

November 2, 2016

To: Cortney Higgins
Office of Information and Regulatory Affairs
Office of Management and Budget

FROM: Ruth Brown,
Departmental Clearance Officer
Office of the Chief Information Officer

The Office of the Chief Information Officer is requesting a non-substantive change to the Department's Fast-Track Generic collection. Due to more agencies requesting to use the Department's Fast-Track Generic collection to do surveys, customer feedback and focus group, we are requesting an increase of 12,000 for the number of respondent and responses and 4,000 for the burden hours.

The increases would allow us to continue to provide assistance to those agencies that do not have a Fast-Track Generic collection.