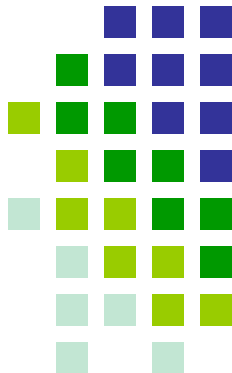




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PAPERWORK REDUCTION ACT OF 1995

U. S. DEPARTMENT OF ENERGY INFORMATION COLLECTION MANAGEMENT PROGRAM

Chris Rouleau, PRA Officer

Records Management Division

Office of the Associate Chief Information Officer for IT
Planning, Architecture and E-Government

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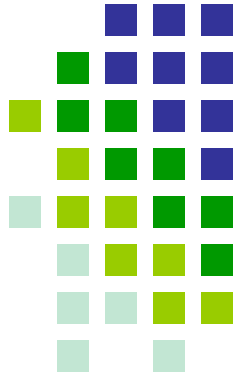


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TOPICS

- ❑ Paperwork Reduction Act (PRA) of 1995 - Law
- ❑ Paperwork Reduction Act - Overview
- ❑ Information Collection Requests (ICRs)
- ❑ Information Collection Request Associated with A Notice of Proposed Rule Making
- ❑ Program Points of Contacts
- ❑ Information Collection Clearance Managers
- ❑ Information Collection Requests Checklist
- ❑ Drivers
- ❑ Annual Information Collection Budget
- ❑ Summary of What To Do
- ❑ Summary of What **NOT** To Do
- ❑ OCIO PRA Contacts





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Paperwork Reduction Act of 1995 Law

- ❑ Minimize the Federal paperwork burden for individuals, small businesses, educational and nonprofit institutions, Federal contractors, State, local and tribal governments, and others outside the Federal government.
- ❑ Ensure the greatest possible public benefit from and maximize the utility of information created, collected, maintained, used, shared and disseminated by or for the Federal Government.



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Paperwork Reduction Act of 1995 Law – Cont.

- Minimize the cost to the Federal Government of the creation, collection, maintenance, use, dissemination, and disposition of information
Ensure the integrity, quality, and utility of the Federal statistical system.
- Ensure that information technology is acquired, used, and managed to improve performance of agency missions, including the reduction of information collection burdens on the public.



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Paperwork Reduction Act Overview

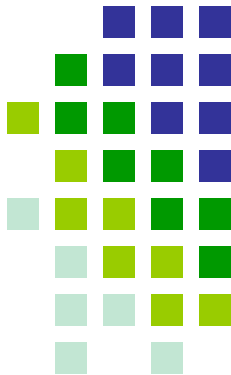
- ❑ The PRA requires the Office of Management and Budget (OMB) report to Congress on the paperwork burden imposed on the public by the federal government and efforts to reduce this burden.
- ❑ The PRA of 1995 mandates that the federal government reduce by at least 5 percent each fiscal year the paperwork burdens it imposes on the public (including contractors).



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Information Collection Request



- ❑ An Information Collection Request (ICR) is when a Federal entity requests information from 10 or more persons of the general public.
- ❑ An ICR does not include current Federal government employees unless the results are to be used for general statistical purposes.



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Information Collection Request Cont.

- An information collection may be in any form or format, including the use of reports; applications; schedules; questionnaires, surveys; reporting or recordkeeping requirements; contracts; agreements; policy statements; plans; rules or regulations; planning requirements; circulars; directives; instructions; bulletins; requests for proposal or other procurement requirements; and technological collection techniques.



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Information Collection Request Associated with A Notice of Proposed Rule Making

- ❑ The information clearance package for any collection of information contained in a proposed rule is to be submitted to OMB on or before the day on which the Notice of Proposed Rule Making (NPRM) is published in the Federal Register.
- ❑ The information clearance package is to include a copy of the proposed regulation and preamble.



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Information Collection Request Associated with A Notice of Proposed Rule Making – Cont.

- ❑ If an agency fails to submit an information collection package to OMB on or before the date on which the NPRM is published, OMB may disapprove the collection of information.
- ❑ This disapproval is to occur after 30 days, but within 60 day, of receipt of the submission.
- ❑ If an agency fails even to submit a collection of information contained in a proposed rule, then OMB may disapprove it at any time.



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Information Collection Request Associated with A Notice of Proposed Rule Making – Cont.

- ❑ A proposed regulation containing a collection of information is to include in the preamble a notification that OMB's review has been requested and is to direct public comments to the OMB reviewer.
- ❑ Publication of this information in the NPRM serves as the required public notice.
- ❑ If an agency resubmits the collection of information to OMB at the final rulemaking stage, and has complied with the requirements of the PRA at the proposed stage, a second Federal Register notice is not required.



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Information Collection Request Associated with A Notice of Proposed Rule Making – Cont.

