (ICR) Plan or the Income-Based Repayment (IBR) Plan, the Repayment Plan Selection form also serves as the means by which the U.S. Department of Education collects the information needed to calculate the borrower's monthly payment amount and, in the case of the IBR Plan, the information needed to determine the borrower's initial eligibility to repay under this plan.
Reason for Change:	There is an increase of 108,570 hours due to an expected increase in the number of respondents. This is a result of the Health Care and Education Reconciliation Act of 2010 (Public Law 111-152), which terminated the authority of lenders to make new FFEL Program loans effective July 1, 2010. This will increase the number of Direct Loans that are made, and with more Direct Loans being made there will be an increase of 329,000 respondents completing the Repayment Plan Selection form.

A.9.5. Department of Education

Control No.	Title:
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1845-0041	Student Assistance General Provisions - Subpart E -- Verification Student Aid Application Information
Burden Hr. Change:	612,000
Purpose of the Collection:	The proposed regulations will revise the verification process. Updating information will be expanded to include the updating of a student's marital status during the award year, which under the current regulations is prohibited. The proposed regulations would decrease the number of items to be verified, from the current five required to an average of three data elements as selected on an individual basis. We propose to accept information that has been retrieved directly from the IRS and unchanged by the applicant. The proposed regulations eliminate the verification tolerances and require that all data changes be transmitted to the Department to insure that our systems contain correct data.
Reason for Change:	The increase of 612,000 burden hours is due to a statutory change in the Higher Education Opportunity Act (HEOA) (Pub. L. 110-315) (Section 485(a)(6)) made to the Higher Education Act of 1965, as amended (HEA) that authorizes the Secretary to work in cooperation with the Internal Revenue Service (IRS) in order for an individual to retrieve his or her financial information from the IRS consistent with the regulations at 34 CFR 668.57(a)(3).
Control No. 1845-0053	Title: Federal Direct Consolidation Loan Program Application Documents
Burden Hr. Change:	390,878
Purpose of the Collection:	The Federal Direct Consolidation Loan Application and Promissory Note serves as the means by which a borrower applies for a Direct Consolidation Loan and promises to repay the loan. Related documents included with this collection are (1) Additional Loan Listing Sheet (provides additional space for a borrower to list loans that he or she wishes to consolidate, if there is insufficient space on the Application and Promissory Note); (2) Request to Add Loans (serves as the means by which a borrower may add other loans to an existing Direct Consolidation Loan within a specified time period); and (3) Loan Verification Certificate (serves as the means by which the U.S. Department of Education obtains the information needed to pay off the holders of the loans that the borrower wants to consolidate).
Reason for Change:	ED is reporting an increase of 390,878 hours. This increase is attributable to the following two factors:(1) The provision of the Health Care and Education Reconciliation Act (HCERA) that eliminated the authority of lenders to make new Federal Family Education Loan (FFEL) Program loans (including Federal Consolidation Loans) effective July 1, 2010. As a result, FFEL Program borrowers who wish to consolidate their loans may only do so by consolidating into the Direct Loan Program. Therefore, the number of Direct Consolidation Loans that are made is expected to increase. (2)The Public Service Loan Forgiveness Program, which was added to the Higher Education

	Act of 1965, as amended (HEA) by the College Cost Reduction Act of 2007 (CCRAA; Public Law 110-84) and is available only to Direct Loan Program borrowers. ED expects a continued increase in the number of FFEL Program borrowers who wish to take advantage of this program by consolidating their loans into Direct Consolidation Loans.
Control No. 1845-0068	Title: William D. Ford Federal Direct Loan (Direct Loan) Program Federal Direct PLUS Loan Master Promissory Note and Endorser Addendum
Burden Hr. Change:	554,922
Purpose of the Collection:	The Federal Direct PLUS Loan Master Promissory Note (Direct PLUS Loan MPN) serves as the means by which an individual applies for and agrees to repay a Federal Direct PLUS Loan. The Direct PLUS Loan MPN also informs the borrower of the terms and conditions of Direct PLUS Loan and includes a statement of borrower's rights and responsibilities. A Direct PLUS Loan borrower must not have an adverse credit history. If an applicant for a Direct PLUS Loan is determined to have an adverse credit history, the applicant may qualify for a Direct PLUS Loan by obtaining an endorser who does not have an adverse credit history. The Endorser Addendum serves as the means by which an endorser agrees to repay the Direct PLUS Loan if the borrower does not repay it.
Reason for Change:	The Health Care and Education Reconciliation Act of 2010 (Public Law 111-152) eliminated the authority for lenders to make new loans under the Federal Family Education Loan (FFEL) Program effective July 1, 2010. As a result, all new PLUS loans made on or after July 1, 2010 will be Federal Direct PLUS Loans. This will significantly increase the number of respondents from the previous approval of 254,375 respondents to 1,364,219 respondents. This results in a program change due to statute of 1,109,844 respondents and 554,922 burden hours for this collection.
Control No. 1845-0103	Title: William D. Ford Federal Direct Loan Program, Federal Direct PLUS Loan Request for Supplemental Information
Burden Hr. Change:	564,125
Purpose of the Collection:	The Federal Direct PLUS Loan Request for Supplemental Information serves as the means by which a parent or graduate/professional student Direct PLUS Loan applicant may provide certain information to a school that will assist the school in originating the borrower's Direct PLUS Loan award, as an alternative to providing this information to the school by other means established by the school.
Reason for Change:	There is a program change increase of 564,125 hours due to the elimination of the Federal Family Education Loan (FFEL) Program that resulted from PL 111-152, Section 2201. This change means that all PLUS loans are now made

through the Direct Loan Program which accounts for the large respondent increase.

A.9.6. Department of Transportation

Control No. 2130-0586	Title: Bridge Safety Standards
Burden Hr. Change:	148,698
Purpose of the Collection:	The information collected will be used by FRA to ensure that railroads/track owners adopt and implement bridge management programs as required by the Rail Safety Improvement Act of 2008 and this regulation in order to properly inspect, maintain, modify, and repair all bridges that carry trains over them for which they are responsible.
Reason for Change:	This is a new collection of information resulting from the Railroad Safety Improvement Act of 2008. Consequently, there are no program changes or adjustments associated with this submission.

A.9.7. Federal Deposit Insurance Corporation

Control No. 3064-0171	Title: Registration of Mortgage Loan Originators
Burden Hr. Change:	2,065,453
Purpose of the Collection:	Implements the Secure and Fair Enforcement for Mortgage Licensing Act of 2008 (SAFE Act) requirement that employees of Federally-regulated institutions who engage in the business of a mortgage loan originator to register with the Nationwide Mortgage Licensing System and Registry and establishes national licensing and registration requirements. It also directs Federally-regulated institutions to have written policies and procedures in place to ensure that their employee who perform mortgage loan originations comply with the registration and other SAFE Act requirements.
Reason for Change:	Increase in burden is because this is a new collection. Section 1501 of the S.A.F.E. Act (Pub. L. 110-289) requires an employee of a bank, savings association, or credit union and their subsidiaries regulated by one of the Agencies or an employee of an institution regulated by the Farm Credit Administration (collectively, Agency-regulated institutions), who engages in the business of a residential mortgage loan originator (MLO) to register with the Registry and obtain a unique identifier.

