



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

June 6, 2002

MEMORANDUM FOR CHIEF INFORMATION OFFICERS
GENERAL COUNSELS AND SOLICITORS

FROM: John D. Graham, Ph.D. /s/
Administrator
Office of Information and Regulatory Affairs

SUBJECT: Ensuring Full Compliance with the Paperwork Reduction Act

We are writing to again emphasize the importance of the Federal Government complying fully with the information collection provisions of the Paperwork Reduction Act of 1995 (PRA). While our memo dated November 14, 2001 has helped to resolve a number of PRA violations, and undoubtedly helped to reduce the number of future violations, we are again asking your assistance in eliminating still-existing PRA violations and avoiding future violations.

The PRA requires agencies and the Office of Management and Budget (OMB) to ensure that information collected from the public minimizes burden and maximizes practical utility. The Act assigns each agency's Chief Information Officer (CIO) the responsibility for ensuring that the agency complies with the PRA. OMB's Office of Information and Regulatory Affairs (OIRA) is responsible for conducting reviews under the PRA.

In last year's Information Collection Budget (ICB), OMB documented 487 violations of the PRA, of which 191 remained unresolved as of the cut-off date for that ICB's publication. In this year's ICB, there were 406 violations, of which 109 remained unresolved as of March 12, 2002 (the cut-off date for this year's ICB). Of those unresolved violations, 47 are known to be long-standing (i.e., in violation prior to FY 2001). While these figures do represent a continuation in the recent downward trend in the number of PRA violations, the number of overall and unresolved violations is still unacceptably high.

In light of this continuing problem, we are asking each agency to do the following:

- We have attached a list of all of your agency's violations from the FY 2001 reporting period that were unresolved as of April 26, 2002 (if applicable). Please review this list carefully and indicate, for each individual collection, if your agency (1) has already requested a reinstatement of the OMB approval, (2) is planning to request a reinstatement of the OMB approval, or (3) has discontinued its use. Each collection

in the first two categories has been in violation of the PRA for at least six months. This is unacceptable. For each of the violations in these categories, provide a timetable for resolution, including publication of all relevant Federal Register notices and submission to OMB.

- Provide a list of all collections that are currently in violation since September 30, 2001, with an indication of the status of the collection and plans for resolution (as detailed in the bullet above).
- Describe the procedures that you (and your agency) have in place to prevent future violations, both through your monthly review of OMB's computer-generated reports and through your general oversight and participation in the agency's programmatic functions.

Please provide this information to your OIRA Desk Officer by July 8, 2002. In addition to information requested above, we will be scheduling meetings in early summer with the CIOs and GCs of the five agencies with the highest number of overall, long-standing, or high-burden violations to further discuss the resolution of these violations. These agencies are:

- Department of Agriculture
- Department of Health and Human Services
- Department of Housing and Urban Development
- Department of State
- Department of Veterans Affairs

If you have any questions about this effort, please contact us directly or have agency staff contact your OIRA Desk Officer.

Attachment (open Bookmarks for easy selection)

Commerce
DOD
DOJ
DOL
ED
HHS
HUD
State
USDA
VA

U.S. Department of Commerce—Outstanding Violations of the PRA from ICB-02

0648-0078	Certificate of Exemption Renewal	8/31/2001
0648-0079	Subsequent Purchaser Reports	8/31/2001
0648-0179	Applications and Reports for Registration as a Tanner or Agent	9/30/2001
0648-0228	U.S. Fishermen Fishing in Russian Waters	8/31/2001
0648-0346	List of Gear by Fisheries and Fishery Management	8/31/2001

U.S. Department of Defense—Outstanding Violations of the PRA from ICB-02

0703-0028	NROTC Applicant Questionnaire	9/30/2001
0704-0261	DoD Standard Tender of Freight Services	7/31/2001
0710-0012	Customer Service Survey, Regulatory Program U.S. Army Corps of Engineers	9/30/2001

U.S. Department of Justice—Outstanding Violations of the PRA from ICB-02

1125-0009	Application for Suspension of Deportation	8/31/2001
1103-0036	Police Corps Service Agreement	7/31/2001
1103-0043	Regional Community Policing Institute Quarterly Projection Report	3/31/2001
1121-0094	Annual Survey of Jails	(pending)

