

Supporting Statement
Printing and Publishing Activities
OMB Control Number: 1910-0100

1. Explain the circumstances that make the collection of information necessary.

The Department of Energy is required to submit an annual report to the Joint Committee on Printing (JCP) regarding its printing activities. The Department gathers the information from its field sites to consolidate into a report. The report outlines the Department's combined printing and duplicating activities.

Statutory Authority: This information is reported to the congressional Joint Committee on Printing pursuant to its regulations, US Code, Title 44, Section 103, 501 and 504, Joint Committee on Printing, Government Printing and Binding Regulations, Title IV, Rules 48-55 (Feb. 1990), in S. Pub. No. 109-21, 101st Cong., 2d Sess., at 27-29 (1990).

This information is necessary to allow the JCP the ability to perform its oversight mission effectively. The details of the combined report allow the JCP to comprehensively review budgetary and regulatory compliance to Title 44 and the Government Printing and Binding Regulations. The report contain information gathered and compiled Department-wide on the usage of in house printing and duplicating activities as well as all printing procured from Government Printing Office vendors.

2. Indicate how, by whom, and for what purpose the information is to be used.

The information is collected electronically via E-mail from the Department-wide printing and duplicating facilities. The information is forwarded to the Office of Administration at DOE HQ for the purpose of consolidating the annual Printing and Publishing Activities Three-Year Plan and the semi-annual Commercial Printing Report for submission to the Joint Committee on Printing.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology.

The Department's program managers continually work to apply the latest appropriate-level information technology (hardware and software) to reduce the information collection burden and improve the timeliness and usefulness of the information being collected. This collection requires the use of Microsoft Excel Spreadsheets and electronic transmission of all files for data collection and submission back to DOE HQ.

4. Describe efforts to identify duplication

Since the collections contained in this package are applicable to DOE contract management in DOE, duplication of these collections in other agencies is unlikely.

5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.

Most of our contractors are small business. The Department utilizes online file transfers to minimize burdens.

6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

If the collection doesn't occur the Department will be in violation of US Code, Title 44, Section 103, 501 and 504 a which states that the Joint Committee on Printing may use any measure it considers necessary to remedy neglect, delay, duplicating, or waste in the public printing and binding and distribution of Government Publications. It is understood that any consequences due to data collection failures will be determined by the JCP, and the depth and type of consequence will be proportionate to the data collection infraction.

7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.

This package is consistent with the 5 CFR 1320 guidelines.

8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5CFR 320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken in response to the comments. Specifically address comments received on cost and hour burden. Describe efforts to consult with persons outside DOE.

The Department published a Notice and Request for Comment concerning this collection in the Federal Register on March 16, 2011 at 76 FR 14386. The notice described the collection and invited interested parties to submit comments or recommendations regarding the collection. The Department received no comments.

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

There is no remuneration given for submission of any of the information.

Activities report increased from (37) to (38), Duplicating Facility Report Sch 5 & 6 decreased from (36) to (34) and the Commercial Printing Report increased from (74) to (76). These changes reduced the number of annual burden hours from 1,607 to 1,570.

16. For collections whose results will be published, outline the plans for tabulation and publication.

This package contains no collections whose results will be published for statistical use.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons why display would be inappropriate.

No exception is requested.

18. Explain each exception to the certification statement identified in Item 19 of OMB Form 83-I.

The Department is not requesting any exceptions to the certification statement provided in Item 19 of OMB Form 83-I.