

Paperwork Reduction Act (PRA) **Submissions**

NOAA Fisheries Standard Operating Procedures For Preparation, Submission, and Coordination of Reviews and Approvals

Version 2.14

March 24, 2009

NOAA Fisheries
Office of the CIO

Document Revisions

Version	Date	Description
2.7	7/14/2004	Added Revision Table. Added definition of tracking numbers.
2.8	7/30/2004	Updated Business Rule 14. GPEA Requirements.
2.9	8/4/2004	Added Forms Coordinator Duties to Appendix C and fixed minor errors.
2.10	8/9/2004	Added link to NOAA PRA Instructions.
2.11	8/16/2004	Fixed minor errors in Appendix Cover Sheet.
2.12	8/31/2004	Revised as per DOC's comments Increased DOC and NOAA review times to 15 days each.
2.13	9/16/2005	Updated Roles and Responsibilities section and Timelines.
2.14	3/24/2009	Updated Roles and Responsibilities section and Timelines.

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1. Introduction and Scope

The Paperwork Reduction Act (PRA) of 1995 requires that agencies obtain Office of Management and Budget (OMB) approval before requesting most types of information from the public. “Information collections” include forms, interviews, record-keeping requirements, and a wide variety of other instances. For detailed information on technical requirements and instructions for submissions, see <http://www.cio.noaa.gov/itmanagement/praguide.html>.

The principle objective of this document is to define a standardized process and governance, to ensure that NMFS PRA submissions are prepared, submitted, reviewed and approved correctly and on time to avoid potential expirations and late promulgation of rules. Pertinent roles and responsibilities, timelines for preparation and review, and an escalation policy are emphasized.

Scope. This guidance applies to all NMFS PRA preparations and is to be followed by agency employees, contractors, and others officially authorized to develop and/or process PRA documents. This guidance supports DOC and NOAA PRA policies and guidance.

About This Document. The NMFS Office of the Chief Information Officer (OCIO) produced this document. Comments and questions should be directed to Larry Goldberg, (Larry.Goldberg@noaa.gov), or Jackie Locks, (Jackie.Lock@noaa.gov), of the OCIO or by phone at (301) 713-2372.

Durations of tasks discussed in this document are in calendar days unless otherwise noted.

Additional Guidance. This document focuses on NOAA Fisheries processes. Additional general guidance on the PRA Clearance process, such as when PRA clearance is required, emergency clearances and a wealth of other information is available on the NOAA Paperwork Reduction Act web site at <http://www.cio.noaa.gov/itmanagement/pr.html>. Specific detailed instructions for preparing clearance requests may be found at http://www.cio.noaa.gov/itmanagement/prainst_overview_and_83i.html and http://www.cio.noaa.gov/itmanagement/prainst_SS.html.

Copies of approved PRA submissions showing examples of submission forms and supporting statements can be found at <http://www.cio.noaa.gov/itmanagement/prasubs.html>.

2. Roles and Responsibilities

The following roles and responsibilities are associated with the NOAA Fisheries PRA process:

2.1. PRA Sponsor – The person who prepares a PRA submission package.

Responsibilities: Prepare the Federal Register Notice and PRA submission package on time. Fill in the PRA Review Checklist (Appendix A) and NMFS submission cover sheet (Appendix B). The PRA Sponsor is accountable for the integrity of the information in the submission and for the timeliness of renewals and final OMB approval. The PRA Sponsor is also responsible for providing to the NMFS PRA Coordinator, within 10 business days of the information collection approval,

practicable electronic options for the collection in accordance with the business rules (below).

2.2. PRA Contact – The person responsible for coordinating PRA submissions within a Financial Management Center (FMC) or headquarters (HQ) Office.

Responsibilities: Serve as the main focal point for all PRA- and Government Paperwork Elimination Act (GPEA) - related information collections for each Regional Office, Science Center or Headquarters Office; review all unit submissions to ensure that the PRA Review Checklist (Appendix A) is properly filled out.

2.3. PRA Submission Office/Regional Office – The NMFS HQ Office, Regional Office or Science Center that sponsors the submission and is ultimately responsible for the timeliness and accuracy of the submission.

Responsibilities: Oversight of PRA submission process

2.4. NMFS PRA Coordinator – The staff person in the Office of the Chief Information Officer (OCIO) responsible for coordinating PRA submissions and maintaining records of all agency PRA submissions and renewals.

Responsibilities: See Appendix C.