A.9.8. Federal Trade Commission

Control No. 3084-0145	Title: Fair Credit Reporting Risk-Based Pricing Regulations
Burden Hr. Change:	1,064,000
Purpose of the Collection:	The amendments to the Fair Credit Reporting Risk-Based Pricing Regulations implement the requirements of Section 1100F of the Dodd-Frank Act by adding content to the risk-based pricing notices and providing additional

	<p>model notices. The FTC and Federal Reserve Board believe it is important to have these Dodd-Frank Act implementing regulations and revised model notices in place by July 21, 2011 (when the Dodd-Frank requirements become effective) or otherwise no later than 30 days from publication in the Federal Register of the final amendments (the announced effective date of the implementing regulations). This will help ensure that consumers receive consistent disclosures of credit scores and information relating to them and help facilitate uniform compliance when related rulemaking authority transfers to the Bureau of Consumer Financial Protection on July 21, 2011.</p>
Reason for Change:	<p>The amendments to the Risk-Based Pricing Regulations implement the requirements of Section 1100F of the Dodd-Frank Act by adding content to the risk-based pricing notices and providing additional model notices. The FTC and Federal Reserve Board believe it is important to have these Dodd-Frank Act implementing regulations and revised model notices available in advance of July 21, 2011 (when the Dodd-Frank requirements become effective). The implementing regulations and revised model notices will become effective 30 days from publication in the Federal Register of the final amendments, and will help ensure that consumers receive consistent disclosures of credit scores and information relating to them and help facilitate uniform compliance when related rulemaking authority transfers to the Bureau of Consumer Financial Protection on July 21, 2011.</p>

A.9.9. Securities and Exchange Commission

Control No. 3235-0675	Title: Form ABS-15G
Burden Hr. Change:	189,068
Purpose of the Collection:	Disclosures regarding asset-backed securities and securitizes (i.e. issuers) as defined in Section 15G(a)(3) of the Securities Exchange Act of 1934.
Reason for Change:	<p>The amendments in Release No. 33-9175 implement the requirements of Section 943 of the Dodd-Frank Wall Street Reform and Consumer Protection Act. The new burden of Form ABS-15G is necessary to implement Section 943(2) which requires securitizers to disclose fulfilled and unfulfilled repurchase requests relating to representations and warranties so that investors may identify asset originators with clear underwriting deficiencies. Form ABS-15G would result in 189,068 annual burden hours and a cost burden of \$25,209,000 for services of outside professionals.</p>

Appendix B. Violations

As discussed in Chapter 2, OMB reports two categories of violations of the Paperwork Reduction Act: (1) collections in use without OMB approval and (2) lapses in renewal or discontinuation. Violations falling under the first category, collections in use without OMB approval, occur when the agency fails to submit the information collection request to OMB before it begins to collect information. Violations falling under the second category, lapses in renewal or discontinuation, occur when the agency fails to submit its request to OMB to renew (or discontinue) its approval for a collection prior to the expiration date.

OMB enhanced its search process in FY 2011 and now more effectively identifies all three types of lapses in renewal or discontinuation: (1) all collections that expired during FY 2011 and were reinstated after the expiration date during FY 2011; (2) collections that expired in previous fiscal years and were reinstated during FY 2011; and (3) collections that expired during FY 2011 and were not renewed or discontinued before the expiration date in FY 2011. OMB reports the list of FY 2011 Violations below.

B.1. List of Violations

B.1.1. Collections in use without an OMB control number

Agency	OMB Control #	Title
Department of Agriculture		
	0583-0146	Industry Responses to Noncompliance Records
Department of Health and Human Services		
	0910-0669	Abbreviated New Animal Drug Applications
	0910-0686	PRESCRIPTION DRUG ADVERTISEMENTS
	0910-0688	Additional Criteria and Procedures for Classifying Over-the-Counter Drugs as Generally Recognized as Safe and Effective and Not Misbranded
	0920-0881	Data Calls for the Laboratory Response Network
	0925-0623	Resource for the Collection and Evaluation of Human Tissues and Cells from Donors with an Epidemiology Profile (NCI)
	0925-0624	Cancer Trials Support Unit (CTSU) Public Use Forms and Customer Satisfaction Surveys (NCI)
	0925-0625	NIH NCI Central Institutional Review Board (CIRB) Initiative (NCI)
	0925-0636	cancer Biomedical Informatics Grid (caBIG)(R) Support Service Provider (SSP) Program (NCI)
	0925-0639	NCI Cancer Genetics Services Directory Web-Based Application and Update Mailer
	0938-1109	Information Collection Requirements for the Hospital Outpatient Quality Data Program (HOPQDRP) (CMS-10250)
	0990-0374	ARRA Section 3013 State Health Information Exchange Cooperative Agreement Program: State Plans
	09xx-xxxx	NIEM Human Service Domain Governance Committee

	09xx-xxxx	Program Evaluations Outcome Report
Department of Homeland Security		
	1615-0120	Civics and Citizenship Toolkit/Teacher Training Registration
	1660-0110	FEMA Preparedness Grants: Urban Areas Security Initiative (UASI) Nonprofit Security Grant Program (NSGP)
	1660-0111	FEMA Preparedness Grants: Intercity Bus Security Grant Program (IBSGP)
	1660-0112	FEMA Preparedness Grants: Transit Security Grant Program (TSGP)
	1660-0113	FEMA Preparedness Grants: State Homeland Security Program (SHSP) Tribal
	1660-0114	FEMA Preparedness Grants: Port Security Grant Program (PSGP)
	1660-0115	Environmental and Historic Preservation Environmental Screening Form
	1660-0116	FEMA Preparedness Grants: Buffer Zone Protection Program (BZPP)
	1660-0117	FEMA's Grants Reporting Tool (GRT)
	1660-0118	Homeland Security Exercise and Evaluation Program (HSEEP) After Action Report (AAR) Improvement Plan
	1660-0119	FEMA Preparedness Grants: Operation Stonegarden (OPSG)
	1660-0120	FEMA Preparedness Grants: Interoperable Emergency Communications Grant Program (IECGP)
	1660-0121	FEMA Preparedness Grants: Freight Rail Security Grant Program (FRSGP)
	1660-0122	FEMA Preparedness Grants: Trucking Security Program (TSP)
	1660-0123	FEMA Preparedness Grants: Regional Catastrophic Preparedness Grant Program (RCPGP)
	1660-0124	FEMA Preparedness Grants: Emergency Operations Center (EOC) Grant Program
	1660-0125	FEMA Preparedness Grants: Homeland Security Grant Program (HSGP)
	1660-0126	FEMA Preparedness Grants: Emergency Management Performance Grant (EMPG)
Department of Housing and Urban Development		
	2502-0594	Technical Processing Requirements for Multifamily Project Mortgage Insurance
	2577-0257	Public Housing Assessment System (PHAS) Appeals, Technical Reviews and Database Adjustments
Department of Labor		
	1218-0262	OSHA Training Institute Education Centers Program and OSHA Outreach Training Program Data Collection.
	1218-xxxx	Occupational Safety and Health Act Variance Regulations Variance Regulations
	1250-xxxx	Functional Affirmative Action Programs
Department of State		

	1405-0177	Passport Demand Forecasting Study Phase III
	1405-0192	Exchange Programs Alumni Website Registration
	140x-xxxx	Supplemental Questionnaire to Determine Entitlement for a U.S. Passport
		Supplemental Questionnaire to Determine Identity for a U.S. Passport
Department of the Interior		
	1028-0098	Nonindigenous Aquatic Species Sighting Reporting Form
	1076-0176	IDEIA Part B and C Child Count
Department of Transportation		
	2127-xxxx	Testing for Rear Visibility Rulemaking
	2132-0573	FTA's Clean Fuels Grant Program
Department of Veterans Affairs		
	2900-0759	VA National Rehabilitation Special Events
	2900-0767	Written Confirmation of Request for Accommodation; Authorization for Limited Release of Medical Information
	2900-0771	Insurance Surveys
	2900-0781	Disability Benefits Questionnaires (Group 4)
	2900-xxxx	Description of Materials
		Nonprofit Research and Education Corporations (NPCs) Data Collection
		Request for Change of Address/Direct Deposit
National Aeronautics and Space Administration		
	2700-0148	NASA Assurance of Civil Rights Compliance
Peace Corps		
	0420-0548	Peace Corps Reference Form (personal and professional)
	0420-xxxx	Donor collection forms (total of 3 information collections)
		Intelligence Background Questionnaire
Surface Transportation Board		
	2140-xxxx	Agricultural Summaries
		Recordations of Rail and Vessel Equipment Liens
		Released Rates
		Statutory Authority to Preserve Rail Service
		Statutory Licensing and Consolidation Authority
		Water-Carrier Tariffs

B.1.2. Collections that expired during FY 2011 and were reinstated after the expiration date during FY 2011 (lapses in renewal or discontinuation)

