

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. 101-9, 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 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 60-day Notice and Request for Comment concerning this collection in the Federal Register on April 8, 2014 at Volume 79, Number 67, page 19322. The notice described the collection and invited interested parties to submit comments or recommendations regarding the collection. The Department received no comments.

Differences in the number of respondents (156 vs 232), estimated number of burden hours (1,530 vs 1,768), and estimated annualized cost to the Federal government (0 vs \$13,030.20) are the direct result of correcting errors that were discovered after the 60-day notice was published.

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.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

This is non proprietary information; this is not applicable to this business.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.

There are no collections in this package involving questions that are sensitive, personal, or private in nature.

12. Provide estimates of the hour burden of the collection of information. The statement should indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated.

The number of burden hours is estimated at 1,768 hours for 322 respondents. The total number of burden hours was determined by averaging the amount of time it takes each site to collect and enter the information into the forms and submit the finished report.

Total number of unduplicated respondents: 46
Reports filed per person: 7
Total annual responses: 322
Total annual burden hours: 1,768

Average Burden Per Collection: 5.49 hours
 Per Respondent: 38.43 hours

NAME OF INFORMATION COLLECTION OMB CONTROL NUMBER 1910-0100

FY 2014 SUBMISSION INVENTORY				FY 2011 SUBMISSION INVENTORY		
	Collecting Title	Annual Resp	Annual B/Hrs	Collecting Title	Annual Resp	Annual B/Hrs
1	Schedule 5-1: Printing and Publishing Activity Budget Projections (DOE F 574.1 (05/14))	46	114	Regional Printing Procurement Office Activity Report	38	456
2	Schedule 5-2: Printing and Publishing Activity Production Projections (DOE F 574.2 (05/14))	46	114	[This form was used in 2011 but was merged with Sch 5-1 and reported as a single item]		
3	Schedule 5-3: JCP FORM NO. 1: Printing Plant Report	46	47	Printing Plant Report	6	71
4	Schedule 5-4: JCP FORM NO. 2: Commercial Printing Report	46	470	Semi-annual Commercial Printing Reports	76	470
5	Schedule 5-5: JCP FORM NO. 5: Annual Plant Inventory	46	12	Annual Plant Inventory	6	18
6	Schedule 5-6: Duplicating Facility Report (DOE F 574.3 (05/14))	46	555	Duplicating Facility Report Sch 5 & 6 [mistitled - should have been Schedule 5-6]	34	555
7	Schedule 5-7 : In-House Copying, Duplicating & Printing Report (DOE F 574.4 (05/14))	46	456	[This form was used in 2011 as Schedule 5-7 but not included on the inventory]		
	TOTAL	322	1,768	TOTAL	160	1,570

13. Provide an estimate for the total annual cost burden to respondents or record keepers resulting from the collection of information.

The estimated combined total annual cost burden for all non-Federal respondents is \$11,889.64.

This figure was arrived at by multiplying the estimated average hourly salary for those non-Federal individuals involved in the data collection (\$33.92) times the Average Burden per non-Federal respondent to complete and submit all seven required reports (7.62 hours), which equals \$258.47. The resulting number was then

multiplied by the number of respondent sites (46), to arrive at the overall total estimated cost burden to non-Federal respondents or record keepers of \$11,889.64.

14. Provide estimates of annualized cost to the Federal government.

The estimated annualized cost to the Federal government resulting from the collection of this information is \$7245.00.

This figure was arrived at by multiplying the estimated average hourly salary for those Federal employees involved in the data collection (\$45.00) times the estimated 161 combined total hours required for all Federal employees involved in the process to complete and submit the seven required reports, which equals \$7245.00.

15. Explain the reasons for any program changes or adjustments reported in Items 13 (or 14) of OMB Form 83-I.

Changes from the previously filed reports are due to recently discovered errors in previous filings. Specifically, the annual reporting and recording keeping burden figures previously reported at item 13 were incorrectly calculated based on both the number of respondents (162 should have been 322), and the estimated time required to complete and submit the reports (1,607 hours should have been 1,768). The recordkeeping and reporting costs had not previously been reported at item 14 of OMB Form 83-I because those costs had not previously been tracked.

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.