

OMB CONTROL NO. 0579-0477

DATE PREPARED 9/27/2023

**TITLE OF INFORMATION COLLECTION REQUEST (ICR)** Volunteer Service Agreements and Volunteer Service Time and Attendance Record

*Additional line for ICR Title if title is too long.*

**PART I - ICR INFORMATION, POINT OF CONTACT, FEDERAL REGISTER NOTICE INFORMATION**

<b>TYPE OF REQUEST</b>	Renewal
<b>POINT OF CONTACT (POC)</b>	Martha Gravagna
<b>POC TELEPHONE NO.</b>	(612) 336-3355
<b>DATE PREPARED</b>	9/27/2023
<b>PUBLIC COMMENT DOCKET NO.</b>	APHIS-2023-0043
<b>FEDERAL REGISTER NOTICE</b>	88 FR 31478
<b>FEDERAL REGISTER DATE</b>	5/17/2023

**DATA SUMMARY**

<b>TOTAL RESPONSES</b>	86
<b>TOTAL ANNUAL RESPONSES</b>	256
<b>% ELECTRONIC</b>	60%
<b>RESPONSES PER RESPONDENT</b>	3
<b>TOTAL BURDEN HOURS</b>	151
<b>HOURS PER RESPONSE</b>	0.590
<b>% SMALL ENTITIES</b>	0%

**PART II - SUMMARY OF ACTIVITIES**

ACTIVITY DESCRIPTION	AUTHORITY (U.S.C., CFR, or MANUAL)	FORM NO.	FORMAT	TYPE OF CHANGE	TYPE OF RESPONDENT	FIRST OCCURENCE	TYPE OF RESPONSE	ESTIMATED ANNUAL NUMBER OF RESPONDENTS OR RECORDKEEPERS	ESTIMATED TOTAL ANNUAL RESPONSES	ESTIMATED HOURS PER RESPONSE OR ANNUAL HOURS PER RECORDKEEPER	ESTIMATED TOTAL ANNUAL BURDEN HOURS
Student Volunteer Service Agreement-Individuals	5 CFR 308.102(b)	MRP 126A	PDF		I		I	43	43	0.50	22
Educational Institutions' Responsibilities-recordkeeping.	5 CFR 308.102(b)	MRP 126A	PDF		P1	X	R	1	43	1.00	43
Nonstudent Volunteer Service Agreement-Individuals	7 U.S.C. 2272	MRP 126B	PDF		I		I	42	42	0.50	21
Volunteer Time and Attendance Records- Individuals	5 CFR 308.102(b) and 7 U.S.C. 2272	MRP 126C	PDF		I	X	I	85	85	0.25	22
Educational Institutions' Responsibilities-recordkeeping.	5 CFR 308.102(b)	MRP 126C	PDF		P1		R	1	43	1.00	43

## TITLE OF INFORMATION COLLECTION REQUEST (ICR)

Volunteer Service Agreements and Volunteer Service Time and Attendance Record

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	OPM PAY TABLE (A)	FRINGE BENEFITS	OVERHEAD COST FACTOR (C)			TOTAL FEDERAL GOVERNMENT COSTS
Activity descriptions and calculations are below.	2023-MSP	0.613	0.139			\$3,535
ACTIVITY DESCRIPTION (incl form number)	TOTAL ANNUAL RESPONSES (D)	AVG TIME PER RESPONSES (E)	TOTAL HOURS PER YEAR (F)	GRADE (G)	WAGE (Step 4) (H)	TOTAL COSTS (1+B+C) x F x H
MRP 126A-Student Volunteer Service Agreement	43	0.500	22	7	\$26.70	\$1,029
MRP 126B-Volunteer Service Agreement	42	0.500	21	7	\$26.70	\$982
MRP 126C-Time and Attendance Record	85	0.250	22	11	\$39.52	\$1,523

<b>Collection Number</b>	<b>0579-0477</b>
<b>Expiration Date</b>	<b>01/2024</b>
<b>Formula Check for Information Collections</b>	
	<b>Summary</b>
A = Respondents (given)	86
B = Responses per Respondent	3
C = Annual Responses (given)	256
D = Total Burden Hours (given)	151
Estimate of Burden (hours/ response)	0.58984

<b>Respondents</b>	<b>Total</b>
FG, Foreign Govt	0
S1, State GovT	0
S2, Local Govt	0
S3, Tribal Govt	0
P1, Business	1
P2, Farm	0
P3, Non, Not-for-Profit	0
I, Individual or Household	85
	<b>86</b>

