
Supporting Statement for Generic Clearance; Events, Meetings, and Registrations

Part A: Justification

OMB No. 1910-XXXX

U.S. Department of Energy
Washington, DC 20585

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Introduction

Provide a brief introduction of the Information Collection Request. Include the purpose of this collection, note the publication of the 60-Day Federal Register Notice, and provide the list of forms within this collection.

This is a request for a new generic clearance as a means of promoting innovative solutions. This generic clearance will allow the Department of Energy (DOE) to provide a quick and efficient process to create application forms and manage registrations and scheduling for DOE-sponsored events, including workshops, conferences, and panels. Additionally, this request will enable DOE to respond to requests from people outside of the Department who want to schedule meetings with DOE senior officials. By collecting basic information, such as contact information, DOE will ensure that participants are registered accurately, events are well organized, and meetings are scheduled accordingly. These miscellaneous forms will be primarily administrative in nature, not to be used for programmatic purposes, and are necessary to ensure DOE has the information needed to meet public and agency needs.

A 60-day *Federal Register Notice* for this request was published on August 6th, 2024 (Volume 89, No. 151, Page 63932). No comments were received in response to this notice.

A.1. Legal Justification

Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the information collection.

Executive Order (EO) 12862 directs Federal agencies to provide service to the public that matches or exceeds the best service available in the private sector. In line with this directive, DOE seeks to improve its programs and ensure that interactions, whether related to meetings, conferences, or public engagements, are tailored to meet the public's needs.

This generic will provide a quick and efficient process to create forms for DOE to register sponsored conferences, workshops, meetings, outreach events, and respondents for miscellaneous reasons. The information collected will help ensure that users have an effective, efficient, and satisfying experience with our programs and services, in compliance with E.O. 12862.

A.2. Needs and Uses of Data

Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection

The information collected by the Department will be used to register and process participants for various DOE program events and services throughout the agency. The information collected will be used to track attendance and assist DOE staff in preparing to serve individuals registering for online or in person events. By gathering these details, DOE can effectively manage event logistics, identify participants needs, and ensure a positive customer experience.

The types of collections that this generic clearance covers include, but are not limited to:

- Registration for workshops and conferences
- Registration for meeting or appearances with the Secretary or other Senior Officials
- Registration for education and training programs
- Registration for public programs
- Registration for group tours and public events
- Registration for special program events
- Registration for online training
- Registration for professional development training
- Registration to receive newsletters and marketing information

Types of information we could collect for the programs above include:

- Name, address, and contact information for registrants
- Affiliated organization information/position (e.g., for profit or nonprofit organizations, corporations)
- Name or type of program of interest to the registrant
- Checklists for types of services required (e.g., transportation, menu options)
- Number and types of participants (such as adult, student, chaperone, participant) within a group, when registering at a group level
- When registrant requests support or special accommodation, a statement of need
- Credit card and billing information
- The registrant's specialization or area of interest
- Agreement to terms of pre-visit preparation
- Preferred dates for attending/visiting/meeting
- Parent approval for student participation
- Citizenship information
- Race, gender and ethnicity information
- Where the participant/applicant learned about the program
- Resume/qualifications (uploaded)

For information collections involving questions of race/ethnicity, the agency will ensure that requirements of the revised Statistical Policy Directive No. 15: Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity (SPD 15) are adhered to.

We will submit a specific information collection for approval by the agency PRA clearance officer under this generic clearance only if it meets the following conditions:

- The collection is voluntary.
- The collection is low-burden for respondents (based on considerations of total burden hours, total number of respondents, or burden-hours per respondent) and is low-cost for both the respondents and the Federal Government.
- The collection is non-controversial and does not raise issues of concern to other Federal agencies.
- Personally identifiable information (PII) is collected only to the extent necessary.

- Information gathered will be used only internally to support registration for training and programs and is not intended for release outside of the agency.
- Information gathered will not be used to directly inform influential policy decisions; Information gathered will yield qualitative information; the collections will not be designed or expected to yield statistically reliable results or used as though the results are generalizable to the population of study.

If these conditions are not met, we will submit an information collection request to OMB for approval through the normal PRA process.

To obtain approval for a collection that meets the conditions of this generic clearance, we will submit a standardized form to OMB along with supporting documentation (e.g., a copy of the registration form). The submission will have automatic approval unless OMB identifies issues within five business days.

A.3. Use of Technology

Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

DOE will use multiple methods to gather registrant/participant information, including manually filling out information and sending it via email, phone, or fax. DOE anticipates 75% of submissions will be submitted electronically. Some offices will collect information using online collaboration tools to reduce burden. Screenshots will be provided for all online data collection instruments.

A.4. Efforts to Identify Duplication

Describe efforts to identify duplication.

No similar data are gathered or maintained by the agency or are available from other sources known to DOE.

A.5. Provisions for Reducing Burden on Small Businesses

If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.

Small business or other small entities may be involved in these efforts but DOE will minimize the burden on them by sampling, asking for readily available information, and using short, easy-to-complete information collection instruments.

A.6. Consequences of Less-Frequent Reporting

Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

This generic collection ensures that DOE can identify, register, and select participants for its activities, which support DOE's mission of promoting outreach and public engagement. The information will be collected on an as-needed basis.

A.7. Compliance with 5 CFR 1320.5

Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines:

- (a) requiring respondents to report information to the agency more often than quarterly;**
- (b) requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**
- (c) requiring respondents to submit more than an original and two copies of any document;**
- (d) requiring respondents to retain records, other than health, medical government contract, grant-in-aid, or tax records, for more than three years;**
- (e) in connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;**
- (f) requiring the use of statistical data classification that has not been reviewed and approved by OMB;**
- (g) that includes a pledge of confidentiality that is not supported by authority established in stature of regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or**
- (h) requiring respondents to submit proprietary trade secrets, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**

There are no special circumstances that deviate from OMB's guidelines. The information collected will be voluntary and will not be used for statistical purposes.