- Tribal Resource Grant Program Hiring Progress Report-Unapproved Collection.
- Tribal Resource Grant Program Equipment & Training Progress Report-Unapproved Collection
- Mental Health & Community Safety Initiative Application Kit-Unapproved Collection
- Universal Hiring Program Application Update Form-Unapproved Collection
- COPS in Schools Annual Report

U.S. Department of Labor—Outstanding Violations of the PRA from ICB-02

- State Plans for the Development and Enforcement of Standards-Unapproved Collection

U.S. Department of Education—Outstanding Violations of the PRA from ICB-02

1840-0510	Cancellation and Deferment Request Forms for the Federal Direct Student Loan	7/2001
1820-0577	Report of Program Settings Early Intervention Services	12/31/1997
1830-0510	Adult Education General Reporting Requirements	10/31/1994

Health and Human Services—Outstanding Violations of the PRA from ICB-02

0970-0145	Temporary Assistance to Needy (TANF) Families	3/31/1997
0970-0159	Statewide Automated Child Welfare Information System-Assessment Review Guide (SACWIS)	(pending)
0938-0679	Durable Medicare Equipment Regional Carrier, Certificates of Medical Necessity	10/31/2000

- Healthy Start Data Reporting Requirements-Unapproved Collection. Will submit clearance package by July 2002.

Housing and Urban Development—Outstanding Violations of the PRA from ICB-02

2506-0020	HUD-Administered Small Cities Program Application for CDBG Funds & Performance Assessment Report	(pending)
2506-0121	Relocation and Real Property Acquisition	(pending)
2502-0265	Good Faith Estimate and Special Information Booklet	10/31/2000
2502-0010	HUD Survey Instructions and Report for Insured Multifamily Projects	3/31/2001
2502-0028	Contractor's Requisition Project Mortgages	12/31/2000
2502-0036	Request for Credit Approval of Substitute Mortgage	7/31/1999
2502-0047	Construction Complaint (HUD-92556), Request for Financial Assistance	9/30/1999
2502-0060	Monthly Delinquent Loan Report	8/31/2000
2502-0094	Assistance Payment Contract-Notice of (1) Termination, (2) Suspension, (3) Reinstatement	9/30/1998
2502-0121	Mortgagee Questionnaire	12/31/1999
2502-0141	Application for Mortgage Insurance	10/31/2000
2502-0301	Deed-in-Lieu of Foreclosure	4/30/1998
2502-0302	Local Appeals to Single-family Mortgage Limits	2/29/2000
2502-0314	Loan Servicing of All Three Coinsurance Programs: Section 223(f), Section 221(d), and Section 232	9/30/1998
2502-0340	Section 248 Single-Family Mortgage Insurance on Indian Reservations & Other Restricted Lands	3/31/2001
2502-0395	Flexible Subsidy, Capital Improvement Loan Program	1/31/2001
2502-0409	Section 8 Housing Assistance Payment (HAP) Contract, Part II	9/30/1999
2502-0410	Survey of Tenants in Certain Properties with HUD- Held and Foreclosed Mortgages	3/31/2001
2502-0446	Procedures for Appealing Section 8 Rent Adjustments	6/30/2000
2502-0456	Mortgagee Letter: "Revision to the Sec.235(r) Refinancing Procedures	3/31/2001
2502-0458	Disclosure of Probable Transfer of Loan Servicing	11/30/1997
2502-0470	Application Submission Requirements, Conditional Commitment Through Final Closing, Section 202 Housing for the Elderly, Section 811 Housing for Persons with Disabilities	12/31/1996
2502-0501	Initial Escrow Account Statement, Annual Escrow Account Statement	6/30/2000