Agency	OMB Control #	Title	Expiration Date
Commodity Futures Trading Commission			
	3038-0054	Part 36 Establishing Notification Procedures for Entities Operating as Exempt Markets	11/30/2010
Department of Defense			
	0701-0080	Air Force Officer Training School (OTS) Accession Forms	2/28/2011
	0701-0096	Application for Appointment as Reserve of the Air Force or USAF without Component	6/30/2011
	0701-0101	Air Force ROTC College Scholarship Application	2/28/2011
	0701-0105	Application for Air Force ROTC Membership	2/28/2011
	0701-0114	Application for Establishment of Air Force Junior ROTC Unit	2/28/2011
	0701-0134	Request for Approval of Foreign Government Employment of Air Force Members	2/28/2011
	0704-0006	Request for Verification of Birth	2/28/2011
	0704-0367	Involuntary Allotment Application	6/30/2011
	0704-0413	Medical Screening of Military Personnel	6/30/2011
	0704-0425	Application for Department of Defense Impact Aid for Children with Severe Disabilities	2/28/2011
Department of Health and Human Services			
	0910-0016	Submission of Petitions: Food Additive, Color Additive (Including Labeling), and Generally Recognized as Safe Affirmation; and Electronic Submission Using FDA Forms 3503 and 3504	10/31/2010
	0910-0599	Cosmetic Labeling Regulations	11/30/2010
	0910-0643	Reporting and Recordkeeping Requirements for Reportable Food	11/30/2010
	0925-0530	National Center for Complementary and Alternative Medicine (NCCAM) Communications Program Planning and Evaluation	10/31/2010
	0925-0616	STAR METRICS (OD)	2/1/2011
	0938-1086	Health Care Reform Insurance Web Portal and Supporting Authority Contained in Sections 1103 and 10102 of the Affordability Care Act, P.L. 111-148 (ACA)	2/28/2011
Department of Housing and Urban Development			
	2501-0024	Office of Sustainable Housing and Communities NOFA Rating Factor Forms	12/31/2010
	2501-0025	Community Challenge Planning Grant Program	12/31/2010
	2506-0153	Brownfields Economic Development Initiative (BEDI) Grant Application	3/31/2011

2529-0050	Section 3 Program Implementation and Coordination Grant	2/28/2011
2535-0114	Logic Model" Grant Performance Report Standard"	2/28/2011
2577-0229	Application for the Resident Opportunities and Self Sufficiency (ROSS) Program	3/31/2011
2577-0237	Public Housing Assessment System (PHAS) Memorandum of Agreement (MOA), MOA Monthly Report, and Improvement Plan (IP)	2/28/2011
2577-0269	Choice Neighborhoods	2/28/2011
Department of the Treasury		
1513-0001	Tax Information Authorization	1/31/2011
1513-0003	Referral of Information	1/31/2011
Department of Transportation		
2127-0518	Motorcycle Helmets (Labeling)	6/30/2011
2127-0539	Procedures for Selecting Lines to be Covered by the Theft Prevention Standard	6/30/2011
Federal Acquisition Regulation		
9000-0138	Contract Financing - FAR Sections Affected: Subparts 32.0 thru 32.1; 32.2; 32.5; 32,10; 52,232-29 thru 32	2/28/2011
Federal Mediation and Conciliation Service		
3076-0001	Arbitrator's Personal Data Questionnaire	12/31/2010
3076-0002	Request for Arbitration Services	12/31/2010
3076-0003	Arbitrator's Report and Fee Statement	12/31/2010
Office of Personnel Management		
3206-0082	Presidential Management Fellows (PMF) Program Online Application and Resume Builder	11/30/2010
3206-0136	Designation of Beneficiary - Federal Employees' Group Life Insurance Program (FEGLI)	12/31/2010
3206-0248	Application for Senior Administrative Law Judge & Geographic Preference Statement for Senior Administrative Law Judge	12/31/2010
Overseas Private Investment Corporation		
3420-0015	Application for Financing	12/31/2010
3420-0020	Expedited Screening Questionnaire for Downstream Investments	12/31/2010
Peace Corps		
0420-0001	Peace Corps National Agency Check (NAC) Questionnaire Form for Peace Corps Volunteer Background Investigations	2/28/2011
0420-0006	Peace Corps Confidential Reference Form	11/30/2010

0420-0533	Peace Corps Crisis Corps Volunteer Application Form	11/30/2010
Small Business Administration		
3245-0225	Small Business Administration: Application for Certificate of Competency	5/31/2011
3245-0324	Entrepreneurial Development Management Information System (EDMIS) Counseling Information Form & Management Training Report	7/31/2011
3245-0360	Small Business Administration Award Nomination	11/30/2010
Surface Transportation Board		
2140-0016	Disclosure of Rail Interchange Commitments	1/31/2011
Tennessee Valley Authority		
3316-0019	Energy Right Program	4/30/2011

B.1.3. Collections that expired before FY 2011 and were reinstated during FY 2011 (lapses in renewal or discontinuation)

Agency	OMB Control #	Title	Expiration Date
Department of Defense			
	0702-0073	U.S. Army ROTC 4-year College Scholarship Application (for High School Students)	3/31/2010
	0702-0109	Letter Permit for Non-Army Agency Radiation Sources on Army Land	9/30/2001
Department of Health and Human Services			
	0910-0341	FDA Public Health Notification (formerly known as Safety Alert/ Public Health Advisory) Readership survey	12/31/2009
	0910-0530	Requirements for Submission of Labeling for Human Prescription Drugs and Biologics in Electronic Format	6/30/2010
	0935-0128	Eisenberg Center Voluntary Customer Survey Generic Clearance for the AHRQ	2/28/2010
	0938-0448	End Stage Renal Disease Death Notification, P.L. 95-292; 42 CFR 405.2133; 45 CFR 5,5b; 20 CFR Parts 401, 422E	1/31/2010
	0938-0659	Drug Utilization Review (Medicaid) and Supporting Regulation in 42 CFR 456.700, 456.705, 456.709, 456.711, 456.712	2/28/2002
	0938-0919	1-800-MEDICARE Beneficiary Satisfaction Survey	8/31/2010
	0990-0313	National Blood Collection and Utilization Survey	7/31/2010
Department of Housing and Urban Development			
	2502-0500	Housing Finance Agency Risk-Sharing Program	3/31/2000
Department of Justice			
	1105-0071	National Drug Threat Survey	4/30/2010
Department of Transportation			
	2105-0551	Reporting Requirements for Disability-Related Complaints	8/31/2010
	2106-0023	Procedures & Evidence Rules for Air Carrier Authority Applications	5/31/2010
	2106-0043	Use and Change of Names of Air Carriers, Foreign Air Carriers, and Commuter Air Carriers	5/31/2010
	2120-0611	Associate Administrator for Commercial Space Transportation (AST) Customer Service Survey	5/31/2010
	2125-0614	Congestion Mitigation and Air Quality Improvement Program	10/31/2008
	2127-0040	Designation of Agent for Service of Process	7/31/2009
	2127-0043	Manufacturer Identification -- 49 CFR Part 566	4/30/2008
	2127-0052	Brake Hose Manufacturers Identification	8/31/2010
	2127-0616	Reporting of Information and Documents About	8/31/2009

Potential Defects			
	2127-0650	Motorcyclist Safety Grant Program	5/31/2010
	2132-0540	Title VI as it Applies to FTA Grant Programs	1/31/2007
	2132-0542	Nondiscrimination as it Applies to FTA Grant Programs	1/31/2007
	2132-0546	49 U.S.C. Section 5312(a) Transit Research, Development, Demonstration and Training Projects	1/31/2007
	2133-0506	Merchant Marine Medals and Awards	8/31/2010
	2133-0517	Approval of Underwriters for Marine Hull Insurance	8/31/2010
Environmental Protection Agency			
	2020-0020	Annual Public Water Systems Compliance Report (Renewal)	6/30/2008
	2090-0025	Minority Business Enterprise/Woman Business Enterprise (MBE/WBE) Utilization under Federal Grants Cooperative Agreements and Interagency Agreements (Renewal)	10/31/2009
Federal Acquisition Regulation			
	9000-0089	Request for Authorization of Additional Classification and Rate -- 22.406-3(a), 53.222	4/30/1999
Grants.gov			
	4040-0002	SF-424 Mandatory (M)	7/31/2010
	4040-0006	SF-424A Budget Information -- Non-Construction	7/31/2010
	4040-0007	SF-424B Assurances -- Non-construction Programs	7/31/2010
	4040-0008	SF-424C Budget Information -- Construction Programs	7/31/2010
	4040-0009	SF-424D Assurances -- Construction Programs	7/31/2010
Small Business Administration			
	3245-0185	Secondary Participation Guaranty Agreement	7/31/2009
	3245-0212	Form of Detached Assignment for U.S. Small Business Administration Loan Pool or Guaranteed Interest Certificate	6/30/2010
	3245-0348	SBA Express and Pilot Loan Programs (Export Express, Community Express and Patriot zExpress)	6/30/2010
	3245-0361	Lender Advantage	12/31/2009

