



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

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MEMORANDUM FOR CHIEF INFORMATION OFFICERS

FROM: Kevin F. Neyland *KF*
Deputy Administrator
Office of Information and Regulatory Affairs

SUBJECT: Data Call for the FY 2008 Information Collection Budget

This memorandum provides instructions to the Chief Information Officer (CIO) on the preparation and submission of information to the Office of Management and Budget's (OMB) Office of Information and Regulatory Affairs (OIRA) that will be included in the Fiscal Year 2008 Information Collection Budget (ICB). This annual report describes the information collection burden imposed by the Federal government on the public and progress of the agencies towards the burden reduction goals set forth in the Paperwork Reduction Act of 1995 (PRA).

1. **When are responses to the memorandum due?** Submissions are due to OIRA no later than **Monday, March 10, 2008**.
2. **Who must respond to this memorandum?** The Chief Information Officers from the following agencies must comply with the requirements of this memorandum:

Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health and Human Services
Department of Homeland Security
Department of Housing and Urban Development
Department of the Interior
Department of Justice
Department of Labor
Department of State
Department of Transportation
Department of the Treasury
Department of Veterans Affairs
Environmental Protection Agency

Federal Acquisition Regulation (FAR Secretariat)
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Energy Regulatory Commission
Federal Trade Commission
National Aeronautics and Space Administration
National Science Foundation
Nuclear Regulatory Commission
Securities and Exchange Commission
Small Business Administration
Social Security Administration

If your agency is not listed here, you do not need to comply with this memorandum. However, agencies that sponsor information collections under the auspices of the E-gov series (i.e. collections beginning with the OMB prefix "4040") must also comply with this memorandum.

3. **What changes has OMB made to this data call since last year?**

To take advantage of new capabilities provided by ROCIS to generate information for the ICB and to disclose PRA information to Congress and to the public, we are reducing the amount of information we collect from agencies. Below are the key changes we are instituting with this year's ICB:

- **Report Only Retrospectively on FY 2007.** Unlike previous ICBs, the FY 2008 ICB will only report on FY 2007 PRA activities and changes in burden ICB, and will not include a prospective reporting on FY 2008.
- **Rely on ROCIS Information to Generate the Table of Aggregate Burden Hours.** ROCIS now provides an enhanced ability to provide a real-world picture of burden changes, working off of an end-of-FY baseline. Accordingly, OIRA will rely on ROCIS data to produce the ICB burden table. In addition, aggregated burden hours will be rounded to the nearest 100,000th hour, instead of to the closest 10,000th hour.
- **Rely on ROCIS Information to Generate Exhibits of Significant Burden Changes.** Since the text of the exhibits is already contained in the information collection requests that agencies have submitted to ROCIS and have been reviewed by OIRA, we will use ROCIS to generate them in the ICB format. OIRA will also change the threshold for including a change in burden from 10,000 hours to 100,000 hours. The threshold for IRS would remain at 10 million hours.

Given these changes, it will not be necessary for OIRA to request the same amount of information from agencies. Instead, we are requesting more limited information on (1) agency progress on implementing burden reduction initiatives underway and (2) agency PRA violations.

4. **How does the ICB fit into OMB's "zero tolerance" approach to violations of the Paperwork Reduction Act?** The PRA requires that agencies obtain OMB approval for all collections of information. A collection of information without current OMB approval constitutes a violation of the PRA. Each year, OMB is required to report to Congress PRA violations published in the Information Collection Budget.

Over the past several years, OMB has been working closely with agencies to address violations of the PRA. Our goal continues to be the elimination of all existing violations of the PRA as soon as possible. Throughout the year, we have been tracking violations for your agency. As part of the ICB process, we will verify this information with you. In addition, you **must** designate any transaction related to a violation, including an expiration, reinstatement, or approval, as a lapse in OMB approval in your response to Appendix B.

5. **How does the ICB fit into OMB's initiatives under the E-Government Act?** The E-Government Act has implications for information collections covered by the Paperwork Reduction Act. While information is collected on this statute through other reporting mechanisms (i.e., the annual E-Gov Act Report), agencies should be cognizant of the E-Gov Act when preparing their ICB submission and work to coordinate agency efforts under both the PRA and the E-Gov Act.

6. **What must my agency's submission include?** The CIO's office is required to submit the following information:
- a. a detailed update on past agency initiatives to improve information collection in accordance with the instructions in Appendix A;
 - b. data regarding your agency's compliance with the information collection provisions of the Paperwork Reduction Act, prepared in accordance with the instructions in Appendix B.

All submissions should be consistent with OMB fiscal and policy guidance.