2.5. PRA Coordination Manager – The OCIO manager that oversees the PRA Coordinator and is ultimately responsible for the NOAA Fisheries PRA coordination process.

Responsibilities: Oversight and general policy direction of the PRA process.

2.6. PRA Forms Coordinator - The staff person responsible for maintaining the Forms Portal at NOAA.

Responsibilities: See Appendix C.

2.7. NOAA PRA Clearance Officer – The staff person responsible for clearing the submission at NOAA.

Responsibilities: See Appendix D.

2.8. DOC PRA Clearance Officer – The staff person responsible for clearing the submission at the Department of Commerce.

Responsibilities: Provides final review of submission before sending it to OMB.

2.9. OMB Desk Officer – The staff person responsible for clearing the submission at OMB.

Responsibilities: Review submissions and assign an OMB number to each approved new collection.

Persons in all roles are responsible for understanding and following the business rules and business processes below.

3. Business Processes

3.1. Renewals

Step 1. Renewal Reminder. The NMFS PRA Coordinator will send to the PRA Sponsor (carbon copying ("cc-ing") the PRA Contact and pertinent Regional Administrator, Science Director or Office Director) an email reminder to prepare a Federal Register Notice (FRN) and submit it to the Coordinator within 10 business days. The reminder will be sent out 190 days before the expiration date, as indicated in Figure 1, to give adequate time for developing the FRN and PRA submission package. The link for this renewal reminder information is under "PRA Status Reports" and then "Renewals" at <http://home2.nmfs.noaa.gov/cio/praproject/pracoordination.shtml>. You should plan on the process, from development of the FRN to OMB action on the renewal request, taking at least 6 months, and 7 months is more likely.

Step 2. FRN Preparation and Submittal. The PRA Sponsor will prepare an FRN and submit it to the NMFS PRA Coordinator. This Federal Register Notice should inform the public of your intent to ask for clearance for a collection and must solicit comments for 60 days. Please check with your program manager or the NOAA PRA Clearance Officer to make sure your numbers have not changed since the last publication. Go to <http://www.cio.noaa.gov/itmanagement/prافر.html> for directions and templates.

Duration: 10 days

Step 3. NMFS, NOAA and DOC Review. The sponsor sends the FRN to the NMFS PRA Coordinator, "cc-ing" the NOAA PRA Clearance Officer. The NOAA PRA Clearance Officer will coordinate any changes to content with the sponsor, and the NMFS PRA Coordinator will finalize the draft and return to the NOAA PRA Clearance Officer, who will forward to the DOC Clearance Officer. DOC may request additional edits from NOAA.

Duration: 10 days

Step 4. FRN Publication. Duration: 60 days

Step 5. PRA Submission Preparation. The PRA requests will be submitted to NMFS, "cc-ing", NOAA, in multiple files: the supporting statement in Word format and everything else in a PDF file, if possible. All forms should be in their final version.

- a. All elements of the PRA Review Checklist will be addressed.
(http://home2.nmfs.noaa.gov/CIO/praproject/pradoocumentation/PRA_Review_Checklist.pdf)
- b. All elements of the PRA Cover Sheet will be addressed.
(http://home2.nmfs.noaa.gov/CIO/praproject/pradoocumentation/PRA_Submission_Cover_Sheet.doc)
- c. The Affected Public worksheet should also be completed and attached.
(http://cio.noaa.gov/itmanagement/PRA_affectedpublic_instructions_and_worksheet_rev080207.doc)

When transmitting the submission to the PRA Coordinator, the documents should be included in the order specified in the checklist, including the Checklist and the Cover Sheet:

1. OMB-83I
2. Supporting Statement
3. Copies of any collection forms
4. The portion of a law authorizing the activity
5. Any associated existing regulations, and either the FRN that solicited comment on the PRA submission or the Notice of Proposed Rulemaking (proposed rules and/or final rules).
6. Affected Public worksheet.

NMFS will assign a tracking number as soon as the submission is received.

PRA Sponsors may correspond directly with the PRA Clearance Officer regarding some specific PRA rules or regulation or for a pre-review of the PRA package before the official submission to the NMFS PRA Coordinator.

