

Request for Approval under the “Evaluation of the Financial Reporting System, Form EIA-28” (OMB Control Number: 1905-0149)

TITLE OF INFORMATION COLLECTION:

Evaluation of the Financial Reporting System (EIA-28 Form)

PURPOSE:

In support of the Evaluation of the Financial Reporting System, Form EIA-28, the Office of Oil, Gas and Coal Supply Statistics has requested EIA’s survey methodologists to facilitate in conducting a series of focus groups with data users. The purpose of these focus groups is to identify the policy goals and data needs of these data users with respect to the collection and measurement of upstream oil and gas costs. EIA seeks:

- To better understand how upstream oil and gas costs previously collected on the EIA-28 are understood and used by these data users, and to identify any other potential data sources data users employ;
- To learn more about how data users define exploration, development, and production costs;
- And, to understand the data users’ need for additional data to place these costs in context needed for analysis.

DESCRIPTION OF RESPONDENTS:

Current and former users of energy financial data published by EIA, and collected on the EIA-28. In addition, data users who may not have used EIA-28 data, but are interested in using energy financial data.

TYPE OF COLLECTION: (Check one)

- Field Testing
- Usability Testing
- Pilot Surveys
- Respondent Debriefings

- Cognitive Interviews
- Focus Groups
- Other: _____

CERTIFICATION:

I certify the following to be true regarding the proposed collection of information:

1. It is necessary for the proper performance of agency functions.
2. It avoids unnecessary duplication.
3. It reduces burden on small entities.
4. It uses plain, coherent, and unambiguous language that is understandable to respondents.
5. Its implementation will be consistent and compatible with current reporting and recordkeeping practices.
6. It indicates the retention periods for recordkeeping requirements.
7. It informs respondents of the information called for under 5 CFR 1320.8 (b)(3) about:
 - i. Why the information is being collected;
 - ii. Use of information;

- iii. Burden estimate;
 - iv. Nature of response (voluntary, required for a benefit, or mandatory);
 - v. Nature and extent of confidentiality; and
 - vi. Need to display currently valid OMB control number
8. It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected.
 9. It uses effective and efficient statistical survey methodology (if applicable).
 10. It makes appropriate use of information technology.

Name: Stephanie Brown, Director, Office of Survey Development and Statistical Integration, U.S. Energy Information Administration

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? Yes No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? Yes No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Y No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Current and former users of energy financial data published by EIA, and collected on the EIA-28. In addition, data users who may not have used EIA-28 data, but are interested in using energy financial data.	40	2 hours	80 hours
Totals			

FEDERAL COST: The estimated annual cost to the Federal government is:

Cost for EIA is estimated to be \$2,186.24.

Wages: (\$68.32 * 8 hours * 4 persons from EIA = 2,186.24)

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?

Yes No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

EIA plans to conduct up to four focus groups with no more than 10 EIA-28 data users per focus group. These data users have used energy financial data published by EIA, and collected on the EIA-28. These users also may be interested in using energy financial data in the future. EIA plans to conduct the focus groups in August, September, and October of 2013 in Washington, DC.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)

Web-based or other forms of Social Media

Telephone

In-person

Mail

Other, Explain

2. Will interviewers or facilitators be used? Yes No

Please make sure that all instruments, instructions, and scripts are submitted with the request.

Instructions for completing Request for Approval under the
“Generic Clearance for Questionnaire Testing and Research”
(OMB Control Number: 1905-0186)

TITLE OF INFORMATION COLLECTION: Provide the name of the collection that is the subject of the request. (e.g. Comment card for soliciting feedback on xxxx)

PURPOSE: Provide a brief description of the purpose of this collection and how it will be used. If this is part of a larger study or effort, please include this in your explanation.

DESCRIPTION OF RESPONDENTS: Provide a brief description of the targeted group or groups for this collection of information. These groups must have experience with the program.

TYPE OF COLLECTION: Check one box. If you are requesting approval of other instruments under the generic, you must complete a form for each instrument.

CERTIFICATION: Please read the certification carefully. If you incorrectly certify, the collection will be returned as improperly submitted or it will be disapproved.

Personally Identifiable Information: Provide answers to the questions. Note: Agencies should only collect PII to the extent necessary, and they should only retain PII for the period of time that is necessary to achieve a specific objective.

Gifts or Payments: If you answer yes to the question, please describe the incentive and provide a justification for the amount.

BURDEN HOURS:

Category of Respondents: Identify who you expect the respondents to be in terms of the following categories: (1) Individuals or Households; (2) Private Sector; (3) State, local, or tribal governments; or (4) Federal Government. Only one type of respondent can be selected per row.

No. of Respondents: Provide an estimate of the Number of respondents.

Participation Time: Provide an estimate of the amount of time required for a respondent to participate (e.g. fill out a survey or participate in a focus group)

Burden: Provide the Annual burden hours: Multiply the Number of responses and the participation time and divide by 60.

FEDERAL COST: Provide an estimate of the annual cost to the Federal government.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents. Please provide a description of how you plan to identify your potential group of respondents and how you will select them. If the answer is yes, to the first question, you may provide the sampling plan in an attachment.

Administration of the Instrument: Identify how the information will be collected. More than one box may be checked. Indicate whether there will be interviewers (e.g. for surveys) or facilitators (e.g., for focus groups) used.

Submit all instruments, instructions, and scripts are submitted with the request.