



## **Step by Step Instructions For Completing An Information Collection Request**

1. A determination must be made if a Federal entity has an Information Collection Request (ICR). To assist in making that determination, the Paperwork Reduction Act (PRA) states the following:  
  
*The PRA requires each Federal agency to seek and obtain Office of Management and Budget (OMB) approval before undertaking a collection of information directed to ten or more people of the general public, including federal contractors, or continuing a collection for which the OMB approval and validity of the OMB control number are about to expire.*
2. Once it's been determined that a program has an ICR, the program works with their Headquarters Point of Contact (POC) and prepare a 60-day Federal Register Notice (FRN).
3. The FRN notice gets reviewed by the POC for concurrence. Once the POC concurs, the 60-day notice is sent to General Council (GC) for review and concurrence by the program office designee. Once GC has concurred, the program office then packages the FRN accordingly and sends to Clara Barley for publication in the Federal Register.
4. When the 60-day FRN is completed, the program starts working on completing the ICR package which includes the **Collection Instrument** itself, the **Supporting Statement**, the **Signed 83-I Paperwork Reduction Act Submission form**, all applicable **attachments**, copies of all **regulations and statutes** that give the authority to conduct the Information Collection.
5. While the 60-day FRN is active; any comments or questions that are received, the program is required to address them.
6. Once the ICR package is complete, it is sent to the POC to review for correctness and completeness. If the POC feels the package is complete and correct, the POC will send the ICR to the PRA Officer, Chris Rouleau, and Ever Crutchfield for review.



7. As the ICR is being reviewed in the PRA Office, the program should begin to work on the 30-day notice. The program should follow the same procedure listed for the 60-day FRN.
8. While the 60-day notice is active, if the PRA Office has questions, suggestions, or concerns, the program will make appropriate changes where necessary. The PRA Office will work directly with the POC to ensure the ICR is correct.
9. When the 30-day notice has been submitted to Clara Barley for publishing, the POC will provide notification to the PRA Office. After the 30-day notice has been published, the PRA Officer will submit the complete ICR electronically to OMB for review and approval.
10. OMB has a 60 day review period. The 60 day timeframe begins when the ICR is submitted electronically to OMB by the PRA Officer. During the 60 days review period, discussions, or negotiations concerning the ICR may occur between the PRA Officer and initiating program. At the conclusion of the 60 Day OMB review, OMB issues a Notice of Action. The OMB Notice of Action contains one of three responses: Approval, Disapproval, with a process for appeal, or Withdrawal. **Please be advised that OMB may take longer than the 60 days to review an ICR.**
11. The PRA Officer is the only authorized personnel who submit ICR packages to OMB. An ICR should **never be submitted** to DOE's Chief Information Office (CIO). The **ONLY** authorized personnel involved with the handling and processing of any and all ICR's before they are submitted to OMB, is the program office (program staff that is working on the ICR), the POC, GC, Ever Crutchfield and Chris Rouleau.