- ❑ The proposed rule provides notice to the public only once, the notice is to include all of the information required by the two Federal Register notices (60 and 30 day notices) published for all other collections.
- ❑ The agency shall include, in accordance with the requirements in 1320.5(a)(1)(iv) and 1320.8(d)(1) and (3), in the NPRM a statement that the collection of information contained in the proposed rule and identified as such, have been submitted to OMB for review.



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Information Collection Request Associated with A Notice of Proposed Rule Making – Cont.

- ❑ The notice is to direct comments to Office of Information and Regulatory Affairs, OMB, Attn: Desk Officer for DOE, and indicate that comments can be received from 30 days of publication up to the close of the rule's comment period.



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Program Points of Contacts (POC)

□ POC's for Information Collection Requests

- Serves as liaison between your program ICCM and the PRA Office.
- Assists your program ICCM with their ICR, making sure the ICR is complete and correct.
- Provide input to the DOE PRA Clearance Officer concerning initiatives to reduce or streamline information collection activities as required by the annual information collection budget submission to OMB.
- Monitor expiration dates of existing ICRs to ensure the package is submitted to the PRA Office for submission to OMB for approval prior to its expiration.



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Information Collection Clearance Managers (ICCM)

- ICCM's for Information Collection Requests.
 - Work with your program POC in completing your program ICR.
 - Publish both a 60-day and 30-day Federal Register Notice for each ICR to provide for public review and comment.
 - Provide all materials to your program POC for internal review prior to submission to the PRA Office.



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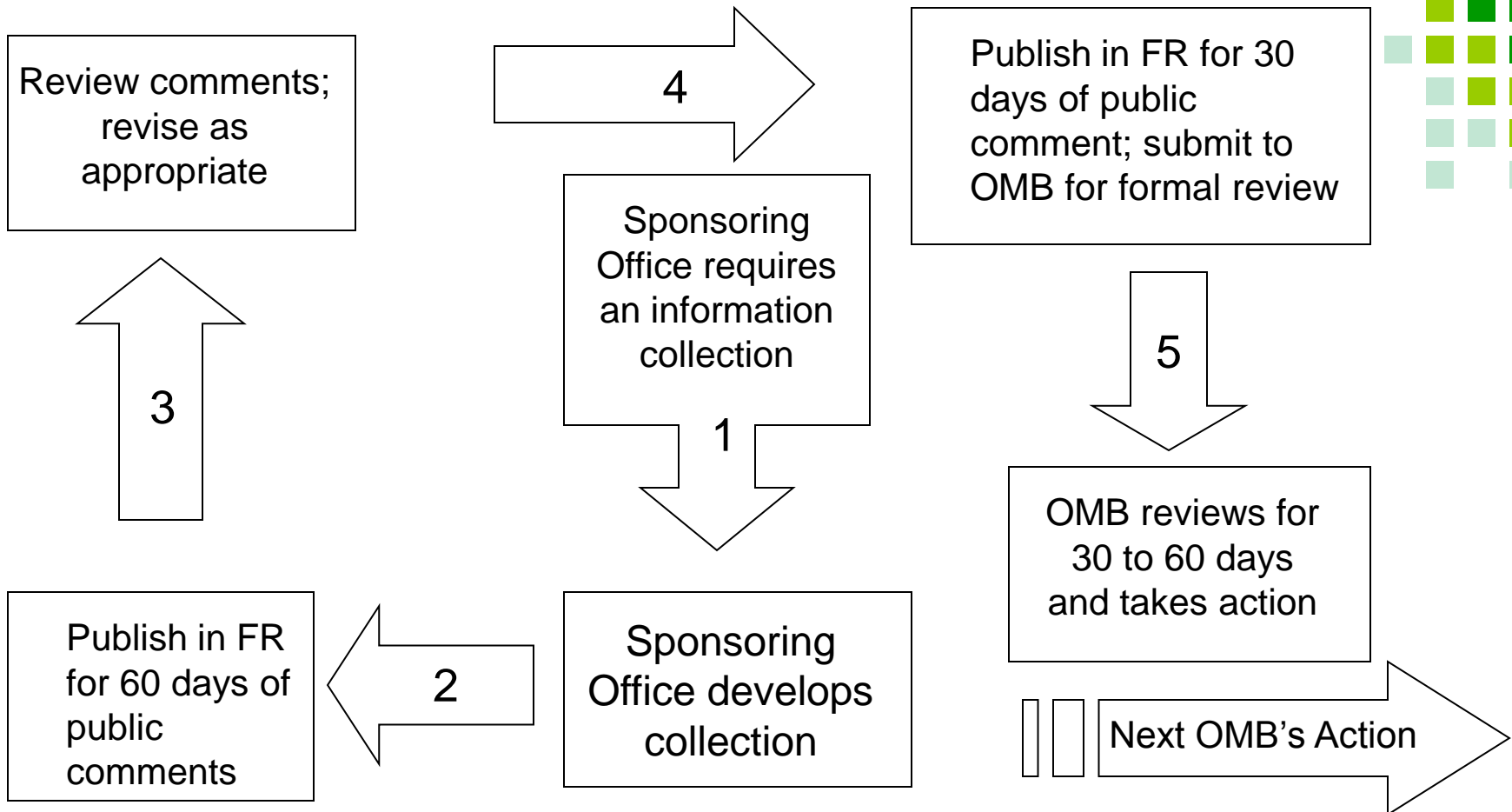
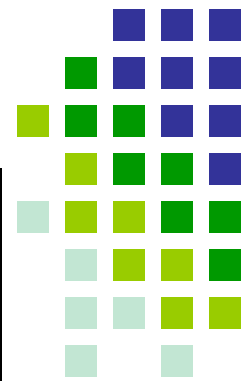
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Information Collection Clearance Managers - Cont.