Duration: 10 days

Step 6. NMFS Review and Signature

Step 6a. PRA Coordinator Review and Routing. After receiving a final draft based on the NOAA PRA Clearance Officer's pre-review and consultation with the sponsor, the NMFS PRA Coordinator will review the submission, cover sheet and PRA Review Checklist, provide a preliminary inspection of components, and prepare the transmittal letter and transmittal slip. The transmittal slip should contain the following sequential actions:

- NMFS PRA Coordination Manager: Review and signature.
- NMFS PRA Coordinator: Update PRA database and forward submission to NMFS Office Director.
- NMFS Office Director: Review and signature by Office Director or Deputy Office Director.

Duration: 5 days.

Step 6b. Director's Signature. Duration: 5 days

Step 7. NOAA Review and Signature. The bulk of the NOAA PRA Clearance Officer's review takes place during pre-review, when possible. After formal receipt of the signed submission from NMFS, the PRA Clearance Officer makes a final review and check of package components, before signing.

Duration: 10 days

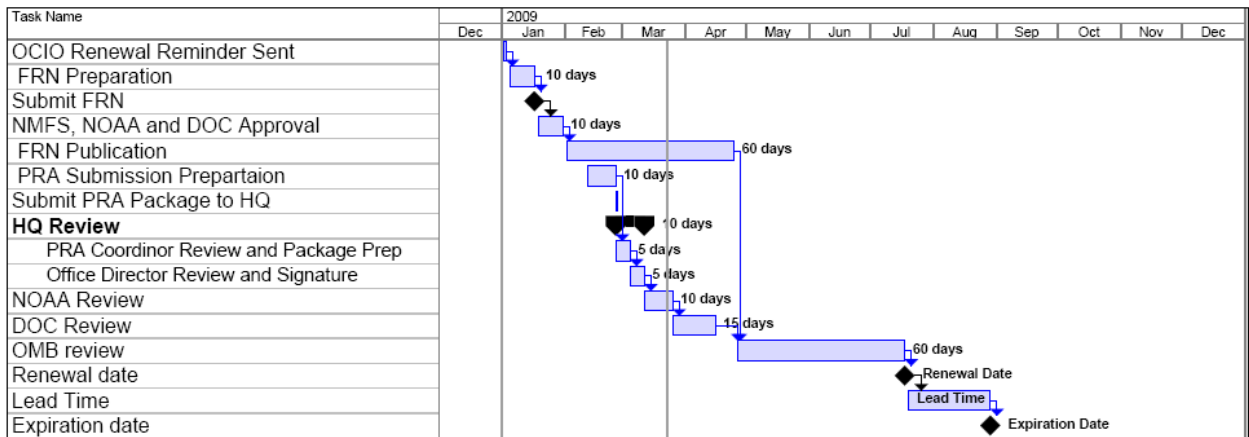
Step 8. DOC Review. Duration: 15 days

Step 9. OMB Review. Duration: 60 days or more. The submission is set-aside for the first 30 days, the period of comment period for the FRN submitted by the NOAA PRA Clearance Officer in conjunction with the submission's going to OMB.

Step 10. OMB Approval. The NOAA PRA Clearance officer will download the Notice of Action from the OMB PRA website and forward it to the NMFS PRA Coordinator, the sponsor and the regional contact.

Step 11. Form Submittals. The PRA Sponsors are responsible for providing to the NMFS PRA Forms Coordinator, within 10 business days of the information collection approval, the “.pdf” fillable form(s), link to a fillable form(s) or link to an application that accepts electronic submission, for the collection in accordance with the GPEA Requirements.

Figure 1. Timeline for PRA renewals



3.2. New or Revised Collections Addressed in a Proposed Rule.

The process follows steps 3-10 for expirations as described above in Renewals, except that the Federal Register document associated with the rulemaking is reviewed by the regulatory unit, not the NMFS PRA Coordinator.

Timing of submission and review:

- a. If a proposed rule contains an information collection or information requirements that requires a PRA clearance, the PRA submission should be sent to NMFS, “cc-ing” NOAA, for review and signature, as soon as there is a complete draft of the proposed rule.
- b. The clearance request with a copy of the proposed rule must be reviewed and approved by DOC before being submitted to OMB within a few days after the date that the proposed rule is published in the Federal Register, in order to ensure approval before publication of the final rule.

Note: OMB must approve the PRA request before publication of the final rule. If changes are made to the proposed rule as a result of public comment and the changes affect the information collection, the PRA request may require modification and re-approval by OMB before the final rule is published. If the PRA request is not approved, or approved with changes, it must be submitted for approval before publishing the final rule. In some cases, the final rule may be published without PRA approval, with the provision that the information collection will not take place until approved by OMB.

