

## SUPPLEMENTARY DOCUMENT

### **OMB's Issues with 0625-0215:**

This ICR is also problematic in that it can require an applicant to submit more than three copies if there are more than three relevant Commercial Services posts on the mission's proposed itinerary. ITA needs to explain why it can't accept one copy and distribute it to the relevant missions. Other problems:

- 1) The version of the form at FedForms (the only version of the form on the web as far as I could tell) includes different instructions at the top of the form.
- 2) There doesn't seem to be any easily-found information available through export.gov or ITA that tells the applicant mailing addresses for Commercial Services posts.
- 3) The submission doesn't acknowledge the (potential significant) postage costs of mailing multiple packages to multiple overseas destinations.

See what we can do to resolve these issues. Thanks.

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### **ITA's Response:**

OMB: ITA needs to explain why it can't accept one copy and distribute it to the relevant missions.

ITA: Certified Trade Missions are generally run by trade associations with the cooperation of posts and will normally go to several posts. As such, ITA/USCS/GTP/OTEP does not act as a central collection and distribution point. Rather, each association deals with each post individually.

Issue 1: The version of the form at FedForms (the only version of the form on the web as far as I could tell) includes different instructions at the top of the form.

**Response 1:** I'm mystified with regard to OMB's comment about different instructions. There's only one set of instructions on the application. The contact person for congressional and gov led missions has retired and we'll fix that to something more generic. But other than that, I don't understand the comment.

Issue 2: There doesn't seem to be any easily-found information available through export.gov or ITA that tells the applicant mailing addresses for Commercial Services posts.

**Response 2:** On the contrary, the home page, left panel of the export.gov site has a link to "Export Assistance Centers", which in turn links to lists of both domestic and international offices. Click on the international office list, choose the appropriate country/city and click on the link for

office information. I hope OMB can appreciate that we're a big organization with more than 100 offices worldwide and multiple programs.

Issue 3: The submission doesn't acknowledge the (potential significant) postage costs of mailing multiple packages to multiple overseas destinations.

**Response 3:** Respondents are welcome to use the APO addresses listed in the post office information. One must remember that, for most CTFs, the appointments are arranged with potential buyers for the delegation members. As such, delegations are sometimes required to send a great deal of literature to the posts in order to educate the FSNs regarding their products and provide information for potential appointments

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