

JUSTIFICATION

1513-0002

TTB F 5000.9 PERSONNEL QUESTIONNAIRE - ALCOHOL AND TOBACCO PRODUCTS

TTB recently awarded a contract to implement an electronic permit application processing system known as Permits ON Line (PONL). This action culminated a three-year effort to initiate development of an electronic system that will provide an avenue for TTB to receive original and amended permit application packages. PONL will not only save transit time and postage fees for both industry and TTB but will also provide internal workflow management which will increase the efficiency, in which the almost 30,000 original and amended permit applications received annually, will be processed. PONL hinges on the ability to complete and submit electronically original and amended applications, as well as all of the other forms that accompany a request for approval of a permit. In order to achieve this effort, all OMB forms associated with the release of PONL will need to be recreated in an electronic format.

Therefore, TTB is requesting approval to use an electronic version of this approved form. TTB believes that the applicants that use this electronic version will find it easier to complete and submit. TTB only expects a slight reduction in the burden during the first 12 months of using this system; however, as the popularity of the system increases, TTB expects an additional decrease in the burden hours.