<b>Formula Check for Information Collections</b>	<b>Foreign Govt</b>	<b>Reporting</b>	<b>Record Keeping</b>	<b>3rd Party</b>
A = Respondents (given)	0			
B = Responses per Respondent	#DIV/0!			
C = Annual Responses (given)	-			
D = Total Burden Hours (given)	-	-	-	-
E1 = Estimate Adjustments (Responses)	-			
E2 = Estimate Adjustments (Hours)	-			

<b>Formula Check for Information Collections</b>	<b>State, Local, Tribal Gov't</b>	<b>Reporting</b>	<b>Record Keeping</b>	<b>3rd Party</b>
A = Respondents (given)	0			
B = Responses per Respondent	#DIV/0!			
C = Annual Responses (given)	-			
D = Total Burden Hours (given)	-	-	-	-
E1 = Estimate Adjustments (Responses)	-			
E2 = Estimate Adjustments (Hours)	-			

<b>Formula Check for Information Collections</b>	<b>Private</b>	<b>Reporting</b>	<b>Record Keeping</b>	<b>3rd Party</b>
A = Respondents (given)	1			
B = Responses per Respondent	86.00000			
C = Annual Responses (given)	86			
D = Total Burden Hours (given)	86	-	86	-
E1 = Estimate Adjustments (Responses)	-			
E2 = Estimate Adjustments (Hours)	-			

Formula Check for Information Collections	Individual	Reporting	Record Keeping	3rd Party
A = Respondents (given)	85			
B = Responses per Respondent	2.00000			
C = Annual Responses (given)	170			
D = Total Burden Hours (given)	65	65	-	-
E1 = Estimate Adjustments (Responses)	-			
E2 = Estimate Adjustments (Hours)	-			



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REQUEST (ICR)**

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PART I - ICR INFORMATION, POINT OF CONTACT, FEDERAL REGISTER NOTICE INFORMATION							DATA SUMMARY					
TYPE OF REQUEST							TOTAL RESPONDENTS					86
POINT OF CONTACT (POC)							TOTAL ANNUAL RESPONSES					256
POC TELEPHONE NO.							% ELECTRONIC					0%
DATE PREPARED							RESPONSES PER RESPONDENT					3
PUBLIC COMMENT DOCKET NO.							TOTAL BURDEN HOURS					151
FEDERAL REGISTER NOTICE							HOURS PER RESPONSE					0.590
FEDERAL REGISTER DATE							% SMALL ENTITIES					98%

**PART II - SUMMARY OF ACTIVITIES**

ACTIVITY DESCRIPTION	AUTHORITY (U.S.C., CFR, or MANUAL)	FORM NO.	FORMAT	TYPE OF CHANGE	TYPE OF RESPONDENT	FIRST OCCURENCE	TYPE OF RESPONSE	ESTIMATED ANNUAL NUMBER OF RESPONDENTS OR RECORDKEEPERS	ESTIMATED TOTAL ANNUAL RESPONSES	ESTIMATED HOURS PER RESPONSE OR ANNUAL HOURS PER RECORDKEEPER	ESTIMATED TOTAL ANNUAL BURDEN HOURS
Student Volunteer Service Agreement-Individuals	5 CFR 308.102(b)	MRP 126A	PDF		I		I	43	43	0.50	22
Educational Institutions' Responsibilities-recordkeeping.	5 CFR 308.102(b)	MRP 126A	PDF		P1	X	R	1	43	1.00	43
Nonstudent Volunteer Service Agreement-Individuals	7 U.S.C. 2272	MRP 126B	PDF		I		I	42	42	0.50	21
Volunteer Time and Attendance Records- Individuals	5 CFR 308.102(b) and 7 U.S.C. 2272	MRP 126C	PDF		I	X	I	85	85	0.25	22
Educational Institutions' Responsibilities-recordkeeping.	5 CFR 308.102(b)	MRP 126C	PDF		P1		R	1	43	1.00	43

**ROWS TOTAL**

256

151

**COLUMNS  
TOTAL**

DELTA				PREVIOUS RENEWAL			
EST ANNUAL # OF RESP/RCDKPRS	EST TOTAL ANNUAL RESPONSES	EST HOURS PER RESPONSE OR ANN HRS PER RCDKPR	EST TOTAL ANNUAL BURDEN HOURS	EST ANNUAL # OF RESP/RCDKPRS	EST TOTAL ANNUAL RESPONSES	EST HOURS PER RESPONSE OR ANN HRS PER RCDKPR	EST TOTAL ANNUAL BURDEN HOURS
0	0	0	0	43	43	0.5	22
0	0	0	0	1	43	1	43
0	0	0	0	42	42	0.5	21
0	0	0	0	85	85	0.25	22
0	0	0	0	1	43	1	43
	0		0	256			151
	0		0				