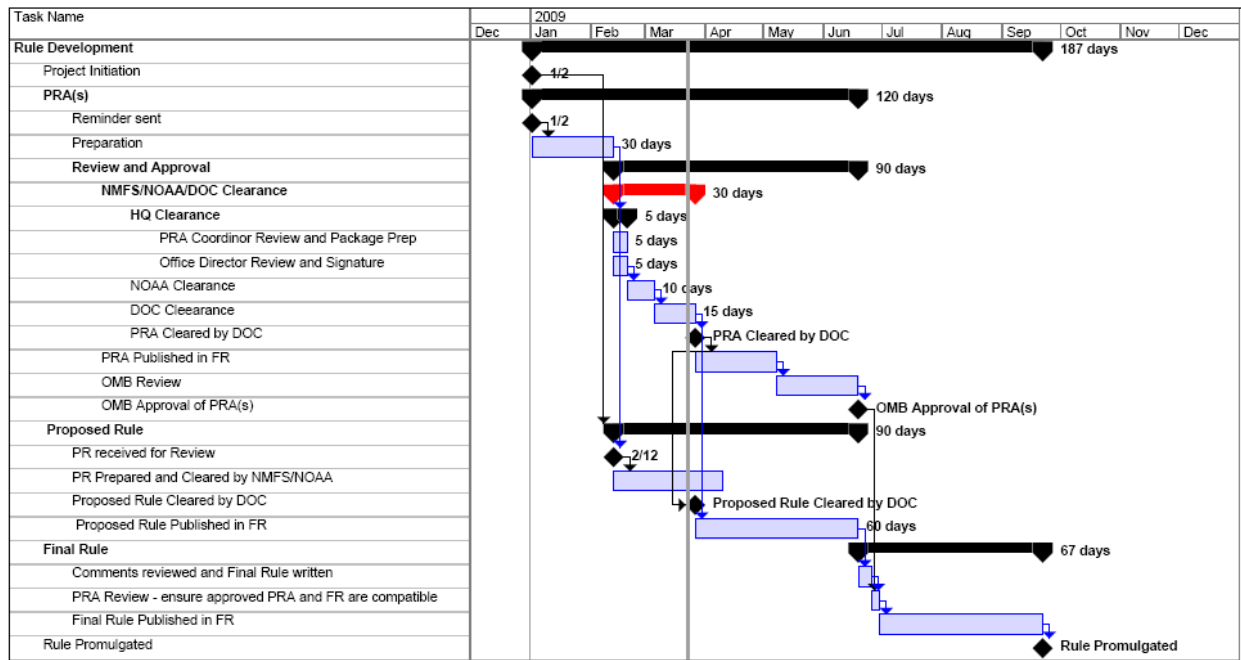
These scenarios are captured in the following table:

PRA Request Status	Proposed Rule Status	Action
Pre-approved*	Unmodified	Final rule can be published.
Not approved	Unmodified	PRA submission must be rectified before publishing final rule. **
Pre-approved	Modified	If rule modification affects the information collection, the PRA submission must be modified before publishing of the final rule. **

* Final approval is “activated” by posting the Federal Register citation and date of the Final Rule in the OMB PRA system.

** As an alternative, the final rule can be published with the stated caveat that information collection cannot take place until approved. Once the PRA request is approved, a second “final rule” is published, stating that the information collection requirements have been approved.

Figure 2. Timeline for rule-related PRAs



3.3. New or Revised Collections Not Addressed in a Proposed Rule

The process follows steps 2-10 for expiring PRAs as described above in Renewals.

3.4. Emergency Submissions

In cases when following the normal clearance process would likely have an adverse effect on the public or natural resources, an emergency clearance may be requested. *If an emergency rule is proposed, any associated PRA automatically has emergency submission status.* Under emergency clearances, the preliminary requirement for public comment is waived, and OMB is requested to act within the time frame specified by the agency (generally two weeks or more, but may be less if necessary). Consequently, the timeline for review and approval is sharply compressed. The overall process, however, is basically the same as for a new or revised collection, with these additional steps:

- a. The NMFS PRA Coordinator must request a F-level approval for an emergency submission, through the NMFS PRA Coordination Manager.
- b. The sponsor develops and forwards to the NMFS PRA Coordinator: 1) an emergency transmittal memo for NMFS-level signature and forwarding to DOC and 2) a letter with the same content, addressed from DOC to OMB. The NMFS PRA Coordinator will provide the proper format for both documents to the sponsor.
- c. The NMFS PRA Coordinator prints the emergency transmittal memo on letterhead and obtains NMFS-level signature.
- d. The memo and letter are forwarded to NOAA with the submission, in separate files.
- e. NOAA faxes the signed memo to DOC; DOC prints the letter on its letterhead and obtains the signature.
- f. The letter is forwarded to OMB with the emergency submission.

