2012 ICB TEMPLATES FOR BURDEN REDUCTION INITIATIVES

We request that agencies use the templates below to submit burden reduction initiatives in response to the data call for the 2012 Information Collection Budget (ICB). The Appendix to the data call provides you with instructions on what constitutes an appropriate burden reduction initiative, where you should focus their attention, and how you should fill out specific fields. On page two of this document we include these instructions.

We provide agencies with the same templates below for both new and previous burden reduction initiatives. We request that you re-format the information you provided for previous initiatives to fit with the fields and character limits of these templates. We ask that you take the following steps in submitting these templates:

1. Complete each applicable field using the instructions included in the Appendix to the data call and on page two of this document.
2. Save this document in Microsoft Word by replacing the word Agency in the file name with the name of your agency (e.g. “2012ICB\_Templates\_USDA”).
3. Send this document electronically to Patrick Fuchs (Patrick\_J\_Fuchs@omb.eop.gov) with the subject line: ICB Submission- Agency (e.g. “2012 ICB Submission- USDA”).

We ask agencies to direct any questions about these templates to Patrick Fuchs (Patrick\_J\_Fuchs@omb.eop.gov).

*Instructions for Burden Reduction Initiatives*

1. Agency: an agency name found by clicking on the drop-down list next to the word “Agency.” If your agency is not listed, please select the “Other” choice.
2. Status: a designation of the status of the burden initiative. When you click on the drop-down list next to the word “Status,” you will find a choice for “New” initiatives and four choices for previous initiatives: “Complete,” “In-Progress,” “Suspended,” and “Unsuccessful.”
3. Office(s): the name of the office(s) primarily responsible for implementing the initiative.
4. Initiative Title: a title of the initiatives, as assigned by your agency. For updates on previous initiatives, we ask that you use the same title as previous years.
5. Reduction Area(s): the areas we suggest agencies focus their attention; these areas are described in the Appendix to the data call. We request that agencies check the boxes of each of the areas that apply, as initiatives can address more than one suggested reduction area.
6. Description: a concise description of the program or programs that are affected, including statutory and regulatory citations; a description of the affected public; and a description of the agency structure that implements the program (both within the agency and, in the case of related information collection activities, among agency components or across agencies). Please note that we have instituted a limit of 1500 characters for descriptions of initiatives.
7. Collections Affected: a list of the titles and OMB control numbers of the collections affected by the initiative. We ask that agencies list the estimated reduction in burden hours and cost for each collection; the definition of burden hours and cost is consistent with existing practice under the PRA. An example of the proper format for an entry in this field is: *“Survey of Opinions” (8888-8888) - 100,000 burden hour reduction, $15,000 cost burden reduction; “Form XYZ” (8888-9999) - 8,000 burden hour reduction, $5,555 cost burden reduction.*
8. Estimated Reduction: an estimate of the total reduction in burden hours and costs for the entire initiative. To the greatest extent possible, this information should represent the sum of the information provided in the “Collections Affected” field. Using the example above, an agency would enter *108,000* before the words “total burden hours” and *$20,555* before the words “total cost burden.”
9. Date(s) of Completion: the projected or actual month and year for the completion of the entire initiative, selected by clicking on and scrolling through the “Click to select a month/year” field. For the “Click to select a completion status for the entire initiative” drop-down list, we ask that you select “Completed in” for completed initiatives, “Expected in” for in-progress initiatives, and “Not completed as expected in” for suspended or unsuccessful initiatives.
10. Challenges: perceived difficulties in accomplishing this initiative, including statutory or policy barriers.

*Templates for Burden Reduction Initiatives*

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| **Agency: Click to select your agency from the drop-down list.** | **Status: Click to select the status of your initiative.** |
| **Office(s):**  |       |
| **Initiative Title:**  |       |
| **Reduction Area(s):** [ ] “Short Form” options[ ] Frequency of information collection*(Check all that apply)*[ ] Record retention requirements[ ] Re-use of already collected data[ ] Electronic “fillable fileable” forms[ ] Other  |
| **Description:**  |       |
| **Collection(s) Affected:**  |       |
| **Estimated Reduction:**       total burden hours      total cost burden  |
| **Date of Completion:** Select a completion status for the entire initiative. Click to select a month/year. |
| **Challenges:**  |       |

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