

**Supporting Statement: Printing and Publishing Activities**  
**OMB Control Number: 1910-0100**

**1. Explain the circumstances that make the collection of information necessary.**

The Department of Energy is required to submit an annual report to the Joint Committee on Printing (JCP) regarding its printing activities. The Department gathers the information from its field sites to consolidate into a report. The report outlines the Department's combined printing and duplicating activities.

**2. Indicate how, by whom, and for what purpose the information is to be used.**

This information is necessary to allow the JCP the ability to perform its oversight mission effectively.

The details of the combined report allow the JCP to comprehensively review budgetary and regulatory compliance to Title 44 and the Government Printing and Binding Regulations.

The report contain information gathered and compiled Department-wide on the usage of in house printing and duplicating activities as well as all printing procured from Government Printing Office vendors.

The information is collected electronically via E-mail from the Department-wide printing and duplicating facilities. The information is forwarded to the Office of Administration at DOE HQ for the purpose of consolidating the annual Printing and Publishing Activities Three-Year Plan and the semi-annual Commercial Printing Report for submission to the Joint Committee on Printing.

**3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology.**

The Department's program managers continually work to apply the latest appropriate-level information technology (hardware and software) to reduce the information collection burden and improve the timeliness and usefulness of the information being collected. This includes automation of previously manual processes where appropriate. All files are transmitted by electronic media.

**4. Describe efforts to identify duplication**

Since the collections contained in this package are applicable to DOE contract management, in DOE duplication of these collections in other agencies is unlikely.

**5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.**

Most of our contractors are small business. The Department utilizes online file transfers to minimize burdens.

**6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

If the collection doesn't occur the Department will be in violation of US Code, Title 44, Section 103, 501 and 504 a which states that the Joint Committee on Printing may use any measure it considers necessary to remedy neglect, delay, duplicating, or waste in the public printing and binding and distribution of Government Publications.

**7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.**

This package is consistent with the 5 CFR 1320 guidelines.

**8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5CFR 320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken in response to the comments. Specifically address comments received on cost and hour burden. Describe efforts to consult with persons outside DOE.**

The Department published a Notice and Request for Comment concerning this collection in the Federal Register on January 16, 2008 at 73 FR 2905. The notice described the collection and invited interested parties to submit comments or recommendations regarding the collection. One comment was received and responded to.

The commenter expressed concern that the collection is too open ended, could be used in a corrupt manner and is a waste of tax dollars.

The Department response to the commenter was: Under the Paperwork Reduction Act of 1995, the Department of Energy manages its collections through the implementation of the Act's requirements to ensure that the cost of collecting the needed information is minimized and that the Department guards against the information being used in an inappropriate manner. We remain committed to exercising prudence with regard to the public's tax dollars.

**9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.**

There is no remuneration given for submission of any of the information other than the fact that the expense of responding is treated as an allowable cost.

**10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.**

This is non proprietary information; this is not applicable to this business.

**11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.**

There are no collections in this package involving questions that are sensitive, personal, or private in nature.

**12. Provide estimates of the hour burden of the collection of information. The statement should indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated.**

The number of burden hours is estimated at 1,607 hours for 163 respondents. Four Hundred and Fifty Eight of the burden hours are spent on collecting information for semi-annual reporting requirements. The total number of burden hours was determined by averaging the amount of time it takes each site to collect and enter the information into the database

Three hundred thirty six (336) was reported as the number of respondents in 2005; however, the correct number that should have been reported is 163 respondents. Despite the discrepancy in reporting on the number of respondents, it did not have an impact on the number of total annual hours requested for the 163 respondents, which is 1607 hours.

**13. Provide an estimate for the total annual cost burden to respondents or recordkeepers resulting from the collection of information.**

Not applicable. Zero cost to the respondents.

**14. Provide estimates of annualized cost to the Federal government.**

Not applicable. Zero cost to the federal Government.

**15. Explain the reasons for any program changes or adjustments reported in Items 13 (or 14) of OMB Form 83-I.**

There are no program changes

**16. For collections whose results will be published, outline the plans for tabulation and publication.**

This package contains no collections whose results will be published for statistical use.

**17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons why display would be inappropriate.**

No exception is requested.

**18. Explain each exception to the certification statement identified in Item 19 of OMB Form 83-I.**

The Department is not requesting any exceptions to the certification statement provided in Item 19 of OMB Form 83-I.