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How did I calculate the burden for the Legacy Management Labor Relations Reports for OMB?

This represents the number of respondents and the estimated burden to complete the data entry fields in WFIS for the labor module.

Ran report from WFIS showing active union agreements. Assumed those are the ones that have to be kept current by contractors. I counted the number of contractors that would have to enter data and assumed that one industrial relations specialist would do that. I assumed the following breakdown of tasks to collect and enter the information. Consulted with LM Industrial Management Specialist who agreed with tasks and estimated hours per task.

Activity	Labor Hours
Research What Information Is Needed	1
Gather Information from Source Documentation and/or Request Information from Others	3
Assemble Information in Form to Be Entered into WFIS	.5
Enter Information into WFIS and Perform Quality Assurance before Submission	1
Total	5.5

The number of contractors that are entering data is 35. Total burden is $35 * 5.5$ hours = 192.5, rounded to 193.

Table to be submitted is:

NAME OF INFORMATION COLLECTION: Legacy Management Labor Relations			
OMB CONTROL NUMBER			
No.	Collection Title	FY 07 Annual Respondents	FY 07 Annual Burden Hours
1	Labor Relations WFIS Input Screen	35	193