B.1.4. Collections that expired during FY 2011 and were not renewed or discontinued in FY 2011 (lapses in renewal or discontinuation)

Agency	OMB Control #	Title	Expiration Date
Department of Agriculture			
	0579-0207	Bees and Related Articles	5/31/2011
Department of Defense			
	0701-0079	Non-Prior Service and Prior Service Accessions	2/28/2011
	0701-0154	Department of Defense National Defense Science and Engineering Graduate (NDSEG) Fellowship Program	2/28/2011
	0701-0155	Fellowships, Associateships, and Award Forms (Summer Faculty Fellowships and National Research Council Resident Research Associateships Programs)	2/28/2011
	0702-0018	Uniform Tender of Rates and/or Charges for Domestic Transportation Services (DOD/USCG Sponsored Household Goods)	6/30/2011
	0702-0022	Statement of Accessorial Services Performed (DD 619) and Statement of Accessorial Services Performed (Storage-In-Transit Delivery and Reweigh) (DD 619-1)	6/30/2011
	0702-0064	International Military Student Information	2/28/2011
	0702-0116	West Point Graduates Surveys	7/31/2011
	0702-0121	Freight Carrier Registration Program (FCRP)	6/30/2011
	0703-0006	Facilities Available for the Construction or Repair of Ships	2/28/2011
	0703-0011	Academic Certification for Marine Corps Officer Candidate Program	6/30/2011
	0703-0016	Individual MCJROTC Instructor Evaluation Summary	6/30/2011
	0703-0036	United States Naval Academy Candidate Application Forms	2/28/2011
	0703-0054	United States Naval Academy Sponsor Application	2/28/2011
	0703-0055	Naval Sea Systems Command and Field Activity Visitor Access Request	2/28/2011
	0703-0057	Camp Lejeune Drinking Water Notification Registry	7/31/2011
	0704-0003	Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552	6/30/2011
	0704-0004	Application for the Review of Discharge from the Armed Forces of the United States	6/30/2011
	0704-0007	Police Records Check	6/30/2011
	0704-0030	Disposition of Remains - Reimbursable Basis Request for Payment of Funeral and/or Internment Expenses	2/28/2011
	0704-0055	Department of Defense Application for Priority Rating for Production or Construction Equipment	7/31/2011
	0704-0100	Application for Discharge of Member or Survivor of Group Certified to Have Performed Active Duty with the Armed Forces of the United States	6/30/2011
	0704-0152	DOD Education Loan Repayment Program	6/30/2011

0704-0194	Department of Defense Security Agreement"	6/30/2011
0704-0207	Militarily Critical Technical Data Agreement	6/30/2011
0704-0245	Defense Federal Acquisition Regulation Supplement (DFARS) Part 247, Transportation, and related clauses at 252.247	6/30/2011
0704-0248	Defense Federal Acquisition Regulation Supplement, Appendix F, Inspection and Receiving Report	6/30/2011
0704-0252	Defense Federal Acquisition Regulation Supplement, Use of Government Sources by Contractors, and related clauses in Part 252	6/30/2011
0704-0264	Registration for Scientific and Technical Information Services	2/28/2011
0704-0272	Defense Federal Acquisition Regulation Supplement (DFARS) Part 223, Occupational Safety and Drug-Free Workforce; and related clauses in DFARS 252.223	2/28/2011
0704-0324	Department of Defense Public and Community Service (PACS) Program	2/28/2011
0704-0328	DoD Building Pass Application	7/31/2011
0704-0341	Defense Federal Acquisition Regulation Supplement (DFARS) Part 239, Acquisition of Information Technology, and associated clauses at DFARS 252.239-7000 and 252.239-7006	7/31/2011
0704-0347	Request for Approval for Qualification Training and Approval of Contractor Flight Crewmember	6/30/2011
0704-0368	National Security Education Program (Service Agreement Report for Scholarship and Fellowship Awards)	2/28/2011
0704-0370	Department of Defense Dependents Schools (DoDDS) Overseas Employment Opportunities for Education	7/31/2011
0704-0382	End Use Certificate	7/31/2011
0704-0386	Defense Federal Acquisition Regulation Supplement (DFARS) Part 219, Small Business Programs and associated clauses in part 252.219	6/30/2011
0704-0396	Department of Defense Medical Examination Review Board Medical Information Collection Forms	2/28/2011
0704-0442	Defense threat Reduction Agency (DTRA) Industry Partner Questionnaire	2/28/2011
0704-0444	Mandatory Disclosures as Part of Limitations on Terms of Consumer Credit Extended to Service Members and Dependents	2/28/2011
0704-0448	Survivor Benefit Plan (SBP)/Reserve Component (RC) SBP Request for Deemed Election	6/30/2011
0704-0453	Application for a Review by the Physical Disability Board of Review	6/30/2011
0704-0466	Science, Mathematics and Research for Transformation (SMART) Scholarship Program	1/31/2011
0704-0468	Request for Examination	6/30/2011
0704-0473	Service Member Spouse Survey	2/28/2011
0710-0006	Vessel Operation Report	2/28/2011

0710-0015	Assessing Human Response to Military Impulse Noise	5/31/2011
0720-0001	Health Insurance Claim Form	1/31/2011
0720-0003	Statement of Personal Injury - Possible Third Party Liability Champus	10/31/2010
0720-0005	Professional Qualifications, Medical and Peer Reviewers	10/31/2010
0720-0015	TRICARE Retiree Dental Program Enrollment Application	10/31/2010
0720-0017	Diagnosis Related Groups (DRG) Reimbursement (Two Parts)	10/31/2010
0720-0020	Application for CHAMPUS-Provider Status: CORPORATE SERVICES PROVIDER	11/30/2010
0720-0039	TRICARE Satisfaction Survey of Network Providers	3/31/2011
0720-0040	Facilitating Provider Acceptance of TRICARE Standard	5/31/2011
0730-0005	Personal Check Cashing Agreement	7/31/2011
0730-0008	Application for Former Spouse Payments from Retired Pay	1/31/2011
0730-0012	Trustee Report	7/31/2011
0730-0013	Application for Trusteeship	7/31/2011
0730-0014	Dependency Statements: Parent, Child Born Out of Wedlock, Incapacitated Child Over Age 21, Full Time Student 21-22 Years of Age, and Ward of a Court	2/28/2011
0730-0015	Request For Information Regarding Deceased Debtor	2/28/2011
0790-0004	Revitalizing Base Closure Communities, Economic Development Conveyance Annual Financial Statement	6/30/2011
Department of Energy		
1910-0068	Renewable Energy Production Incentive	3/31/2011
1910-5134	Loan Guarantee for Projects that Employ Innovative Technologies	3/31/2011
1910-5152	Request for Waiver of the Recovery Act Buy American Provision Domestic Nonavailability Exception	12/31/2010
1910-5153	Office of Fossil Energy-Carbon Capture and Sequestration for Industrial Sources and Innovative Concepts for Beneficial CO2 Uses.	12/31/2010
1910-5154	Small Refinery Exemption Study	3/31/2011
1910-5155	Historic Preservation for Energy Efficiency Programs	6/30/2011
Department of Health and Human Services		
0910-0117	New Animal Drugs for Investigational Use	8/31/2011
0910-0338	General Licensing Provisions: Biologics License Application, Changes to an Approved Application, Labeling, Revocation and Suspension, and Forms FDA 356h & 2567	10/31/2010
0910-0498	Export Certificates for FDA Regulated Products under U.S.C. Sections 801(e) and 802	12/31/2010
0910-0566	Dispute Resolution Procedures for Science Based	8/31/2011

