

**U.S. Department of Transportation
Checklist for Paperwork Reduction Act Submissions**

Before forwarding a **Paperwork Reduction Act (PRA) submissions** to the Bureau of Transportation Statistics for review, the OA Manager of the sponsoring program office of the proposed information collection or the OA CIO should review the package, and then complete, sign and date the following checklist. Any responses of “No” marked on this checklist should be accompanied by a written explanation of why the question is not applicable to the package under consideration. The “Reference Sections” covered in the final column are provided in the attached “Summary of Administrative and Technical Features for **Paperwork Reduction Act Submissions** in the Department of Transportation.”

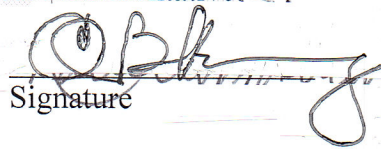
Yes	No	Topic	Reference Sections
Y		The PRA submission and instructions have been reviewed by the OA Manager or OA CIO, and by the senior technical representative responsible for the survey. In addition, if the agency intends to use a contractor to prepare a PRA submission , the contract must specifically require that the contractor “prepare all materials necessary for a PRA submission for this study, with format and content that meets the standards required by the BTS and OMB.”	I.1-I.2 and II.1
	n/a	Payments or gifts to respondents, if any, are carefully justified	II.2
Y		Confidentiality and disclosure limitation methods are fully specified; including citing the authority for any confidentially pledge.	II.3
	n/a	OA Manager or OA CIO, and OA statistical technical representative have reviewed and approved all statements of accounting fact in the proposed package.	II.4
	n/a	Population, parameters, scope of inference and frames are fully and explicitly specified, with detailed mathematical formulas where appropriate.	II.5
	n/a	Sample design, sample sizes and degree of accuracy are fully and explicitly specified, with detailed mathematical formulas where appropriate.	II.6
	n/a	Probability weights and design-based point estimators are fully specified; or model-based estimation methods (including all model validation procedures to be used) are fully specified	II.7
	n/a	Design-based variance estimators and inference methods fully specified; or model-based variance estimators and inference methods are fully specified.	II.8
	n/a	Explicit justifications of anticipated response rates are included	II.9

	n/a	Methods of nonresponse weighting adjustment and/or imputation are explicitly defined and justified	II.10
	n/a	The proposed package includes one copy of each technical report or reference cited in the package, except for materials widely available in the public domain.	II.11
	n/a	(For reviews after the initial review): The package submitted to the BTS includes an appendix with detailed point-by-point responses to each question raised by the reviewer in the previous review.	II.12

OA Statistical Technical Representative

ORA B. KING

Name

 2/24/16

Signature

Date

202-863-2270

Telephone number

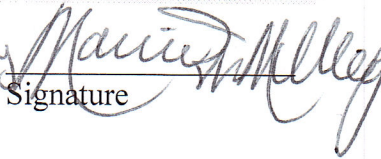
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