

Re: Justification for non-substantive change for USITC clearance 3117-0016 dated July 2, 2008

Per direction received from the GSA helpdesk on June 26, 2008, this memorandum requests a generic clearance with no substantive change from the previous clearance granted for OMB clearance number 3117-0016, removing the mistakenly uploaded template questionnaires for Title VII investigations.

When the USITC applied for its generic clearance, it mistakenly uploaded generic questionnaires and estimated burden for the period July 2008 to June 2011 (4,381 respondents and 197,281 hours) into the information collection request. Thus, the USITC mistakenly indicated that the template questionnaires were the individual questionnaires used for Title VII investigations, when in fact, they are slightly modified to the specific products under investigation.

Moreover, since this is clearly an error, and since OMB granted the USITC to collect information, this memo was considered to be the most efficient way to resolve the burden allocation issue.