Decisions on Products Regulated by the CVM			
0910-0622	Foreign Clinical Studies Not Conducted Under an IND		4/30/2011
0910-0627	Substances Prohibited From Use in Animal Food or Feed; Final Rule - 21 CFR Part 589		8/31/2011
0910-0662	Information Request Regarding Menthol in Cigarettes		11/30/2010
0938-0270	The Financial Statement of Debtor and Supporting Regulations in 42 CFR, Section 405.376		1/31/2011
0938-0359	Medical Records Review Under PPS and Supporting Regulations at 42 CFR 412.40-412.52		6/30/2011
0938-0365	Home Health Medicare Conditions of Participation (CoP) Information Collection Requirements as outlined in Regulations -- 42 CFR 484.10, 484.12, 484.14, 484.16,....		1/31/2011
0938-0526	Quality Improvement (formerly Peer Review) Organization Contracts: Solicitation of Statement of Interest from In-State Organizations, General Notice and Supporting...		6/30/2011
0938-0734	Data Use Agreement Information Collection Requirements, Model Language, and Supporting Regulations in 45 CFR Section 5b		6/30/2011
0938-0753	Medicare Advantage Program Requirements Referenced in 42 CFR Part 422		11/30/2011
0938-0756	MSInteractive Survey Tool for www.medicare.gov		6/30/2011
0938-0776	Medicare Program: Process for Making National Coverage Determinations		1/31/2011
0938-0795	Conflict of Interest and Ownership and Control Information		1/31/2011
0938-0866	ICRs Contained in 45 CFR Part 162; HIPAA Standards for Electronic Transactions		7/31/2011
0938-0929	FEDERAL REIMBURSEMENT OF EMERGENCY HEALTH SERVICES FURNISHED TO UNDOCUMENTED ALIENS (SECTION 1011) PROVIDER ENROLLMENT APPLICATION		8/31/2011
0938-0953	Notice of Provider Non-Coverage (CMS-10123) and Detailed Explanation of Non-Coverage (CMS-10124)		7/31/2011
0938-0999	Insurance Common Claims Form and Supporting Regulations at 42 CFR Part 424 Subpart C		11/30/2010
0938-1012	Payment Error Rate Measurement - State Medicaid and CHIP Eligibility		1/31/2011
0938-1017	Evaluation of the Medical Adult Day Care Services Demonstration		8/31/2011
0938-1022	Additional Quality Measures and Procedures for Hospital Reporting of Quality Data for the FY 2008 IPPS Annual Payment Update (Surgical Care Improvement Project & Mortality Measures)		6/30/2011
0938-1023	Chronic Care Improvement Program and Medicare Advantage Quality Improvement Project		7/31/2011
0938-1029	Worksheet for Recording Results of Medicare Site Visits of Independent Diagnostic Testing Facilities		11/30/2010

	(IDTFs)	
0938-1032	Regional PPO Risk-Sharing Reconciliation Cost Report	1/31/2011
0938-1035	Provider Enrollment Chain and Ownership System (PECOS) Web Security Consent Form	2/28/2011
0938-1040	Testing of Revised OASIS Instrument for Home Health Quality Measures & Data Analysis	3/31/2011
0938-1048	Evaluation of Care and Disease Management Under Medicare Advantage	7/31/2011
0938-1049	Emergency Ambulance Transports and Beneficiary Signature Requirements in 42 CFR 424.36(b)	8/31/2011
0938-1051	Medicare Advantage and Prescription Drug Program: Final Marketing Provisions CFR 422.111(a)(3) and 423.128 (a)(3)	8/31/2011
0938-1060	Hospital Leadership Quality Assessment Tool (HLQAT)	12/31/2010
0938-1089	Affordable Care Act Enrollment Opportunity Notice Relating to Extension of Dependent Coverage	11/30/2010
0938-1093	Disclosure and Recordkeeping Requirements for Grandfathered Health Plans under the Affordable Care Act	5/31/2011
0938-1094	Enrollment Opportunity Notice Relating to Lifetime Limits; Required Notice of Rescission of Coverage; and Disclosure Requirements for Patient Protection under the Affordable Care Act (P.L. 111-148)	12/31/2010
0938-1101	Limited Competition for State Planning and Establishment Grants for the Affordable Care Act's Exchanges	7/31/2011
0938-1118	Preliminary Establishment for Territories Cooperative Agreements for the Affordable Care Act Exchanges	7/31/2011
0938-1120	Evaluation of Practice Models for Dual Eligibles and Medicare Beneficiaries with Serious Chronic Conditions	7/31/2011
0970-0030	Refugee Resettlement Program Estimates: CMA	2/28/2011
0990-0321	HHS Website Usability	2/28/2011
0990-0330	OMHA Annual Appellant Climate Survey	9/30/2011
0990-0358	Application for ONC-Authorized Testing & Certification Bodies (ATCB)	12/31/2010
Department of Housing and Urban Development		
2501-0017	HUD Standardized Grant Application Forms	3/31/2011
2501-0020	HUD's Affordable Communities Award	2/28/2011
2501-0023	Multifamily Weatherization Certification	12/31/2010
2502-0112	Mortgagor's Certification of Actual Cost	9/30/2011
2502-0572	Continuation of Interest Reduction Payments after Refinancing Section 236 Projects	5/31/2011
2502-0577	Use Restriction Agreement Monitoring and Compliance	9/30/2011
2506-0087	Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities	3/31/2011

2506-0121	Relocation and Real Property Acquisition, Recordkeeping Requirements under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA)	9/30/2011
2506-0151	Floodplain Management	1/31/2011
2506-0157	Self-Help Homeownership Opportunity Program (SHOP) Grant Monitoring	7/31/2011
2506-0159	Loan Guarantee Recovery Fund Established Pursuant to the Church Arson Prevention Act of 1996	7/31/2011
2506-0165	Disaster Recovery Grant Reporting System	1/31/2011
2506-0166	Application for Technical Assistance for Community Planning and Development (CPD) Programs	2/28/2011
2528-0215	Tribal Colleges and Universities Program	5/31/2011
2528-0248	Alternative Housing Pilot Program Evaluation Baseline Survey	6/30/2011
2529-0043	Economic Opportunities for Low and Very Low Income Persons	5/31/2011
2529-0049	Fair Housing Initiatives Program Grant Application Testing Training	1/31/2011
2535-0118	Third-Party Documentation Facsimile Transmittal Form	6/30/2011
2535-0119	Subpoenas and Production in Response to Subpoenas or Demands of Courts or Other Authorities	6/30/2011
2539-0015	Application for Healthy Homes and Lead Hazard Control Grant Programs and Quality Assurance Plans	5/31/2011
2577-0226	Public Housing Agency Plan	4/30/2011
2577-0253	Public and Indian Housing Energy Star and Energy Audit Survey	1/31/2011
Department of Justice		
1110-0035	State POC Final Determination Electronic Submission	5/31/2011
1121-0320	Survey of Law Enforcement's Forensic Backlogs	8/31/2011
1140-0037	Letter Application to Obtain Authorization for the Assembly of a Nonsporting Rifle or Nonsporting Shotgun for the purpose of Testing Evaluation.	11/30/2010
1140-0091	Customer Satisfaction Surveys	6/30/2011
Department of the Treasury		
1545-1318	REG-209545-92 (NPRM) Earnings and Profits of Foreign Corporations	3/31/2011
1545-2087	Proposed and Temporary Regulations Under Sections 4965, 6033(a)(2) and 6011(g) of the Internal Revenue Code (REG-142039-06, REG-139268-06).	11/30/2010
1545-2088	REG-114084-04 - Section 42 Qualified Contract Provisions	11/30/2010
1545-2093	REG-140206-06 - Withholding and Reporting Obligations Under Section 1441 Regarding Tender Offers	2/28/2011
1545-2172	REG-114494-10 - Affordable Care Act Enrollment Opportunity Notice Relating to Extended Dependent	11/30/2010

Coverage			
	1559-0036	Capital Magnet Fund Application	11/30/2010
Department of Transportation			
	2105-0552	Reports by Carriers on Incidents Involving Animals During Air transport	6/30/2011
	2106-0030	Aircraft Accident Liability Insurance	2/28/2011
	2125-0619	Pilot Motorcycle Crash Causes and Outcomes Study and Motorcycle Crash Causation Study	1/31/2011
	2127-0003	23 CFR Parts Uniform Safety Program Cost Summary Form for Highway Safety Plan	6/30/2011
	2127-0600	23 Part 1345 Occupant Protection Incentive Grant Section 405	6/30/2011
	2127-0653	Racial Profiling, State Traffic Data, and Child Booster Seat Grant Program	7/31/2011
Federal Acquisition Regulation			
	9000-0176	Recovery Act Subcontract Reporting Procedures: FAR Section Affected 52.204-11	12/31/2010
	9000-0177	Reporting Executive Compensation and First-tier Subcontract Awards	12/31/2010
Federal Trade Commission			
	3084-0154	Data Collection to Determine Compliance with FDICIA Disclosure Requirements	7/31/2011
Grants.gov			
	4040-0010	SF-424 Project/Performance Site Location(s) Form	8/31/2011
Small Business Administration			
	3245-0364	High-Tech Immigrant Entrepreneurship in the U.S.	8/31/2011
	3245-0372	Immediate Disaster Assistance Loan Program Application and Eligibility Data	3/31/2011
	3245-0373	Guaranteed Disaster Assistance Program - Payment Reporting	3/31/2011
Surface Transportation Board			
	2140-0010	Waybill Compliance Survey	5/31/2010

Appendix C. Guidance for Reducing Reporting and Paperwork Burdens



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

ADMINISTRATOR
OFFICE OF
INFORMATION AND
REGULATORY AFFAIRS

June 22, 2012

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Cass R. Sunstein
Administrator

A handwritten signature in black ink, appearing to read "Cass R. Sunstein".

