**Step by Step Instructions for completing an Information Collection Request**

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The process below references several DOE offices. Points of contact for each office are listed at the end of this document.

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.*

1. Once it's been determined that an ICR is required, the program should inform the PRA Office (DOEPRA@hq.doe.gov) of their intention to seek OMB approval. This Office is housed within the Division of Enterprise Policy Development and Implementation (IM-22), an element of the Office of Enterprise Policy, Portfolio Management, and Governance (IM-20), and is responsible for the overall PRA process.

The program works with their program Information Collection Clearance Manager (ICCM) to complete the ICR package. The responsibilities of the Department’s ICCMs are spelled out in section 5(d.) of [DOE O 200.2](https://www.directives.doe.gov/directives-documents/200-series/0200.2-BOrder/%40%40images/file), Information Collection Management Program (Oct. 11, 2006). As referenced in Section 2(b.) of DOE O 200.2, ICCMs are employees, not contractors. A list of DOE’s ICCMs can be found on the Department’s Powerpedia website: <https://powerpedia.energy.gov/wiki/Information_Collection_Clearance_Manager>.

For more information on the general process, see <https://pra.digital.gov/>.

1. A draft 60 Day Federal Register Notice (FRN) should be completed. The draft FRN should be reviewed by the ICCM for concurrence. Once the ICCM concurs, the draft 60 Day notice is sent to the Office of the General Counsel (GC), for review and concurrence by the program office designee.  Specifically, the draft should be submitted to the Office of the Associate [sic] General Counsel for Finance and Information Law (GC-22). A courtesy copy should be provided to the PRA Office when submitting drafts to GC.

Additional approval from senior level staff is also required prior to the publishing of the 60 Day FRN. Contact the Federal Register Liaison POC for this information (contact information below). Once GC has concurred, the sponsoring program office then prepares a complete FRN package for publication. FRN packages must be emailed to the Federal Register Liaison POCs.

1. When the 60 Day FRN is completed and published, the program starts working on completing the ICR package, which includes the **Collection Instrument**, **Supporting Statement(s)**, a signed **OMB Form 83-I,** any applicable **Supplemental Documents**, and copies of all **regulations and statutes** that give authority to conduct the Information Collection**.**

**Important: If the Collection Instrument is a form (new or existing; pdf or webform), work with the Forms Management team (**im-41forms@hq.doe.gov) **to ensure it is digitized as per the 21st Century IDEA. All forms must have a DOE form number, OMB Control Number, Expiration Date, Burden Disclosure Statement and, if needed, a Privacy Act Statement.**

1. While the 60-day FRN comment period is active, the program is required to address any comments or questions that are received from the public. Comments submitted via regulations.gov are accessed by IM-22’s E-Government team via the Federal Docket Management System and sent to Program POCs from EGov@hq.doe.gov. Once approved by appropriate POCs, comments are posted onto Regulations.gov for public viewing. Comments received need to be addressed in the supporting statement and submitted as a supplementary document to OMB.
2. Once the ICR package is complete, it is sent to the ICCM to review for correctness and completeness.  If the ICCM feels the package is complete and correct, the ICCM will submit the ICR to the PRA Office for review.
3. As the ICR is being reviewed in the PRA Office, the program should begin to work on the draft 30 Day FRN. The program should follow the same publication procedure listed for the 60 Day FRN.
4. The PRA Office will work directly with the ICCM to ensure the ICR is correct. All questions, suggestions, or concerns from the PRA Office should be addressed by the program and appropriate changes made where necessary.
5. When the 30-day Notice has been submitted for publishing, the ICCM will provide notification to the PRA Office. After the 30-Day Notice has been published, the PRA Office will submit the complete ICR electronically to OMB for review and approval.

DOE’s desk officer at OMB’s Office of Information and Regulatory Affairs reviews the complete ICR and evaluate whether the supporting statement and documentation satisfy the PRA’s requirements.

1. OMB has a 60-day review period. The 60-day timeframe begins when the ICR is submitted electronically to OMB by the DOE PRA Office. During the 60-day review period, discussions or negotiations concerning the ICR may occur between the PRA Office and the program sponsoring the information collection. 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**.
2. Only the DOE PRA Office is authorized to 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, are the program office (program staff that is working on the ICR), the ICCM, GC, and the PRA Office staff.

**CONTACTS [updated as of 2022-04-13]**

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