If there is no associated emergency rule, a FRN is developed by NOAA and published while OMB reviews the PRA submission. Comments can be received prior to the last date of the comment period specified in the notice, usually 5-10 days.

4. Progress Monitoring

Monitoring the progress of PRA submissions from initiation through to approval by OMB is a shared responsibility of the Sponsors, PRA Contacts, the NMFS PRA Coordinator, NOAA and DOC. DOC and NOAA notify the NMFS PRA Coordinator of clearances by their units and OMB. Based on this input, the NMFS PRA Coordinator updates a database that tracks target and actual dates for each submission at each step in the process. The PRA Coordinator provides regular reports showing the status of submissions as well as special late reports highlighting submissions, which are overdue at any stage in the process. The reports are sent weekly to PRA Contacts and posted on the Fisheries PRA web site (<http://home2.nmfs.noaa.gov/cio/praproject/pracoordination.shtml>). PRA Sponsors and Contacts should regularly monitor these reports and contact the NMFS PRA Coordinator with any questions and concerns.

5. Governance and Escalation Policies

The NMFS PRA Coordinator will maintain a PRA submission database system that tracks each submission through its life cycle. If a submission is late at any step, the NOAA Fisheries PRA Coordinator will send an email as specified in the business rules.

6. Business Rules

The following business rules capture essential guiding principles and guidelines for developing, processing and tracking NMFS PRA submissions. They are not intended to address NOAA, DOC or OMB processes, regulations and requirements.

1. Internal tracking number:
 - a. As soon as a PRA Sponsor is aware of the need to submit a PRA request, he/she shall request from the NMFS PRA Coordinator a tracking number, specifying the collection name, any existing PRA number, the associated proposed rule if one exists, the sponsor's name, office and telephone number and any special handling requirements.
 - b. The HQ PRA Coordinator upon receipt of the PRA request will assign the Tracking Number. The format will be "nnnn-mmddy," where "nnnn" is the OMB Control Number without the 0648, or a mnemonic reflecting the name of the collection, if an OMB Control Number has not been assigned. "mmddy" is 2 characters of the month followed by two characters for the day and two for the year (e.g. 0504-091605). In the case of generic clearances, the tracking number will be "-mmddy," where "nnnn" is the PRA number of the generic clearance and "a" is an assigned letter reflecting the additional surveys assigned to generic collection.
2. Reminders. For PRA collections due to expire within 190 days, the PRA Coordinator will send a reminder to Sponsors and the PRA contact to submit a FRN.
3. If NMFS receives notification that a given PRA request will not be renewed, the PRA Coordinator will notify the Sponsor and all other applicable personnel to confirm that the collection of information is no longer required and send the Sponsor an 83-D (discontinuation form) and instructions for its completion and submission.
4. The PRA Coordinator will post weekly updates of the current "PRA Submissions Report" and "Renewals" on the OCIO web page (<http://home2.nmfs.noaa.gov/cio/praproject/pracoordination.shtml>). The weekly reports will also be emailed to PRA contacts.
5. Information collection may continue while OMB is reviewing the PRA submission. If OMB receives a submission on or before the collection's expiration date, the information collection can continue after it would have expired, *with the expiration date on all forms updated at the beginning of each month.*
6. Communications.
 - a. In general, communications should be primarily between the party involved in each step and the NMFS PRA Coordinator during the process before the submission is forwarded to NOAA. When a submission is forwarded to NOAA for clearance, the NOAA Clearance Officer will communicate to the NMFS PRA Coordinator any changes or additions to submissions. When communication occurs outside this basic framework (e.g. during pre-review of the submission by the NOAA PRA Clearance Officer), the NMFS PRA Coordinator should be "cc-d" or otherwise apprised of the communiqué.
 - b. Once the submission is forwarded to DOC for clearance, the DOC Clearance Officer will contact the NOAA Clearance Officer with any edits or questions. Generally, only the DOC Clearance Officer will communicate directly with the OMB Desk Officer.