SUBJECT: Reducing Reporting and Paperwork Burdens

Eliminating unjustified regulatory requirements, including unjustified reporting and paperwork burdens, is a high priority of this Administration. The purpose of this Memorandum is to direct agencies to take further steps to achieve that goal.

Executive Order 13610, *Identifying and Reducing Regulatory Burdens*, requires agencies to take continuing steps to reassess regulatory requirements and, where appropriate, to streamline, improve, or eliminate those requirements. Executive Order 13610 emphasizes that agencies should prioritize “initiatives that will produce significant quantifiable monetary savings or *significant quantifiable reductions in paperwork burdens*” (emphasis added). It also requires agencies to “give special consideration to initiatives that would reduce unjustified regulatory burdens or simplify or harmonize regulatory requirements imposed on small businesses.” Finally, Executive Order 13610 requires agencies to focus on “cumulative burdens” and to “give priority to reforms that would make significant progress in reducing those burdens.”

Consistent with the Paperwork Reduction Act of 1995 (PRA) and Executive Order 13610, agencies should take meaningful steps to reduce paperwork and reporting burdens on the American people, including small businesses. For example:

- 1. Eliminating redundant or unnecessary collections.** In some cases, information collections are not necessary, and in other cases, they are redundant. Agencies should eliminate unnecessary and redundant collections. They should also, where appropriate, streamline

existing collections (as, for example, by reducing the number of questions and increasing simplicity).

2. **Use of "short form" options.** Significant burden reductions can be achieved by providing respondents the option of using streamlined short forms for situations of lesser complexity or importance.
3. **Exemptions or streamlining for small entities (including small businesses).** Because of economies of scale, a collection may be disproportionately more burdensome for a small entity than a large one. Important burden reduction efforts may involve exemptions of small entities from reporting requirements, or streamlined requirements for such entities (as in the case of short or simplified forms).
4. **Simplified applications.** The process of renewing or applying for federal licenses or approvals, or for participation in federal programs, can be time-consuming, confusing, and unnecessarily complex. Undue complexity may discourage applications and participation. Sometimes agencies collect data that are unchanged from prior applications; in such circumstances, they might be able to use, or to give people the option to use, pre-populated electronic forms. It is also worth considering whether it might be appropriate and possible, in certain circumstances, to dispense with forms entirely and to rely on more automatic or direct approval.
5. **Use of sampling.** Sampling may be useful when it is not possible or desirable to collect data from every member of the population of interest. Respondent burden, cost, and operational feasibility may justify sampling. When the benefits of collecting information from an entire population do not justify the costs, agencies should consider whether it is appropriate to use sampling for program evaluations and research studies.
6. **Use of electronic communication and "fillable fileable" forms (or data systems).** Electronic communication can substantially reduce burdens on respondents and simultaneously increase efficiency in data collection and processing.
7. **Reducing frequency of information collection.** Agencies should reexamine the frequency of routine reporting requirements to determine whether less frequent reporting would meet program needs.
8. **Reducing record retention requirements (consistent with law).** Administrative record retention requirements can often be costly, as regulated entities must set aside valuable storage space, time, and human resources to maintain records.
9. **Maximizing the re-use of data that are already collected.** Administrative or program data can sometimes be re-used or shared to reduce the paperwork burdens imposed on the public. Consistent with guidance⁴⁴ issued by OMB on May 18, 2012, agencies can often use administrative data (such as data on wages, emergency room visits, or school attendance) to conduct rigorous program evaluations without using additional data collection instruments.

⁴⁴ See OMB M -12-14, "Memorandum for the Heads of Executive Departments and Agencies: Use of Evidence and Evaluation in the 2014 Budget," May 18, 2012, available at <<http://www.whitehouse.gov/sites/default/files/omb/memoranda/2012/m-12-14.pdf>>

Action Required

Executive Order 13610 requires regular reporting on agency efforts to streamline, improve, and eliminate regulatory requirements. Under that Executive Order, the next reports are due on September 10, 2012. As part of these reports, each agency should list at least three new initiatives, producing significant quantified reductions in paperwork and reporting burdens.

It is understood that what counts as “significant quantified reductions” will vary with context. Agencies that impose unusually high paperwork burdens will have correspondingly larger opportunities for reducing burdens. Agencies that now impose high paperwork burdens⁴⁵ should attempt to identify at least one initiative, or combination of initiatives, that would eliminate two million hours or more in an annual burden. All agencies should attempt to identify at least one initiative, or combination of initiatives, that would eliminate at least 50,000 hours in annual burden.

Consistent with the Paperwork Reduction Act and Executive Order 13579, independent agencies are requested, in connection with their own efforts to eliminate unjustified regulatory requirements, to give careful consideration to this memorandum and to take meaningful steps to reduce paperwork and reporting burdens on the American people.

If you have questions, please contact your agency’s desk officer within OMB’s Office of Information and Regulatory Affairs.

⁴⁵ In Fiscal Year 2010, the eight agencies that imposed the highest paperwork burdens were the Department of Treasury, the Department of Health and Human Services, the Securities and Exchange Commission, the Department of Transportation, the Environmental Protection Agency, the Department of Homeland Security, the Department of Labor, and the Department of Agriculture.

Appendix D. 2012 Information Collection Budget Data Call



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

ADMINISTRATOR
OFFICE OF
INFORMATION AND
REGULATORY AFFAIRS

February 23, 2012

MEMORANDUM FOR CHIEF INFORMATION OFFICERS

FROM: Cass R. Sunstein
Administrator

A handwritten signature in black ink, appearing to read "Cass R. Sunstein".

SUBJECT: Minimizing Paperwork and Reporting Burdens; Data Call for the 2012
Information Collection Budget (ICB)

Executive Order 13563 requires agencies to engage in “periodic review of existing significant regulations” in order to explore “whether any such regulations should be modified, streamlined, expanded, or repealed so as to make the agency’s regulatory program more effective or less burdensome in achieving the regulatory objectives.”⁴⁶ Executive Order 13563 calls for a continuing process of scrutiny, designed to identify how best to reduce existing burdens. The President has stated that the initial results of the effort to streamline rules and reporting requirements are only “a fraction of some of the paperwork and bureaucracy and red tape that we’re going to be able to eliminate.”⁴⁷

The Paperwork Reduction Act of 1995 (PRA)⁴⁸ expresses the national commitment to minimizing paperwork burdens and improving the quality of information collected while ensuring the greatest possible benefit to the public.⁴⁹ Serious efforts at reducing current burdens could eliminate unjustified costs. For example, new technologies, including “fillable fileable” electronic forms, afford significant opportunities for reducing costs and increasing simplification. These new technologies, along with agency adjustments resulting from macroeconomic conditions and improved estimates, contributed to the estimated 1.0 billion burden hour decrease reported in the 2011 Information Collection Budget (ICB).⁵⁰ Nonetheless, paperwork burdens

⁴⁶ See Executive Order 13563, Section 6(b). January 18, 2011, available at <http://www.reginfo.gov/public/jsp/Utilities/EO_13563.pdf>

⁴⁷ See “Remarks by the President in Town Hall with LinkedIn,” September 26, 2011, available at <<http://www.whitehouse.gov/the-press-office/2011/09/26/remarks-president-town-hall-linkedin>>

⁴⁸ 44 U.S.C. chapter 35; see 5 C.F.R. Part 1320.