A.8. Summary of Consultations Outside of the Agency

If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5CFR 320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken in response to the comments. Specifically address comments received on cost and hour burden. Describe efforts to consult with persons outside DOE to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or report.

The Department published a 60-day *Federal Register Notice* and Request for Comments concerning this collection in the Federal Register on August 6th, 2024 (Volume 89, No. 151, Page 63932). No comments were received.

The Department published a 30- day *Federal Register Notice* concerning this collection in the Federal Register on November 24th, 2025 (Volume 90, No. 224 Page 52926).

No additional efforts were made to consult with persons outside of DOE.

A.9. Payments or Gifts to Respondents

Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

No payments or gifts will be provided to respondents as part of this collection. On occasions, respondents and conference attendees may receive informational materials, mementos, or souvenirs.

A.10. Provisions for Protection of Information

Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

Personal Identifiable Information (PII) will only be collected to the extent necessary. In these instances, the rationale for collecting PII will be fully explained. Respondents will be assured that neither their participation nor lack of participation will have any effect on their eligibility for participation in events or receipt of services. In addition, respondents will be advised of the purpose of the information collection, the use of information collection, DOE sponsorship, that their participation is voluntary, and that they may choose to discontinue or have their name and/or related information withdrawn at any time. Privacy Act statements will be displayed on forms where applicable.

A.11. Justification for Sensitive Questions

Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why DOE considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

Information collections under this generic collection request will not ask questions of a sensitive nature that have not been approved for use by OMB, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.

A.12A. Estimate of Respondent Burden Hours

Provide estimates of the hour burden of the collection of information. The statement should indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, DOE should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample fewer than 10 potential respondents is desirable.

A variety of instruments can be used to collect information from respondents, therefore the number of respondents and average burden per response will vary. The estimated burden for respondents participating in this information collection is based on 12,000 respondents annually, with each respondent submitting one response per year. Based on consultations with program office staff DOE estimates the

average time to complete each response could range from 4.5 minutes to 20 minutes. Utilizing the higher end of the burden range, this results in a total annual burden of 3,996 hours (12,000*0.333=3,996). This burden estimate accounts for the time required to read instructions, provide necessary information, and submit responses. DOE intends to revisit this estimate after the first 3-year collection period.

Table A1. Estimated Respondent Hour Burden

Form Number/Title (and/or other Collection Instrument name)	Type of Respondents	Number of Respondents	Annual Reporting Frequency	Annual Number of Responses	Burden Hours Per Response	Annual Burden Hours
Various	Private	12,000	1	12,000	0.333	3,996
TOTAL		12,000		12,000		3,996

A.12B. Estimate of Annual Cost to Respondent for Burden Hours

Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included under ‘Annual Cost to Federal Government’.

DOE used wage data from the Bureau of Labor Statistics (BLS) to determine the hourly wage for relevant private sector employees. The private sector employee wage is \$45.65. This rate has been multiplied by 1.4 to convert to a fully burdened hourly wage, resulting in a rounded hourly rate of \$63.91. Using this wage, the estimated annual costs to respondents equals 245,834 (3,996*\$63.91=\$255,384).

<http://www.bls.gov/news.release/ecec.nr0.htm>

Table A2. Estimated Respondent Cost Burden

Type of Respondents	Total Annual Burden Hours	Hourly Wage Rate	Total Respondent Costs
Private	3,996	63.91	255,384
TOTAL	3,996		255,384

A.13. Other Estimated Annual Cost to Respondents

Provide an estimate for the total annual cost burden to respondents or recordkeepers resulting from the collection of information.

DOE does not anticipate any further costs resulting from the collection of information.

A.14. Annual Cost to the Federal Government

Provide estimates of annualized cost to the Federal government.

Based on consultation with program office staff, DOE estimates the cost to the Federal Government to be \$12,720. DOE estimates that Federal staff from multiple Grade levels will spend 200 hours annually creating application forms, scheduling meetings, and managing registrations and scheduling for DOE-sponsored events, including workshops, conferences, and panels. As this is a new collection request, DOE generated an average wage rate using the step 5 rate for each grade. Based on OPM's 2025 General Schedule Pay Table for the Washington-Baltimore-Arlington pay area the average wage rate calculates to \$40.63. Utilizing a 1.6 multiplier, this generates a \$65.01 fully loaded wage rate. The estimated cost to the Federal Government equals using these figures (200 hours*\$65.01=\$13,002)

https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2025/DCB_h.pdf

DOE intends to revisit this estimate after the first 3-year collection period.

A.15. Reasons for Changes in Burden

Explain the reasons for any program changes or adjustments reported in Items 13 (or 14) of OMB Form 83-I.

This is a new collection, so there are no burden changes to report.

A.16. Collection, Tabulation, and Publication Plans

For collections whose results will be published, outline the plans for tabulation and publication.

The information collected through this request is primarily for internal review and will not be published. However, for certain activities information submitted by accepted participants, a list of advisory committee members, etc., may be published on a DOE's website or included in a printed or online program for the activity or subsequent publication describing the activity. A privacy notice/statement, when appropriate, will be completed and will be noted in the related collection.

A.17. OMB Number and Expiration Date

If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons why display would be inappropriate.

DOE will display the OMB control number and expiration date on all forms.

A.18. Certification Statement

Explain each exception to the certification statement identified in Item 19 of OMB Form 83-I.

There are no exceptions to the certification statement. These activities comply with the requirements in 5 CFR § 1320.9.