**Housing and Urban Development—Outstanding Violations of the PRA from ICB-02
Continued**

2502-0516	Affiliated Business Disclosure (Formerly Controlled Business)	10/31/2000
2502-0517	Escrow Account Disbursement	10/31/2000
2502-0520	Safe Neighborhood Grants	11/30/2000
2502-0523	Loss Mitigation Evaluation-FR-4032	12/31/2000
2577-0006	Lease Requirements-24CFR966.4	9/30/2001
2577-0026	Operating Budget, Supporting Schedules and Board Resolution	6/30/2001
2577-0028	Report on Occupancy for Public and Indian Housing	5/31/2001
2510-0006	Legal Instructions Concerning Applications for Full Insurance Benefits, Assignment of Multifamily Mortgage to the Secretary	12/31/1996
2510-0009	Information Report to Owners and Managers of all HUD Assisted Housing in the Boston Metropolitan Statistical Area	7/31/1997
2510-0009	Guide for Opinion of Counsel to Mortgage	3/31/1997

U.S. Department of State—Outstanding Violations of the PRA from ICB-02

1405-0046	Marine Note of Protest	9/30/1996
1405-0052	Seaman Action Certificate, Form FS-0463	10/31/1988
1405-0077	Denial of Passports to Certain Persons Convicted of Drug Trafficking, Form Rpt.-7	6/30/1990
1405-0079	Application for Benefits for US Hostages (Check), Form DSP-108	3/31/1991
1405-0097	Ground Rules for US Initiative on Joint Implementation, Form Rprt-2	1/31/1997
1405-0117	Camp Counselor Exchanges—Rulemaking No. 102	7/31/2000
1405-0121	Certificate of Eligibility for Exchange Visitor Status (J-1 Visa)	4/20/2000
47-R0178	Statement of Non-Receipt of Passport	9/1/1978

U.S. Department of Agriculture—Outstanding Violations of the PRA from ICB-02

0579-0049	Foreign Quarantine Notices	9/30/2001
0579-0052	Phytosanitary Export Certification	8/31/2001
0579-0088	Domestic Quarantines	11/30/2000
0579-0102	Imported Fire Ant	8/31/2001
0579-0119	Foreign Quarantine Notices, Logs, and Lumber	9/30/2001
0560-0004	Report of Acreage	6/30/1997
0560-0121	Payer's Request for Identifying Number	10/31/2000
0560-0177	Offer Forms and Shipment Information Log	1/31/2001
0560-0183	Assignment of Payments and Joint Payment	2/28/2001
0583-0103	Pathogen Reduction, Hazard Analysis and Critical Control Point (HACCP) Systems	2/28/1999
0596-0141	Small Business Timber Sale Set-Aside Program: Appeal Procedures on Recomputation of Shares	8/31/2000 (pending)
0578-0024	Volunteer Program – Earth Team	12/31/1998
0505-0009	USDA Applicant Supplemental Sheet	10/31/2000
0572-0059	Electric and Telephone Standards/Specifications Acceptance, Telephone Field Trials, and Telephone Contract Forms	9/30/1997
0572-0076	REA Specification for Quality Control and Inspection of Timber	9/30/1997

- Farm Service Agency Unapproved Collection (no number, no title) to post program forms on the Internet
- Animal and Plant Health Inspection Service-TB Cooperative Agreements Unapproved Collection. Plans to submit ICR 6/02.
- Food and Nutrition Services Unapproved Collection (no number, no title)-Non-Entitlement Discretionary Grants Submitted Dec, 2001 and is under review.

Department of Veterans Affairs—Outstanding Violations of the PRA from ICB-02

2900-0568	Submission of School Catalog to the State	4/30/2000
2900-0579	Application of Spina Bifida Vocational Rehabilitation Title 38 CFR 21.8014	11/30/2000
2900-0580	Request for Transportation Expense Reimbursement Title 38 CFR 21.8370	11/30/2000
2900-0581	Election of Benefits Between Benefits under 38 USC Chapter 35 and Vocational Training Benefits For Vietnam Veterans' Children Suffering from Spina Bifida 38CFR21.8016	11/30/2000
2900-0594	Election to Apply Selected Reserves Services to either Montgomery GI Bill-Active Duty or to the Montgomery GI Bill-Selected Reserve-38CFR21.7042 and 21-7540	1/31/2001
2900-0595	Election to Receive Dependents' Education assistance Instead of Dependency and Indemnity Compensation 38CFR21.3023	1/31/2001
2900-0597	Monthly Verification of Pursuit of Training under the Montgomery GI Bill, Selected Reserve-38CFR21.7654 and 21.7656(a)	8/31/2001