Appendix A. PRA Review Checklist

This checklist is to be completed by the PRA Sponsor before formally submitting an information request to the Office of the CIO for review and clearance; the Checklist must accompany the submission.

PRA REVIEW CHECKLIST

#	Review Item	Y/N/NA
1.	Does the request include: - an OMB-83I (PDF file only), - a Supporting Statement (Word file only), - copies of all collection instruments (forms, screen shoots, etc.) - the portion of laws authorizing the activity, - any associated existing regulations, and - the Federal Register Notice that solicited comment on the collection and proposed or final rule?	
2.	Is everything in electronic format (an electronic format that can be integrated into a PDF file)?	
3.	Have the most recent formats of the OMB-83I and Supporting Statement been used?	
4.	Have all of the OMB-83I and Supporting Statement questions been fully and properly answered (e.g., does answer #2 of the Supporting Statement address the Information Quality Guidelines)?	
5.	Does the Supporting Statement describe what information is to be collected, why, and how it is to be used?	
6.	Does the collection duplicate any other information being collected, and if so, is such duplication addressed and justified?	
7.	Do the documents actually address just the information collection in question (and not include text copied from some prior submission that talks about extraneous matters)?	
8.	If forms and/or a proposed rule are involved, does the Supporting Statement description match the contents of the forms/rule?	
9.	Does the math compute - are the hour burdens and dollar costs correctly arrived at?	
10.	If confidentiality is promised, is there a law to back this up? NAO 216-100 by itself is not sufficient.	
11.	Does answer #3 of the Supporting Statement agree with GPEA submissions?	
12.	If comments were received on the Federal Register Notice, does #8 address the comments?	
13.	Are the estimate response times in #12 of the Supporting Statement realistic? Do they include the time to collect and review the information, and not just the time to fill out a form or report the information?	
14.	Do the costs in #13 of the Supporting Statement properly exclude valuations of the response time (no salary costs for the burden hours)? Do they include mail and copying costs, fees, legal costs, etc.?	
15.	Does #15 of the Supporting Statement correctly identify program changes versus adjustments (if any)? Do these agree with blocks 13 and 14 on the OMB-83I? (NOTE: all new collections or reinstatements are automatically program changes.)	

#	Review Item	Y/N/NA
16.	If there is sampling involved, has Section B of the Supporting Statement been completed? Does it make sense? Does it meet OMB standards (particularly a 60% response rate from the sample chosen)?	
17.	If Social Security Numbers are required, have they cited the law that authorizes them to do so? (If a permit, license, loan, or grant is involved the Debt Collection Act may require that the SSN be obtained.) If the SSN is a voluntary field, have they justified the need for it?	
18.	If the submission is a request for renewal of PRA clearance, does it either address all of the previously-approved requirements or surveys, or explain why they have been eliminated?	
19.	Does the overall justification make sense?	
20.	If collection forms are involved, do they display all of the required PRA information (Web surveys may link to the information except for the OMB # and expiration date, which must be on the initial survey screen). If not, does the Supporting Statement justify not displaying some or all of the information?	
21.	If there is a collection form, are all of the questions germane to the stated purpose and appropriate to the respondent type (e.g. don't ask shoreside processors about their vessel characteristics)?	
22.	Is guidance provided with the form clear and does it match the actual form?	
23.	Do the entry areas on the form provide enough room to actually enter the information requested?	
24.	Do the questions on the forms match the requirements of the associated regulation (if any)? If the regulation details information requirements, the form must be consistent with those details.	
25.	If the survey asks about ancestry or ethnic origin, do those questions comply with OMB guidelines (See www.whitehouse.gov/omb/fedreg/ombdir15.html)	
26.	If a proposed rule is involved, does the classification section properly address the information requirements?	
27.	<p>If this is a revision to an existing collection:</p> <ul style="list-style-type: none"> - Is the title of the OMB-83I the correct title for the overall collection (as opposed to the name of the revision action)? - Are the numbers in 13 and 14 comprehensive? - If block 6 asks for 3 years approval, does the attached Supporting Statement address all of the collection's requirements (not just the revision)? If the Supporting Statement doesn't, the existing expiration date must be used (e.g. 06/30/2009) 	

Appendix B. NOAA Fisheries PRA Submission Cover Sheet

This cover sheet is to be completed by the PRA Sponsor and submitted to the NOAA Fisheries PRA Coordinator with all PRA clearance requests.

