

**Required Additional Information (check ROCIS in IC List for this info --- needed for OCIO staff to complete request)**

1. Line of Business: International Affairs and Commerce
2. Subfunction:
3. Privacy Act System of Records: no PII will be collected
4. Federal Registration citation information: Volume           Pg. No.
5. Number of respondents for small entities: 80-100
6. Percentage of respondents reporting electronically: 20-30%, as contingency

**Please submit all instruments, instructions, correspondences (emails, letters, etc.) to respondents, and scripts as separate documents along with this request document.**

**Every instrument (survey/form) or correspondence to respondents must have the following displayed –**

**OMB Control No. 0690-0030**

**Expiration Date: 07/31/2020**

**The standard PRA Notwithstanding statement informing respondents of the OMB control number's legal significance in accordance with 5 CFR 1320.5(b).**