Paperwork Reduction Act Process An "information collection": -is any request imposed on 10 or more members of the public -needs OMB approval regardless of whether it is voluntary or mandatory for • Identify the information collection. the public to respond Step 1. -must be authorized by a specific CFR section or use an "information collection instrument.' An "information collection instrument" is a form, letter, or notice If there is an "information collection instrument" used to collect the requesting the information. There information or require the reporting, develop or revise it. may be an information collection Step $\overline{2}$. requiring OMB approval even if there is no "information collection instrument;" however, if there is an instrument, it must be included in the package for OMB review. Estimate "burden" of the information collection. The "burden" includes: Step 3. -How many people will be responding to the information collection each year? -How long will it take each person to respond? -Will respondents have to pay a fee? Publish 60-day notice proposing the collection in the Federal -Will respondents have to buy any equipment or incur other costs to Register. Step 4. respond to the collection? The OMB submission includes: Supporting statement (aka "justification") Copy of information collection Prepare the OMB submission instrument(s) -Draft 30-day notice Step 5. -Authorizing statue -Authorizing CFR part Make any appropriate changes to the supporting statement and draft 30-day When 60-day comment period expires, review and address any notice, including any adjustments to comments received. the burden hour estimates. Step 6. ICCO: Information Collection Clearance Officer. For Indian Affairs, this is Amanda Begay, (202)513-7784. •IA-ICCO enters the collection into OMB's tracking system (ROCIS) and submits to the Departmental ICCO for approval. Step 7. Make any changes/additions required by the IA-ICCO and Departmental ICCO. Step 8. •Once Department ICCO approves submission, circulate 30-day notice for surname. Step $\overline{9}$. The submission is sent to OMB (via ROCIS) the same day the 30-day notice •Publish 30-day notice telling public we are sending request to OMB. is published in the Federal Register. The IA-ICCO works with the Departmental ICCO to send the request 4 to OMB on same day 30-day notice is published. **Step 10.**