

# PAPERWORK REDUCTION ACT SUBMISSION WORKSHEET

## Part 2: Information Collection Details

**This template is intended for staff without an ICRAS account. Please fill out and submit to the appropriate Operating Division or Office to enter into ICRAS. The form mirrors the screens available in the ICRAS 4 system. Instructions for filling out the form are available at [www.paperworkreduction.gov](http://www.paperworkreduction.gov). To have an account setup to log into ICRAS, send an email request to [help@paperworkreduction.gov](mailto:help@paperworkreduction.gov).**

<b>Title</b> Screening										
<b>Is this a Common Form?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	<b>Obligation to respond (check one)</b> a. <input checked="" type="checkbox"/> Voluntary b. <input type="checkbox"/> Required to obtain or retain benefits c. <input type="checkbox"/> Mandatory	<b>Frequency of reporting (check all that apply)</b> a. <input type="checkbox"/> Hourly (40 per week) b. <input type="checkbox"/> Daily c. <input type="checkbox"/> Weekly d. <input type="checkbox"/> Weekly (52 per year) e. <input type="checkbox"/> Monthly f. <input type="checkbox"/> Yearly g. <input type="checkbox"/> Every Decade h. <input type="checkbox"/> Quarterly i. <input type="checkbox"/> Semi-Annually j. <input type="checkbox"/> Biennially k. <input checked="" type="checkbox"/> Once l. <input type="checkbox"/> Occasionally								
<b>CFR Citation(s) for the information collection under review (if applicable).</b>  Title _____ Part _____ Section _____  Title _____ Part _____ Section _____  Title _____ Part _____ Section _____  Title _____ Part _____ Section _____										
Information Collection Instruments - Send all instruments and any additional documents 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. <b>An example of reference questions for an information collection instrument is included as Appendix C.</b>										
<b>Federal Enterprise Architecture Business Reference Model</b> (select one Services for Citizens Line of Business and one Sub-Function from its group) Table 1: Federal Enterprise Architecture Business Reference Model										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%;">Services for Citizens Line of Business</th> <th style="width: 50%;">Sub-Function</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"><input type="checkbox"/> None</td> <td></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Community and Social Services</td> <td style="padding: 5px;"> <input type="checkbox"/> Homeownership Promotion  <input type="checkbox"/> Community and Regional Development  <input type="checkbox"/> Social Services  <input type="checkbox"/> Postal Service  <input type="checkbox"/> None         </td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Correctional Activities</td> <td style="padding: 5px;"> <input type="checkbox"/> Criminal Incarceration  <input type="checkbox"/> Criminal Rehabilitation         </td> </tr> </tbody> </table>			Services for Citizens Line of Business	Sub-Function	<input type="checkbox"/> None		<input type="checkbox"/> Community and Social Services	<input type="checkbox"/> Homeownership Promotion <input type="checkbox"/> Community and Regional Development <input type="checkbox"/> Social Services <input type="checkbox"/> Postal Service <input type="checkbox"/> None	<input type="checkbox"/> Correctional Activities	<input type="checkbox"/> Criminal Incarceration <input type="checkbox"/> Criminal Rehabilitation
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	<input type="checkbox"/> None
<input type="checkbox"/> Defense and National Security	<input type="checkbox"/> Strategic National and Theater Defense <input type="checkbox"/> Operational Defense <input type="checkbox"/> Tactical Defense <input type="checkbox"/> None
<input type="checkbox"/> Disaster Management	<input type="checkbox"/> Disaster Monitoring and Predication <input type="checkbox"/> Disaster Preparedness and Planning <input type="checkbox"/> Disaster Repair and Restore <input type="checkbox"/> Emergency Response <input type="checkbox"/> None
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Business and Industry Development <input type="checkbox"/> Intellectual Property Protection <input type="checkbox"/> Financial Sector Oversight <input type="checkbox"/> Industry Sector Income Stabilization <input type="checkbox"/> None
<input type="checkbox"/> Education	<input type="checkbox"/> Elementary, Secondary, and Vocational Education <input type="checkbox"/> Higher education <input type="checkbox"/> Cultural and Historic preservation <input type="checkbox"/> Cultural and Historic Exhibition <input type="checkbox"/> None
<input type="checkbox"/> Energy	<input type="checkbox"/> Energy Supply <input type="checkbox"/> Energy Conservation and Preparedness <input type="checkbox"/> Energy Resource Management <input type="checkbox"/> Energy Production <input type="checkbox"/> None
<input type="checkbox"/> Environmental Management	<input type="checkbox"/> Environmental Monitoring and Forecasting <input type="checkbox"/> Environmental Remediation <input type="checkbox"/> Pollution Prevention and Control <input type="checkbox"/> None
<input type="checkbox"/> General Science and Innovation	<input type="checkbox"/> Scientific and Technological Research and Innovation <input type="checkbox"/> Space Exploration and Innovation <input type="checkbox"/> None
<input type="checkbox"/> Health	<input type="checkbox"/> Access to Care <input type="checkbox"/> Population Health Management and Consumer Safety <input type="checkbox"/> Health Care Administration <input type="checkbox"/> Health Care Delivery Services <input type="checkbox"/> Health Care Research and Practitioner Education <input checked="" type="checkbox"/> None
<input type="checkbox"/> Homeland Security	<input type="checkbox"/> Border and Transportation Security <input type="checkbox"/> Key Asset and Critical Infrastructure Protection

