**Paperwork Reduction Act Process**

**Step 1.**
- Identify the information collection.

**Step 2.**
- If there is an "information collection instrument" used to collect the information or require the reporting, develop or revise it.

**Step 3.**
- Estimate "burden" of the information collection.

**Step 4.**
- Publish 60-day notice proposing the collection in the Federal Register.

**Step 5.**
- Prepare the OMB submission

**Step 6.**
- When 60-day comment period expires, review and address any comments received.

**Step 7.**
- IA-ICCO enters the collection into OMB’s tracking system (ROCIS) and submits to the Departmental ICCO for approval.

**Step 8.**
- Make any changes/additions required by the IA-ICCO and Departmental ICCO.

**Step 9.**
- Once Department ICCO approves submission, circulate 30-day notice for surname.

**Step 10.**
- Publish 30-day notice telling public we are sending request to OMB. The IA-ICCO works with the Departmental ICCO to send the request to OMB on same day 30-day notice is published.

OMB will review the submission and respond after 30 days but before 60 days.