

General Services Administration

Non-substantive request

OMB control No. 3090-0283, Contractor Information Worksheet; GSA Form 850

GSA requests approval for a non-substantive change to the Contractor Information Worksheet (CIW/Form 850). The updates are intended to improve data consistency and support the use of the GSA Credential and Identity Management System (GCIMS) as the system of record for contractor personnel data.

The updates are limited to existing fields and response options as follows:

- Add “F” as a dropdown option under **Major Sponsoring Organization**;
- Change **Investigation Type Request** from “Tier 2S” to “Tier 2”;
- Remove “Building Support” as a dropdown option under **Contractor Type**; and
- Change **Position (Job) Title** from a free-text field to a dropdown field with 20 predefined options.

These updates do not add new questions, collect new information, change the purpose or scope of the collection, or alter the respondent population. They are intended only to standardize responses, improve data quality, and support analysis of contractor workforce composition and distribution.

Because the updates are administrative and clarifying in nature, they will not increase respondent burden or cost.