⁴⁹ 44 U.S.C. §3501

⁵⁰ See 2011 Information Collection Budget of the United States Government, <http://www.whitehouse.gov/sites/default/files/omb/inforg/icb/2011_icb.pdf>

have grown over the past decade. In FY 2010, the public spent an estimated 8.8 billion hours responding to Federal information collections. This figure represents a net increase of 1.4 billion burden hours from the corresponding number in FY 2000, an increase of 19 percent.

Despite this long-term increase, a number of agencies have taken steps to help produce the overall burden decrease reported last year. From FY 2009 to FY 2010, some agencies reported notable decreases, including a 5 percent decrease from the Department of Commerce. In the 2011 ICB, the Office of Management and Budget (OMB) announced 57 burden reduction initiatives from 26 agencies, including a 20.7 million burden hour reduction resulting from the use of electronic and telephonic certification in the USDA Supplemental Nutrition Assistance Program (SNAP).⁵¹

Although these developments are encouraging, far more should be done. To that end, this memorandum asks agencies to produce two or more burden reduction initiatives that promise to produce significant progress in the next year. This memorandum also provides instructions to the Chief Information Officers (CIOs) on the preparation and submission, to the Office of Information and Regulatory Affairs (OIRA), of information that OMB will include in the 2012 ICB.

The ICB describes (1) the information collection burden imposed by the Federal government on the public and (2) the progress of the agencies toward achieving the burden reduction goals set forth in the PRA. In this data call, we ask agencies to continue to develop new initiatives to reduce burdens on the American public in particular areas and through particular methods; details are provided below.

1. What is the deadline for agencies to respond to this memorandum?

Submissions are due to OIRA no later than **Wednesday, March 28, 2012**.

2. Which agencies must respond to this memorandum?

The Chief Information Officers from the following agencies must respond to this memorandum (if your agency is not listed here, you do not need to respond):

Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health and Human Services
Department of Homeland Security
Department of Housing and Urban Development
Department of the Interior
Department of Justice
Department of Labor
Department of State

⁵¹ *Id.*

Department of Transportation
Department of the Treasury
Department of Veterans Affairs
Environmental Protection Agency
Federal Acquisition Regulation (FAR Secretariat)
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Energy Regulatory Commission
Federal Trade Commission
National Aeronautics and Space Administration
National Science Foundation
Nuclear Regulatory Commission
Securities and Exchange Commission
Small Business Administration
Social Security Administration
Agencies that sponsor information collections under the auspices of the E-Gov series
(i.e., collections beginning with the OMB prefix “4040”)

3. What changes has OMB made to this year’s data call?

We now ask agencies to provide OMB with two or more new initiatives, and we continue to focus on the same burden reduction areas, which are listed in the Appendix. We also continue to request updates on previously-initiated burden reduction initiatives.

Additionally, new to this year’s data call, we ask agencies to submit both new and previous burden initiatives using the attached template document; details are provided in the Appendix.

4. How does the ICB fit into OMB’s initiatives under the E-Government Act?

Because an agency’s activities under the E-Government Act have the potential to achieve substantial reductions in paperwork burden, agencies should be aware of their E-Government Act activities when preparing their ICB submission and, throughout the year, should work to coordinate agency efforts under the PRA and the E-Government Act.

5. What must my agency’s submission include?

The CIO’s office is required to submit a detailed description of two or more new agency initiatives to reduce burdens, focusing on targeted areas, in accordance with the instructions in the Appendix. All submissions should be consistent with OMB fiscal and policy guidance.

6. In what format should the CIO provide this information to OMB?

We ask agencies to use the template document attached to the data call e-mail to provide information on burden reduction initiatives. The information required under this memorandum should be sent electronically to Patrick Fuchs (Patrick.J.Fuchs@omb.eop.gov).

7. Will OMB conduct hearings on my agency’s submission?

OMB will schedule, as needed, hearings with an agency on its progress toward burden reduction goals and agency compliance with the PRA.

8. Whom should I contact at OIRA for further information about specific issues relating to my agency?

Questions about specific agency matters should be directed to your agency's desk officer within OMB's Office of Information and Regulatory Affairs.

9. Whom should I contact for further information about this memorandum?

Questions about this memorandum should be directed to Patrick Fuchs (Patrick_J_Fuchs@omb.eop.gov).

Appendix

Burden Reduction Initiatives

1. What is an appropriate burden reduction initiative in response to this bulletin?

We ask you to identify two or more initiatives, in the areas sketched below, to reduce paperwork burdens on the public and to enhance the efficiency of information collections. We seek initiatives that:

- a. Significantly reduce the burden per response and/or overall on the public;
- b. Lead to a comprehensive review of an entire program (both within the agency and, in the case of related information collection activities, among agency components or across agencies), including regulations and procedures, with the goal of burden reduction; and/or
- c. Improve program performance by enhancing the efficiency of agency information collections (both within the agency and, in the case of related information collection activities, among agency components or across agencies).

Please note: Initiatives **MUST NOT** consist of methodological changes in the manner by which agencies estimate burden.

2. On what areas of burden reduction would we like you to focus?

To address the long-term increase in burdens detailed earlier in this memorandum, we request that agencies submit to OMB two or more initiatives that simplify and reduce current paperwork and reporting burdens on the American people. The most important goal should be to produce significant reductions in burdens (generally measured in terms of hours). The suggested areas for burden reduction are consistent with those from last year. As in last year's data call, we are asking agencies to give particularly serious consideration to burden reduction initiatives that provide relief to small businesses or recipients of Federal benefits. Because of economies of scale, a collection may be proportionally more burdensome for a small entity than a large one. Important burden reduction efforts may involve different reporting requirements for small entities, such as less frequent reporting or simplified "short" forms.⁵² Likewise, the process of renewing or applying for benefits can be time-consuming, confusing, and unnecessarily complex, thus discouraging participation and undermining program goals. Sometimes agencies collect data that are unchanged from prior applications; in such circumstances, they might be able to use, or to give people the option to use, pre-populated electronic forms. It is also worth considering whether it might be appropriate and possible, in certain circumstances, to dispense with forms entirely and to rely on more automatic, generic, or direct approval of participation. Note that there is an overlap between the two areas that we are emphasizing: In some cases, small businesses may be overburdened by excessive reporting or paperwork requirements in connection with federal programs.

⁵² To promote such burden reduction, it may be useful for agencies to work with their Small Business Paperwork Relief liaison. See the list of agency contacts, available at <http://www.whitehouse.gov/omb/inforeg_infocoll>

More generally, we recommend consideration of initiatives, with illustrations below, that eliminate unnecessary complexity, standardize inconsistent processes and requirements, eliminate duplicative or otherwise unnecessary reporting requirements, use pre-populated forms, and improve coordination among multiple offices that gather information from a common group of stakeholders. Synthesis of reporting platforms within and across agencies should be considered. Of course, agencies are not limited to these burden reduction areas, but we continue to ask that they consider these areas in particular. Agencies are encouraged to consult with OIRA desk officers as needed with respect to their burden reduction plans.

- **Use of “Short Form” options:** Significant burden reductions can be achieved by providing respondents the option of using streamlined short forms for situations of lesser complexity or importance. This step is particularly useful for applications to receive a Federal benefit. By adopting short forms similar in concept to the IRS Tax Form 1040EZ, agencies can eliminate unnecessary burden and complexity.
- **Reducing record retention requirements:** Administrative record retention requirements can often be costly, as regulated entities must set aside valuable storage space, time, and human resources to maintain records. Simply reducing the amount of time that entities must retain records (to the extent consistent with law) could result in significant reductions in paperwork burden.
- **Use of electronic communication and “fillable fileable” forms (or data systems):** Electronic communication can substantially reduce burdens on respondents and simultaneously increase efficiency in data collection and processing. In particular, OMB seeks initiatives that implement “fillable fileable” approaches where feasible, appropriate, and consistent with law. By reducing or even eliminating the use of paper, such initiatives allow entirely electronic communication between agencies and the private sector. They may include the pre-population of appropriate forms, particularly those imposing high burdens.
- **Reducing frequency of information collection:** In some instances, monthly or daily information collections can be far more burdensome to the public than collections on a quarterly, bi-annual, or annual basis. OMB seeks initiatives that reexamine the frequency of routine reporting requirements to determine whether less frequent reporting would meet program needs.
- **Maximizing the re-use of data that are already collected:** Administrative or program data can sometimes be re-used or shared to reduce the paperwork burdens imposed on the public. Such administrative or program data may be held either within the agency asking for the new information or by other agencies, including statistical agencies. OMB encourages agencies to share data to the extent practical, appropriate, and consistent with law.⁵³

3. What information about these new initiatives must we submit?

⁵³ See OMB M-11-02, “Memorandum for the Heads of Executive Departments and Agencies: Sharing Data While Protecting Privacy,” November 3, 2010, available at <<http://www.whitehouse.gov/sites/default/files/omb/memoranda/2011/m11-02.pdf>>

The template document entitled “2012ICB_Templates_Agency” includes fields for the information that we request you submit. All burden initiatives should be included within the same template document. When you submit your completed template document, we ask that you replace the word Agency in the file name with the name of your agency (e.g. “2012ICB_Templates_USDA”).