- Provide input to your program POC concerning initiatives to reduce or streamline information collection activities as required by the annual information collection budget submission to OMB. These efforts will be reported to the PRA Officer by your POC.
- Create, maintain, and preserve information collection management and information collection budget records in accordance with DOE Records Schedules.



Information Collection Clearance Managers Cont. - Sponsoring Office





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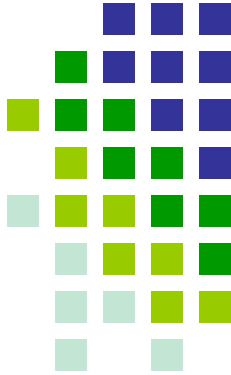
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Information Collection Request Checklist

- ❑ An Information Collection Request Submission should contain the following electronic documentation:
 - OMB Form 83-I, Paperwork Reduction Act Submission signed by Signature Official or Designee.
 - Supporting Statement to the 83-I.
 - Copy of all collection instruments.
 - Copy of statute authorizing the collection of the information.
 - Inventory list of individual information collection contained in the information collection request (table format).
 - Summary of any comments received and responses to comments received on the 60-day Federal Register Notice and the 30-day Federal Register Notice.



The Drivers



- Title 5 Code of Federal Regulations – 5 CFR 1320
 - Implements provisions of the Paperwork Reduction Act of 1995 concerning the collection of information.
 - Provides requirements and procedures for submission of information collection requests to OMB for review and approval.



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Drivers Behind the Information Collection Program - Cont.

- DOE O 200.2 Information Collection Program.
 - Establishes responsibilities, requirements, and procedures for implementation of the PRA and OMB's implementing regulation (5 CFR 1320) for the information collection clearance process.
 - Provides that the Office of the CIO (OCIO) manage and oversee the Department's overall program.



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Annual Information Collection Budget

- ❑ Annual memo from OCIO, PRA Officer to ICCM points-of-contact concerning OMB's fiscal year Information Collection Budget Data Call.
- ❑ The PRA Officer will request that sponsoring organizations summarize burden reduction initiatives over the past year and identify initiatives for the current fiscal year that will improve program performance by streamlining information collections and/or reduce the paperwork burden on the public (including contractors).



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Summary of What To Do

- ❑ POC's and ICCM's work together in completing an ICR before submitting it to the PRA Office.
- ❑ Work with General Counsel (GC) to publish 60-day and 30-day Federal Register Notices.
- ❑ Follow timeline to ensure a timely submission to OMB.
- ❑ Refer to training materials/information when you have questions before contacting the PRA Office.



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Summary of What **NOT** To Do

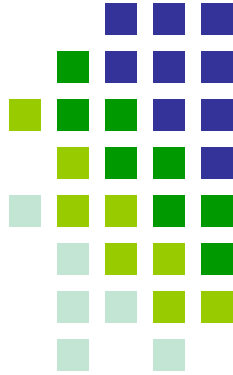
- ❑ **NEVER** submit your ICR package to the immediate Office of the CIO for review.
- ❑ **DO NOT** send your ICR package to GC for review.
- ❑ **DO NOT** send hard copies of your ICR package to the PRA Office, only electronic copies are accepted.
- ❑ **DO NOT** deviate or change the PRA templates.



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CONTACTS



☐ OCIO Contacts

- Chris Rouleau, PRA Officer
 - ❖ Email: Christina.Rouleau@hq.doe.gov
 - ❖ Phone: 301.903.6227
- Information Collection Mailbox
 - ❖ Email: Information_Collection@hq.doe.gov
- OCIO Website
 - ❖ http://www.cio.energy.gov/records-management/info_management.htm

☐ EIA Contacts

- Grace Sutherland
 - ❖ Email: Grace.Sutherland@eia.doe.gov
 - ❖ Phone: 202.586.6264
- EIA Website
 - ❖ <http://www.eia.doe.gov/>