

INSTRUCTIONS FOR COMPLETING STANDARD FORM 360

"REQUEST FOR CLEARANCE OF AN INTERAGENCY REPORTING REQUIREMENT"

I. Instructions for Completing SF 360

A. Complete original and two copies. Forward with appropriate supporting documentation to M/AS/ISS.

B. General Instructions

Any item not listed below is considered to be self-explanatory and therefore not included. Assistance in completing this form will be provided by M/AS/ISS upon request.

Item 1 - To be completed by GSA upon approval of the interagency reporting requirement. The Interagency Report Control Number assigned by GSA is to be included in the prescribing directive and appear in the upper right-hand corner of the reporting form or format.

Item 2 - Leave blank. To be completed by M/AS/ISS.

Item 6 - To be completed for revisions and extensions only. Leave blank if request is for a new reporting requirement.

Item 9 - Enter the summary of estimated reporting costs identified in compliance with the requirement contained in IIC1, if request is for new or revised reporting requirement. Leave blank if request is for approval of a waiver.

Item 10 - Leave blank. To be completed by M/AS/ISS.

Item 11 - Leave blank. To be completed GSA.

Item 12 - Leave blank. To be completed by GSA.

II. Instructions for Preparation of Supporting Documentation

A. Justification

Justify each reporting requirement in terms of its value to management. Evaluate the development, operational, and user costs of a report in terms of increased productivity, more timely service, better quality in output, or reduced costs.

B. Directive

Include the following information in the directive prescribing the reporting requirement: purpose of requirement, report title, GSA approval number, report form or format, preparation instructions, responding agencies, frequency, number of copies, routing, due date, and whether negative reports are required.

C. Identification of Reporting Costs

1. Requests for clearance of a new report or the major revision of an existing report are to contain an estimate of the reporting costs related to it, unless the requirement is waived in accordance with paragraph C2 below. Compute the cost of establishing the new or modified reporting system (developmental costs), the annual cost of operating the reporting system (operational costs), and the annual cost of using the reporting system (user costs), and enter totals in Item 9 (Summary of Estimated Reporting Costs) of SF 360. Keep supporting documentation and worksheets available for Review by M/AS/ISS and GSA.

2. Submission of complete justification for cost effectiveness may be waived when, in the judgment of GSA, it is in the interest of the Government to do so. When providing the reason for the waiver request, submit a letter instead of the justification statement, with SF 360, excluding Item 9. If a request for waiver is denied, the justification statement is to be prepared for regular clearance of the reporting requirement.

D. Agency Sampling

If a reporting system involves a number of responding agencies, M/AS/ISS and GSA jointly determine what sampling of potential responding agencies is necessary to provide an adequate appraisal of the workload and cost of a proposed reporting requirement.