

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: Focus Groups		
2. Is this a Common Form? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	3. Obligation to respond (<i>check one</i>) a. <input checked="" type="checkbox"/> Voluntary b. <input type="checkbox"/> Required to obtain or retain benefits c. <input type="checkbox"/> Mandatory	4. Frequency of reporting (<i>check all that apply</i>) a. <input type="checkbox"/> Hourly (24 -7) b. <input type="checkbox"/> Hourly Bus (40 per week) c. <input type="checkbox"/> Daily (7 per week) d. <input type="checkbox"/> Daily Bus (5 per week) e. <input type="checkbox"/> Weekly (52 per year) f. <input type="checkbox"/> Monthly g. <input type="checkbox"/> Yearly h. <input type="checkbox"/> Every Decade i. <input type="checkbox"/> Quarterly j. <input type="checkbox"/> Semi-annually k. <input type="checkbox"/> Biennially l. <input type="checkbox"/> Once m. <input checked="" type="checkbox"/> occasionally
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. Appendix E contains the instrument for this IC "Reference Set of Questions for the Focus Group Guide" Appendix D contains a supplementary document associated with this instrument, the "Consent Form"		
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 None	Subfunction	
Community and Social Services___	Homeownership Promotion ___ Community and Regional Development ___ Social Services ___ 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_X__	Illness Prevention_X__ 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: **not applicable**_____

Federal Register Citation: Volume _____ Page number _____ Publication date _____

9. Respondents

- a. Total # 864_____
- b. Small Entity # 0_____
- c. Percent Electronic 0%_____

- 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 1
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 = 1.0_____ times a year (per respondent)

Calculated: Annual Number Of Responses = 864_____ a year

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		2	1,728		
Record keeping					
Third party disclosure					
Total		2	1,728		

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	864		864			
b. Annual Hour Burden	1,728 hours	hours	1,728 hours	hours	hours	hours
c. Annual Cost Burden	\$	\$	\$	\$	\$	\$