PRA Name: _____ **Date:** _____

PRA Sponsor: _____ **Phone:** _____

PRA Tracking Number: _____ **OMB Number (if known):** _____

PRA Name: _____

PRA Sponsor: _____ **Phone:** _____

Related Rules

<u>RIN</u>	<u>Name</u>
_____	_____
_____	_____
_____	_____
_____	_____

Date OMB Approval Required by: _____

Special Handling Required (includes special timing requirements and associated court orders, statutes, emergencies, etc.)

Appendix C. Affected Public Worksheet and Instructions

PRA: Affected Public Worksheet Instructions

For OMB's new on-line submission, we are required to separate burden for each type of information collection by segment of affected public (as specified on the 83i, # 11: business, nonprofit, government, individuals or households, farms). We are also required, for each type of information, to state, where businesses are affected, how many are SMALL BUSINESSES).

Example:

1. For a certain type of permit application, we expect 500 respondents, 300 of them businesses (100 of these small businesses), 100 individuals and 100 nonprofits, when the NOAA PRA Clearance Officer submits the request, there would be three separate burdens calculated.
2. For another type of application, or a report, that is part of this PRA collection, there might be a different type of breakdown, e.g., of 300 estimated respondents, 150 would be businesses (75 of these small businesses), and 150 individuals, thus necessitating two separate calculations.

The resulting worksheet would be as follows:

Information Collection Name (List each Form in the information collection in the PRA request)	A. Businesses or Other For-Profit	B. Number of SMALL Businesses (included in the first column total.)	C. Individuals or Households	D. Not-for- Profit Institutions	E. State, Local or Tribal Government	F. Federal Government	G. Farms	Totals (Do not include B. - covered already under A.'s total)
Permit Family of Forms								
Experimental/Research Permit	300	100	100	100	0	0	0	500
Limited Entry Permit	150	75	150	0	0	0	0	300

Note that in classifying respondents for this purpose, if a respondent is operating for profit, even though he/she may not represent a registered business, he/she should still be counted under "business".

Please include the Affected Public Worksheet with your other draft documents for review. This worksheet will not be included in the submission by NOAA.

OMB Control No. 0648-.....

Expiration Date:

New Collection?

PRA: Affected Public Worksheet

Information Collection Name & Form Title <i>(List each Form in the information collection in the PRA request)</i>	A. Businesses or Other For-Profit	B. Number of SMALL Businesses <i>(Included in the first column total.)</i>	C. Individuals or Households	D. Not-for- Profit Institutions	E. State, Local or Tribal Government	F. Federal Government	G. Farms	Totals <i>(Do not include B. - covered already under A.'s total.)</i>

Please include the Affected Public Worksheet with your other draft documents for review. This worksheet will not be included in the submission by NOAA.

Appendix D. NOAA Fisheries PRA and Forms Coordinator Duties

PRA Coordinator Duties

1. Serve as PRA liaison. Communicate with NOAA and DOC Clearance Officers, Regional and Office Administrators and Directors, Regional and Office PRA Contacts and sponsors who submit PRA packages for clearance.
2. Monitor deadlines for PRA Federal Register Notices (FRN) and submissions and notify program areas to update their information collection clearances. Follow up on notices.
3. Send reminders to Sponsors to submit FRN and PRA submissions.
4. Log in clearance requests from program areas for revisions, renewals and new collections.
5. Proofread FRNs and forward to NOAA PRA Clearance Officer.
6. Prepare clearance package and ensure that all required documents have been submitted.
7. Proofread supporting statement, 83I, attachments, and other supporting documents prior to submission.
8. Make minor corrections on submissions to expedite review and approval process.
9. Clarify changes to documents and contact PRA Sponsor. Print copies of PRA file, for review and approval.
10. Prepare clearance memo for Office Director's signature.
11. When clearance signature is obtained, submit package to NOAA PRA Clearance Officer.
12. Provide copies of PRA submissions to PRA Sponsors and Contacts upon request.
13. File processed/completed PRA packages.
14. Maintain and keep PRA tracking system current.
15. Prepare and post status report to the OCIO PRA Web site weekly.
16. Prepare "High Profile Submissions Report" to the Program Manager weekly.
17. Send memos to PRA Sponsors as necessary to confirm that a PRA will not be renewed and get written approval from Regional and Office Administrators and Directors or Deputies.

