

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 | \$ | \$ | \$ | \$ | \$ | \$ |