

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. Phase II Section Foreman Form		
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 type="checkbox"/> Voluntary b. <input checked="" 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. Attachment 10 "Full Study Section Foreman"		
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 <input checked="" type="checkbox"/> __ 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: _____

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

9. Respondents

- a. Total # 1
- b. Small Entity # 1
- 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
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 = 12 times a year (per respondent)

Calculated: Annual Number Of Responses = 12 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	10/60	0.17	12	0	0
Record keeping					
Third party disclosure					
Total					

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						
b. Annual Hour Burden	hours	hours	hours	hours	hours	hours
c. Annual Cost Burden	\$	\$	\$	\$	\$	\$