

PAPERWORK REDUCTION ACT SUBMISSION WORKSHEET
Part II: Information Collection Detail

This template is intended for staff without an ICRAS account. Please fill out and submit to the appropriate Operating Division to enter into ICRAS. The form mirrors the screens available in the ICRAS 4 system. To request an account to log into ICRAS.

Instructions for filling out the form are available at www.paperworkreduction.gov.

1. Title **Federal Tax Offset, Administrative Offset and Passport Denial**

<p>2. Is this a Common Form?</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>	<p>3. Obligation to respond (<i>check one</i>)</p> <p>a. <input type="checkbox"/> Voluntary</p> <p>b. <input checked="" type="checkbox"/> Required to obtain or retain benefits</p> <p>c. <input type="checkbox"/> Mandatory</p>	<p>4. Frequency of reporting (<i>check all that apply</i>)</p> <p>a. <input type="checkbox"/> Hourly (24 -7)</p> <p>b. <input type="checkbox"/> Hourly Bus (40 per week)</p> <p>c. <input type="checkbox"/> Daily (7 per week)</p> <p>d. <input type="checkbox"/> Daily Bus (5 per week)</p> <p>e. <input type="checkbox"/> Weekly (52 per year)</p> <p>f. <input checked="" type="checkbox"/> Monthly (Bimonthly CB) biweekly - 26 times a year</p> <p>g. <input type="checkbox"/> Yearly</p> <p>h. <input type="checkbox"/> Every Decade</p> <p>i. <input type="checkbox"/> Quarterly</p> <p>j. <input type="checkbox"/> Semi-annually</p> <p>k. <input type="checkbox"/> Biennially</p> <p>l. <input type="checkbox"/> Once</p> <p>m. <input type="checkbox"/> occasionally</p>
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5. CFR Citation(s) for the information collection under review (if applicable).

Title _____ Part _____ Section _____

Title _____ Part _____ Section _____

Title _____ Part _____ Section _____

Title _____ Part _____ Section _____

6. Information Collection Instruments - Send all instruments along with the Part 2 form(s). If more than one Part 2 is completed make sure to identify which instruments are associated with which Part 2 form.

Payment File

7. Federal Enterprise Architecture Business Reference Model (Select one Services for Citizens Line of Business and one Subfunction from its group)

Services for Citizens Line of Business	Subfunction
None	
Community and Social Services <input checked="" type="checkbox"/>	Homeownership Promotion _____ Community and Regional Development _____ Social Services <input checked="" type="checkbox"/>

	Postal Service ___ None ___
Correctional Activities ___	Criminal Incarceration Criminal Rehabilitation None
Defense and National Security ___	Strategic National and Theater Defense ___ Operational Defense ___ Tactical Defense ___ None ___
Disaster Management ___	Disaster Monitoring and Predication ___ Disaster Preparedness and Planning ___ Disaster Repair and Restore ___ Emergency Response ___ None ___
Economic Development ___	Business and Industry Development ___ Intellectual Property Protection ___ Financial Sector Oversight ___ Industry Sector Income Stabilization ___ None ___
Education ___	Elementary, Secondary, and Vocational Education ___ Higher Education ___ Cultural and Historic Preservation ___ Cultural and Historic Exhibition ___ None ___
Energy ___	Energy Supply ___ Energy Conservation and Preparedness ___ Energy Resource Management ___ Energy Production ___ None ___
Environmental Management ___	Environmental Monitoring and Forecasting ___ Environmental Remediation ___ Pollution Prevention and Control ___ None ___
General Science and Innovation ___	Scientific and Technological Research and Innovation ___ Space Exploration and Innovation ___ None ___
Health ___	Illness Prevention ___ Immunization Management ___ Public Health Monitoring ___ Health Care Services ___ Consumer Health and Safety ___ None ___
Homeland Security ___	Border and Transportation Security ___ Key Asset and Critical Infrastructure Protection ___ Catastrophic Defense ___ None ___
Income Security ___	General Retirement and Disability ___ Unemployment Compensation ___ Housing Assistance ___ Food and Nutrition Assistance ___ Survivor Compensation ___ None ___
Intelligence Operations ___	Intelligence Planning and Direction/Needs ___ Intelligence Collection ___ Intelligence Analysis and Production ___ Dissemination ___ None ___
International Affairs and Commerce ___	Foreign Affairs ___ International Development and Humanitarian Aid ___ Global Trade ___ None ___
Law Enforcement ___	Criminal Apprehension ___ Criminal Investigation and Surveillance ___ Citizen Protection ___ Crime Prevention ___ Leadership Protection ___ Property Protection ___

	Substance Control ___ None ___
Litigation and Judicial Activities ___	Judicial Hearing ___ Legal Defense ___ Legal Investigation ___ Legal Prosecution and Litigation ___ Resolution Facilitation ___ None ___
Natural Resources ___	Water Resource Management ___ Conservation, Marine and Land Management ___ Recreational Resource Management and Tourism ___ Agricultural Innovation and Services ___ None ___
Transportation ___	Air Transportation ___ Ground Transportation ___ Water Transportation ___ Space Operations ___ None ___
Workforce Management ___	Training and Employment ___ Labor Rights Management ___ Worker Safety ___ None ___

See <http://www.feapmo.gov> for the Business Reference Model categories and definitions.

8. Privacy Act System of Records (if applicable)

Title: Location and Collection System

Federal Register Citation: Volume 70 Page number 21200-21203 Publication date 04 / 25 / 2005

9. Respondents

- a. Total # 54
- b. Small Entity # _____
- c. Percent Electronic 99

- Affected public (choose one)
- a. ___ Individuals or households
 - b. ___ Private Sector
 - c. State, Local, or Tribal Governments
 - d. ___ Federal Government
- (if Private Sector check all that apply)
- a. ___ Business or other for-profits
 - b. ___ Not-for-profit institutions
 - c. ___ Farms

10. Frequency: How often on average will each respondent respond to the Information Collection?

- Number of Responses per Respondent 26
Per (select the most appropriate time period for this collection)
- a. ___ Hour (24-7) - 8736 per year
 - b. ___ Business Hour (40 per week) - 2080 per year
 - c. ___ Day (7 per week) - 364 per year
 - d. ___ Business Day (5 per week) - 260 per year
 - e. ___ Week - 52 per year
 - f. ___ Month - 12 per year
 - g. Year
 - h. ___ Decade .1 per year
 - i. ___ Quarter - 4 per year
 - j. ___ Half-Year - 2 per year
 - k. ___ Biennial - 0.5 per year

Calculated: Annual Frequency 26 times a year (per respondent)

Calculated: Annual Number Of Responses = 1404

11. Hour and Cost Burden

Enter the hours and cost (per response) broken out by reporting, record keeping, and third-party disclosure.

	Time per Response	Hour per response	Annual Hour Burden	Cost per Response	Annual cost Burden
Reporting	0.27	0.27	379		
Record keeping					
Third party disclosure					
Total	.27	.27	379		

12. Allocate the change in burden

	Total Requested	Change Due to New Statute	Change Due to Agency Discretion	Due to Agency Estimate	Change Due Violation	Currently Approved
a. Annual Responses	1404					1404
b. Annual Hour Burden	379	hours	hours	hours	hours	379
c. Annual Cost Burden	0	\$	\$	\$	\$	128,000 total