Within the burden reduction initiative template, we ask that your submission include:

- a. **Agency:** an agency name found by clicking on the drop-down list next to the word “Agency.” If your agency is not listed, please select the “Other” choice.
- b. **Status:** a designation of the status of the burden initiative. When you click on the drop-down list next to the word “Status,” you will find a choice for “New” initiatives and four choices for previous initiatives: “Complete,” “In-Progress,” “Suspended,” and “Unsuccessful.”
- c. **Office(s):** the name of the office(s) primarily responsible for implementing the initiative.
- d. **Initiative Title:** a title of the initiatives, as assigned by your agency. For updates on previous initiatives, we ask that you use the same title as previous years.
- e. **Reduction Area(s):** the areas we suggest agencies focus their attention; these areas are described above. We request that agencies check the boxes of each of the areas that apply, as initiatives can address more than one suggested reduction area.
- f. **Description:** a concise description of the program or programs that are affected, including statutory and regulatory citations; a description of the affected public; and a description of the agency structure that implements the program (both within the agency and, in the case of related information collection activities, among agency components or across agencies). Please note that we have instituted a limit of 1500 characters for descriptions of initiatives.
- g. **Collections Affected:** a list of the titles and OMB control numbers of the collections affected by this initiative. We ask that agencies list the estimated reduction in burden hours and cost for each collection; the definition of burden hours and cost is consistent with existing practice under the PRA. An example of the proper format for an entry in this field is: “*Survey of Opinions*” (8888-8888) - 100,000 burden hour reduction, \$15,000 cost burden reduction; “*Form XYZ*” (8888-9999) - 8,000 burden hour reduction, \$5,555 cost burden reduction.
- h. **Estimated Reduction:** an estimate of the total reduction in burden hours and costs for the entire initiative. To the greatest extent possible, this information should represent the sum of the information provided in the “Collections Affected” field. Using the example above, an agency would enter 108,000 before the words “total burden hours” and \$20,555 before the words “total cost burden.”
- i. **Date(s) of Completion:** the projected or actual month and year for the completion of the entire initiative, selected by clicking on and scrolling through the “Click to select a month/year” field. For the “Click to select a completion status for the entire

initiative” drop-down list, we ask that you select “Completed in” for completed initiatives, “Expected in” for in-progress initiatives, and “Not completed as expected in” for suspended or unsuccessful initiatives.

- j. **Challenges:** perceived difficulties in accomplishing this initiative, including statutory or policy barriers.

4. Updates on Progress Made on Previous Burden Reduction Initiatives.

In the 2011 ICB, we similarly asked agencies to provide OMB with burden reduction initiatives that made greater use of short forms, revised record retention requirements, utilized electronic forms, changed the frequency of information collection, or re-used already collected data. As in previous ICB data calls, we are requesting that agencies provide a status update on progress made on burden reduction initiatives of the previous year.

To improve consistency in reporting across the Federal Government, we ask agencies use the same template document, entitled “2012ICB_Templates_Agency”, to update OMB on its previous burden initiatives. We request that you re-format the information you provided in previous years to fit with the fields and character limits of the new template. The template document can accommodate multiple initiatives, and the entry fields are the same for reporting on both new and previous initiatives. When you report on previous initiatives, we request that you update the “Status” and the projected or actual “Date of Completion.”

Violations

5. Reporting Violations of the Paperwork Reduction Act.

As in last year’s ICB data call, this Appendix requires you to report on violations of the PRA and OMB’s regulations implementing the PRA. In this year’s data call, OMB is requesting that you report PRA violations occurring in FY 2011. OMB is also reminding you of the importance of the requirement that a senior agency official certify that PRA standards have been met. Specifically, OMB calls on CIOs to review their procedures to ensure that this certification process is robust. This includes ensuring that, when seeking OMB approval of an information collection, you have taken steps to (1) reduce burden on the members of the public providing the information, (2) determine whether small entities are affected by the collection and reduce burden on these entities, and (3) establish a plan for the management and use of information to be collected and identify necessary resources.

In addition, OMB reminds you of the importance of periodically reviewing your websites to ensure that all forms subject to the PRA have been approved by OMB. This reminder follows up on the 2004 OMB Memorandum, “Policies for Federal Agency Public Websites.”⁵⁴ That OMB Memorandum noted that agencies are already required under the PRA to manage information collections from the public or State and local governments

⁵⁴ See M-05-04, “Memorandum for the Heads of Executive Departments and Agencies: Policies for Federal Agency Public Websites,” December 17, 2004, which was issued as required by the E-Government Act and is available at <www.whitehouse.gov/omb/memoranda/fy2005/m05-04.pdf>

(including website surveys or questionnaires) in the manner prescribed in OMB's PRA implementing regulations.

This Appendix explains what you must submit to OMB to report violations of the information collection provisions of the PRA and OMB's implementing regulations, 5 C.F.R. 1320, over the last fiscal year. OMB is required to report PRA violations to Congress and will report the information you submit in the 2012 Information Collection Budget.

6. How do I Report Violations of the PRA to OMB?

OMB will provide you with a list of your agency's known PRA violations for FY 2011. You must verify that the information we provide you is correct and add any violations that do not appear on the list.

The list provided by OMB will have columns for each violation's "OMB Control Number," "Title", relevant dates (date columns vary based upon violation category), and "Status." The "Status" field allows you to select whether a corrective action is completed, in-progress, or neither. We classify violations based on the following categories:

- a. Collections previously approved and then reinstated after the violation was discovered. We ask that you include the "Expiration Date" prior to the violation and include the approved or projected "Reinstatement Date."
- b. Collections previously approved and then discontinued instead of reinstated after the violation was discovered. We request that you include the "Expiration Date" prior to the violation and include the approved or projected "Discontinuation Date."
- c. Collections previously in use without approval and then approved after the violation was discovered. We ask that you include the new or projected "Approval Date."
- d. Collections in violation and not yet involved in the process of approval or discontinuation. We request that your agency explain why it has not taken corrective action.

If your agency has zero known violations for FY 2011, OMB will so indicate in its submission to you. If your internal review yields no further violations, please send a brief statement that your agency reports zero violations.

About OIRA

The Paperwork Reduction Act of 1980 (Pub. L. No. 96-511) and its successor, the Paperwork Reduction Act of 1995 (Pub. L. No. 104-13), established the Office of Information and Regulatory Affairs (OIRA) in the Office of Management and Budget to oversee agency information resources management, information collection, and use of information technology. Under this authority, OIRA develops policies and guidelines to promote the management, dissemination, privacy, and security of government information. OIRA also coordinates Federal statistical policies and resources and is responsible for the review of agency rulemaking activity under Executive Orders 13563 and 12866. The Administrator of OIRA is appointed by the President and confirmed by the Senate.

Principal contributors to this report were Patrick Fuchs, Tanner Daniel, Paul Large, and Michael Johnson. If you have questions about any of the information collections discussed in this report, please visit our website at www.RegInfo.gov. OIRA's Records Management Center is also open to the public by appointment. Please call, write, or fax to arrange an appointment:

OIRA Records Management Center
Office of Management and Budget
New Executive Office Building, Room 10102
Washington, DC 20503
Phone: (202) 395-6880
Fax: (202) 395-5806

Please include the OMB numbers of the collections about which you inquire.