

DO NOT SUBMIT THE HIGHLIGHTED INSTRUCTIONS WITH YOUR FINAL REQUEST

**U.S. Department of Commerce
National Oceanic & Atmospheric Administration
Economic Surveys of the Commercial and Charter Harvesting Sectors of Federally
Managed Fisheries
OMB Control No. 0648-XXXX**

1. **TITLE OF INFORMATION COLLECTION:** Provide the name of the information collection (i.e., survey), which is the subject of the request.

2. **Gifts or Payments (SSA Item 9):** We do not plan to provide a gift or payment to the respondents.

If that statement is not correct, delete it and both explain and justify the planned gifts or payments.

3. **Questions of a Sensitive Nature (SSA Item 11):** This collection will not include any questions of a sensitive nature.

If that statement is not correct, delete it, identify the questions of a sensitive nature and provide a brief justification for asking them. The justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation NOAA will give to persons from whom the information is requested, and any steps to be taken to obtain their consent.

Questions of a sensitive nature typically include questions about sexual behavior or attitudes, disabilities, religious beliefs, and other matters that are commonly considered private. Contact information (e.g., name, address, telephone number, and email address) should be treated as confidential information but is not considered sensitive.

In a recent review of two Department of Commerce generic information collections, OMB determined that the following is not a question of a sensitive nature.

Do you or your organization identify with any of the following groups that the Federal Government, in Executive Order 13985, has identified as underserved? (Check all that apply.)

- a) Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders, and other persons of color
- b) Members of religious minorities
- c) Lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons
- d) Persons with disabilities

e) Persons who live in rural areas

f) Persons otherwise adversely affected by persistent poverty or inequality

h) No, I do not identify with any of these groups

This suggests that similar questions that break out more categories from items a) or c) would not be of a sensitive nature.

4. **Burden Estimates (SSA Item 12):** Complete the following table and provide the source of the hourly wage rate(s) used.

Information Collection	Type of Respondent (e.g., Occupational Title)	# of Respondents / Year	Annual # of Responses/ Respondent	Total # of Annual Responses	Burden Minutes/ Response	Total Annual Burden Hours	Hourly Wage Rate (for Type of Respondent)	Total Annual Wage Burden Costs
		(a)	(b)	(c) = (a) x (b)	(d)	(e) = [(c) x (d)]/60	(f)	(g) = (e) x (f)
Totals								

5. **Annualized cost to the Federal Government (SSA Item 14):** Complete the following annualized Federal Government cost table and provide the source of the loaded salary estimate(s) used.

Cost Descriptions	Grade/ Step	Loaded Salary /Cost	% of Effort	Fringe (if Applicable)	Total Cost to Government
Federal Oversight					
Other Federal Positions					
Contractor Cost					
Travel					
Other Costs:					
TOTAL					

6. **Schedule (SSA Item 16):** Specify the schedule for this collection, including beginning and ending dates of the collection of information, completion of report(s), publication dates, and other actions.

7. **Statistical Methods:** Explain the statistical methods to be employed and provide a response to each of the following five questions.

1. Who will be surveyed and why is it appropriate to survey that group?

2. How will the survey be conducted, how will the population be sampled if the full population will not be surveyed, what is the expected response rate, and what actions does NOAA plan to take to improve the response rate?
 3. How will NOAA analyze the results of the survey and generalize the results to the entire population?
 4. How was the survey developed including consultation with interested parties, pretesting, and responses to suggestions for improvement?
 5. What are the names and contact information for the individuals who were consulted on the statistical aspects of the design of the survey and for the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for NMFS?
- 8. Approval for Pretesting:** This collection will not require additional pretesting with more than nine members of the public.

If that statement is not correct, delete it and say, “The project will require additional pretesting with more than nine members of the public and approval for that pretesting will be requested with a separate mini-ICR for OMB review under a different generic clearance.”

- 9. Supplemental Documents:** As supplemental documents, provide the actual survey instrument and related documents (e.g., planned correspondence with prospective and actual respondents, scripts for interview, screenshots, etc.). In addition, list the supplemental documents.