

Operational Readiness Review 2.0

OMB Control Number 0920-1352, Expiration date 10/31/2024

Non-substantive Change Request

Point of Contact

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Justification

This non-substantive change request clarifies questions for the respondents of this ICR, Public Health Emergency Preparedness (PHEP) cooperative agreement awardees.

Changes are detailed in the attachment **OMB-ORR elements compiled** as follows:

Page number will represent area of document as viewed in track changes, "All Markup" with "Simple Markup page number in parentheses just after e.g., p.2 (1), would be on page 2 in All Markup and page 1 in Simple Markup

Page 1 The first section is identified in the far-left column as "**Descriptive**"

Third row, names of critical contact sheet edited for consistency, plus last personnel listed: Disabilities/Access and Functional Needs (D/AFN) coordinator or equivalent is new staff person. No other changes except edits for clarity in descriptive section (through page 5) Each listed personnel also includes primary phone number, secondary phone number and work email.

The second section is capability planning and the left column say **Planning**. On bottom of page 6 (top of 6) we changed that element to ask about roles of the equity officer, D/AFN coordinator - this is a revision related to our Diversity, Equity and Inclusion (DEI) initiative. It is not an additional question, but before we asked about identifying a trusted spokesperson to coordinate communications, the update is just an expansion of that idea.

Further into that section another update to an element occurs at the bottom of page 9 (bottom of p.8). The reason for the update is similar to the previous explanation. The update reflects an assessment of the communication planning with access and functional needs (AFN) partners and is more specific in the language than current version.

We deleted (Select lead, support, or no role) from the list of elements on the next several pages through p 13 because those do not show up in the element itself in the system (they are drop down selections but not visible initially).

The third section is operational program requirements and begins on page 23 (20).

The above changes will not add significant burden.

Two new sections have been added to this ICR as follows to the ORR 2.0 Operational Module :
Vaccination for Critical Workforce Groups and Disproportionately Impacted Populations (Att43 - **VAC**)
and the COVID Pandemic Response (Att44-**RSP**).

Page 30 - The VAC section allows awardees to submit sufficient evidence via the PHEP ORR Pandemic COVID-19 Functional Exercise: Vaccination for Critical Workforce Groups and Disproportionately Impacted Populations (VAC) satisfies the PHEP program exercise requirement to conduct a functional exercise for critical workforce group vaccination (CWG) given a pandemic influenza scenario with a

limited supply of vaccine. The completion of the VAC requirement in place of the CWG requirement would add 143.3 burden hours to the ICR if completed by the respondent.

Page 37 - The RSP section allows awardees to document how they responded specifically to the COVID-19 Pandemic. Completing the RSP can be used to fulfill the Distribution Full Scale Exercise (FSE) or Pan-Flu FSE requirement. Completing the RSP in place of the FSE or Pan-flu FSE would add 75.4 burden hours to the ICR if completed by the respondent.

These changes have been also reflected in the burden table below and attached Guidance Document.

Proposed Annualized Burden Table

Type of Respondent	Form Name	No. of Respondents	No. of Responses per Respondent	Avg. Burden per Response (in hrs.)	Total Burden (in hrs.)
All PHEP Awardees: State, local, territorial, and metropolitan area jurisdictions	Jurisdictional structure sheet	62	1	3	186
	Critical contact sheet (CCS)	62	1	80/60	83
	Jurisdictional data sheet (JDS)	62	1	2.5	155
	Partner planning sheet	62	1	8	496
	Workforce development and training	62	1	1.5	93
	Subtotal, Module 1		62		

All PHEP Awardees: State, local, territorial, and metropolitan area jurisdictions	Capability 1	62	1	1	62
	Capability 2	62	1	1	62
	Capability 3	62	1	2	124
	Capability 4	62	1	1.5	93
	Capability 5	62	1	2.5	155
	Capability 6	62	1	1	62
	Capability 7	62	1	2	124
	Capability 8	62	1	3	186
	Capability 9	62	1	195/60	202
	Capability 10	62	1	2	124
	Capability 11	62	1	1.5	93
	Capability 12	62	1	1.5	93
	Capability 13	62	1	2.5	155
	Capability 14	62	1	1.5	93
	Capability 15	62	1	75/60	78
	Subtotal, Module 2	62			1,706
All PHEP Awardees: State, local, territorial, and metropolitan area jurisdiction	Ops 1	62	3	20/60	62
	Ops 2	62	3	15/60	47
	Tabletop exercise (TTX)	62	1	1.5	93
	Partner role (Par1)	62	1	15/60	16

ns	Access and functional needs exercise accommodations or actions (Par2)	62	1	0.5	31
	Joint exercise with emergency management and health care coalitions (Par3)	62	1	6/60	6
	Vaccination of critical workforce (functional exercise, full-scale exercise, or incident)	62	1	12/60	12
	Vaccination of critical workforce (point of dispensing/dispensing/vaccination clinic setup)	62	1	12/60	12
	Vaccination of critical workforce	62	1	12/60	12

	(immunization information system)				
	Vaccination for Critical Workforce Groups and Disproportionately Impacted Populations (VAC)	62	1	138/60	143
	Five-year distribution FSE OR five-year pandemic influenza full-scale exercise	62	1	0.5	31
	COVID-19 Pandemic Response (RSP)	62	1	73/60	75
	Subtotal, Module 3	62			526
PHEP Awardees: Major Metropolitan Areas	Facility setup drill	4	1	45/60	3
	Site activation drill	4	1	1	4
	Staff notification and assembly drill	4	1	1	4
	Dispensing throughput drill	4	1	12/60	1
	Five-year dispensing full-scale exercise or incident	4	1	6/60	0
	Five-year dispensing full-scale exercise for each point of dispensing site exercised	4	1	6/60	0
	Subtotal, Module 3, Additional reporting	4			12

Grand Total				3,271
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