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	<input type="checkbox"/> Catastrophic Defense <input type="checkbox"/> None
<input type="checkbox"/> Income Security	<input type="checkbox"/> General Retirement and Disability <input type="checkbox"/> Unemployment Compensation <input type="checkbox"/> Housing Assistance <input type="checkbox"/> Food and Nutritional Assistance <input type="checkbox"/> Survivor Compensation <input type="checkbox"/> None
<input type="checkbox"/> Intelligence Operations	<input type="checkbox"/> Intelligence Planning <input type="checkbox"/> Intelligence Collection <input type="checkbox"/> Intelligence Processing <input type="checkbox"/> Intelligence Analysis and Production <input type="checkbox"/> Intelligence Dissemination <input type="checkbox"/> None
<input type="checkbox"/> International Affairs and Commerce	<input type="checkbox"/> Foreign Affairs <input type="checkbox"/> International Development and Humanitarian Aid <input type="checkbox"/> Global Trade <input type="checkbox"/> None
<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Criminal Apprehension <input type="checkbox"/> Criminal Investigation and Surveillance <input type="checkbox"/> Citizen Protection <input type="checkbox"/> Crime Prevention <input type="checkbox"/> Leadership Protection <input type="checkbox"/> Property protection <input type="checkbox"/> Substance Control <input type="checkbox"/> None
<input type="checkbox"/> Litigation and Judicial Activities	<input type="checkbox"/> Judicial Hearing <input type="checkbox"/> Legal Defense <input type="checkbox"/> Legal investigation <input type="checkbox"/> Legal Prosecution and Litigation <input type="checkbox"/> Resolution Facilitation <input type="checkbox"/> None
<input type="checkbox"/> Natural Resources	<input type="checkbox"/> Water Resource Management <input type="checkbox"/> Conservation, Marine, and Land management <input type="checkbox"/> Recreational Resource Management and Tourism <input type="checkbox"/> Agricultural Innovation and Services <input type="checkbox"/> None
<input type="checkbox"/> Transportation	<input type="checkbox"/> Air transportation <input type="checkbox"/> Ground Transportation <input type="checkbox"/> Water Transportation

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	<input type="checkbox"/> Space Operations <input type="checkbox"/> None
<input type="checkbox"/> Workforce Management	<input type="checkbox"/> Training and Employment <input type="checkbox"/> Labor Rights Management <input type="checkbox"/> Worker Safety <input type="checkbox"/> None

Table 1 lists Services for Citizens Line of Business and Sub-Functions  
 Refer to [http://www.whitehouse.gov/sites/default/files/omb/assets/fea\\_docs/FY10\\_Ref\\_Model\\_Mapping\\_QuickGuide\\_Aug\\_2008\\_Revised1.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/fea_docs/FY10_Ref_Model_Mapping_QuickGuide_Aug_2008_Revised1.pdf)  
 for Business reference Model categories.

**Privacy Act System of Records (if applicable)**

Title: N/A  
 Federal Register Citation  
 Volume Page Number Publication Date:

**Respondents**

- a. Total # 1,728
- b. Small Entity #0
- c. Percent Electronic 100

**Affected Public**

X Individuals and Households

- Private Sector
- State, Local, or Tribal Governments
- Federal Government

If affected Public is Private Sector check all the following that apply:

- Business or other for-profits
- Not-for-profits institutions
- Farms

Frequency: How often on average will each respondent respond to the Information Collection?

Number of responses per respondent 1

Time basis for each response:

- a.  Hour (24-7) - 8736 per year
- b.  Business Hour (40 per week) - 2080 per year
- c.  Day (7 per week)
- d.  Business Day (5 per week) - 260 per year
- e.  Week - 52 per week
- f.  Month - 52 per Month
- g. X Year
- h.  Decade
- i.  Quarter - 4 per year
- j.  Half-Year - 2 per year

Calculated: Annual Frequency =   1   times per year (per respondent)

Calculated: Annual Number of responses =   1,728   a year

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### Per Response Hour and Cost Burden

Enter the hours and cost (per response) broken out by reporting, record keeping, and third-party disclosure.

Table 2: Hours and Cost Per Response

	Time Per Response	Hour Per Response	Annual Hour Burden	Cost Per Response	Annual Cost Burden
<b>Reporting</b>	3/60		86		
<b>Record Keeping</b>					
<b>Third Party Disclosure</b>					
<b>Total</b>	3/60		86		

Table 2 lists hours and costs

### Annual Response and Burden

Table 3: Change in Burden

	Total Requested	Program Change Due to New Statute	Program Change Due to OPDIV/Office Discretion	Due to Adjustment in OPDIV/Office Estimate	Change Due to Violation	Currently Approved
<b>a. Annual Responses</b>	1,728		1,728			0
<b>b. Annual Hour Burden</b>	86 hours	hours	86 hours	hours	hours	0
<b>c. Annual Cost Burden</b>	\$	\$	\$	\$	\$	\$
Total						

Table 3 lists Change in Burden Numbers