18. Inform PRA Forms Coordinator when:

- PRA collections are approved by OMB
- PRA collections expire or are no longer needed

PRA Forms Coordinator Duties

1. Upon OMB approval of the PRA collection , a reminder is sent to the PRA Sponsor and Contact, to provide all electronic fillable forms.
2. If forms are not received on time according to the business rules (10 business days after OMB approval), the request is escalated to the PRA Program Manager.
3. Maintains the Forms Table of the PRA database.
4. Keeps the government-wide e-Catalog current.
5. Keeps the NOAA Fisheries Forms Portal current.

Appendix E. NOAA PRA Clearance Officer Responsibilities

1. In coordination with the OCIO PRA Coordinator, track upcoming expiration dates and informs Line Offices and sponsors about actions needed to start renewals.
2. In coordination with the OCIO PRA Coordinator, assist sponsors in preparing Federal Register Notices to start the PRA submission process and submit the notices to DOC for forwarding to the Office of the Federal Register.
3. In coordination with the OCIO PRA Coordinator, ensure sponsors prepare clearance requests on a timely basis.
4. Review clearance requests: review and assist with edits to drafts, send semi-final drafts to the OCIO PRA Coordinator for final review, formatting and NMFS signatures.
5. Forward approved clearance requests to DOC.
6. Track actions through the system, including daily FRN checks.
7. Prepare Line Office input to the annual Information Collection Budget (ICB) data call, and coordinate other PRA-related data call responses.
8. Maintain guidance and documents posted on the NOAA PRA website.
9. Provide PRA consultation at all stages of the PRA process.

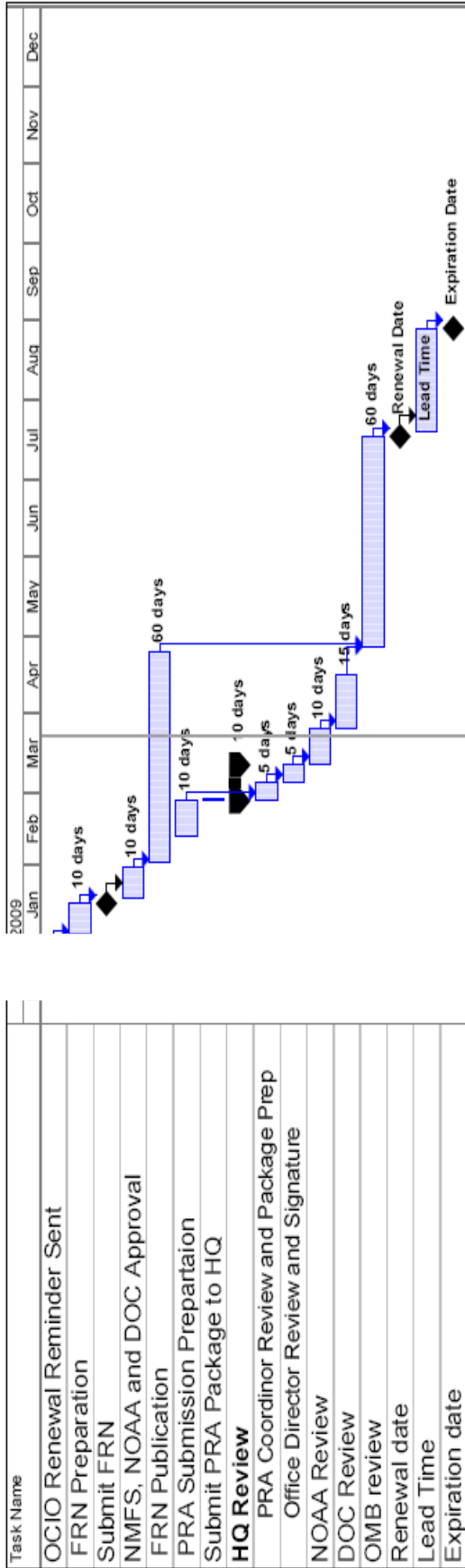
Appendix F. NOAA PRA Review Process

The following is the review process that the NOAA Clearance Officer follows when a PRA Clearance Request is received.

1. Log submission in.
2. Spend an average of two to three hours reviewing.
3. Send an email to PRA Sponsor, “cc-ing” PRA Coordinator, indicating problems and repeat as needed until a semi-final draft is completed.
4. Send a complete semi-final package to the PRA Coordinator, who upon completion (review and approval), will resubmit package to NOAA.

Appendix G. PRA Process Timelines

Timeline PRA Renewals



Timeline: Rule Related PRAs

