

# **SUPPORTING STATEMENT**

1. CIRCUMSTANCES NECESSITATING COLLECTION OF INFORMATION

2. USE OF DATA

3. USE OF IMPROVED INFORMATION TECHNOLOGY TO REDUCE BURDEN

4. EFFORTS TO IDENTIFY DUPLICATION

5. METHODS TO MINIMIZE BURDEN ON SMALL BUSINESSES OR OTHER SMALL ENTITIES

6. CONSEQUENCES OF LESS FREQUENT COLLECTION ON FEDERAL PROGRAMS OR  
POLICY ACTIVITIES

7. SPECIAL CIRCUMSTANCES REQUIRING DATA COLLECTION TO BE INCONSISTENT WITH GUIDELINES IN 5 CFR 1320.5(d)(2)

8. CONSULTATION WITH INDIVIDUALS OUTSIDE OF THE AGENCY ON AVAILABILITY OF DATA, FREQUENCY OF COLLECTION, CLARITY OF INSTRUCTIONS AND FORMS, AND DATA ELEMENTS

9. EXPLANATION OF DECISION TO PROVIDE ANY PAYMENT OR GIFT TO RESPONDENTS

10. ASSURANCE OF CONFIDENTIALITY OF RESPONSES

11. JUSTIFICATION OF SENSITIVE QUESTIONS

12. ESTIMATED BURDEN OF INFORMATION COLLECTION

13. ESTIMATED TOTAL ANNUAL COST BURDEN TO RESPONDENTS

14. ESTIMATED ANNUALIZED COST TO THE FEDERAL GOVERNMENT

15. REASONS FOR CHANGE IN BURDEN

16. PLANS FOR TABULATION, STATISTICAL ANALYSIS AND PUBLICATION

17. REASONS WHY DISPLAYING THE OMB EXPIRATION DATE IS INAPPROPRIATE

18. EXCEPTIONS TO THE CERTIFICATION STATEMENT ON OMB PRA SUBMISSION FORM

19. REASON FOR EMERGENCY SUBMISSION