7. **In what format should the CIO provide this information to OMB?** The information required under this memorandum should be sent electronically to Carolyn Swinney. (CSwinney@omb.eop.gov). Where the Memorandum asks you to enter information in tables you should submit tables in the **format specified herein**.
8. **Will OMB conduct hearings on my agency's submission?** OMB will schedule, as needed, hearings with an agency on its progress toward burden reductions goals and agency compliance with the Paperwork Reduction Act.

9. **Will OMB conduct training on this memorandum?** No, but questions about specific agency matters may be directed to your agency's Desk Officer within OMB's Office of Information and Regulatory Affairs.

10. **Who should I contact for further information?**

**Questions about this memorandum should be directed to: Alex Hunt's
Phone: 202-395-7860. Email: ahunt@omb.eop.gov.**

Attachments

BURDEN REDUCTION INITIATIVE

1. **What is the purpose of this Appendix?** For the FY 2007 ICB, we asked agencies that generate burdens equal to or in excess of 10 million hours annually to provide OMB with up to three initiatives, which would result in a cumulative burden reduction level of approximately 1 percent of total agency burden. We requested that all other respondents provide a single primary burden reduction initiative. In the FY 2007 ICB, we also published summary updates of progress made by the agencies in achieving these initiatives and reducing burden. This year, we are asking agencies to provide a status update on progress made on all initiatives published in the FY 2007 ICB.
2. **What information should I provide to update past Initiative(s)?** First, you should review your agency's initiative(s) published in the FY 2007 ICB. You should verify that the initiative summary is correct and revise and update, as appropriate the burden reduction estimation, the OMB numbers of the affected collections, any hurdles to completion, and the status of the initiative. If the initiative has been completed, the expected completion date should contain the date(s) of OMB approval for the affected collections. For initiatives that were identified as "completed" in the FY 2007 ICB, you will not need to provide any further information.

Compliance with the Paperwork Reduction Act of 1995

As in last year's ICB Data Call, Appendix B requires you to report on violations of the Paperwork Reduction Act of 1995 (PRA) and OMB's regulations implementing the PRA. In this year's Data Call, OMB is also reminding you of the importance of the requirement that a senior agency official certify that PRA standards have been met. Specifically, OMB calls on CIOs to review their procedures to ensure that this certification process is robust. This includes ensuring that, when seeking OMB approval of an information collection, you have taken steps to (1) reduce burden on the members of the public providing the information, (2) determine whether small entities are affected by the collection and to reduce reporting burden on these entities, and (3) establish a plan for the management and use of information to be collected and identify necessary resources.

In addition, OMB reminds you of the importance of periodically reviewing your websites to ensure that all forms subject to the PRA have been approved by OMB. This follows up OMB Memorandum M-05-04, December 17, 2004, "Policies for Federal Agency Public Websites," which was issued as required by the E-Government Act and is available at www.whitehouse.gov/omb/memoranda/fy2005/m05-04.pdf. That OMB Memorandum noted that agencies are already required under the PRA to manage information collections from the public or State and local governments (including website surveys or questionnaires) in the manner prescribed in OMB's PRA implementing regulations.

1. **What does Appendix B require?** This appendix explains what you must submit to OMB to report violations of the information collection provisions of the PRA and OMB's implementing regulations, 5 C.F.R. 1320, over the last fiscal year. OMB is required to report PRA violations to Congress and will report the information you submit in the FY 2008 Information Collection Budget.
2. **How do I report this information to OMB?**
 - a. OMB will provide you with a list of your agency's known PRA violations. You must verify that the information we provide you is correct and add any violations that were excluded from the list.
 - b. The table provided by OMB will have a column for each of the following items in this order: OMB number; title; date of expiration; date of reinstatement; and date discontinued. For each additional violation added during your review, you must list each collection in numerical order by OMB number. If the collection has been reinstated, include the reinstatement date and put a N/A in the date

discontinued box. If the collection was discontinued instead of reinstated, include the date it was discontinued and put a N/A in the date of reinstatement box. If the violation is not yet resolved by reinstatement or discontinuation, please provide a brief explanation in the date of reinstatement box. Please refer to the following table as a model for your submission.

OMB Number	Title	Date of Expiration	Date of Reinstatement	Date Discontinued
1000-0001	Please place full title here.	1/31/06	3/22/06	N/A
2000-0002	Please place full title here.	2/28/06	N/A	4/1/06

- b. If your agency has zero known violations for FY 2007, OMB will indicate this in its submission to you. If your internal review yields no further violations, please include for Appendix B a brief statement that your agency reports zero violations.