

DRAFT RECLAMATION MANUAL RELEASE

Comments on this draft release must be submitted to jnagode@usbr.gov by April 5, 2021.

Background and Purpose of the Following Draft Directive and Standard (D&S)

The goal of preparing this new D&S document and providing stakeholders with the opportunity to comment on it in draft form is to notify how the Bureau of Reclamation is revising program and employee responsibilities to adhere to requirements in the Paperwork Reduction Act. The benefits of this D&S will improve and standardize internal and external collaboration and communication, and consistency and transparency in the development and administration of collecting information from the public.

Development of this D&S occurred through working groups, meetings, and draft revisions. Those who participated in drafting the document included staff from the Information Resources Office, Policy and Programs Directorate, and the Chief Engineer's Office.

The Reclamation Manual is used to clarify program responsibility and authority and to document internal Reclamation-wide methods of doing business. All requirements in the Reclamation Manual are mandatory.

See the following pages for the draft D&S.

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Subject:	Information Collection Management Program
Purpose:	This Directive and Standard (D&S) ensures that information collected from the public adheres to the requirements of the Paperwork Reduction Act of 1995, as amended. The benefits of this D&S are improved internal and external collaboration and communication, and consistency and transparency in the development and administration of information collection requests.
Authority:	Paperwork Reduction Act of 1995 (44 U.S.C. Sec. 3501 et seq); Controlling Paperwork Burdens on the Public (5 CFR Part 1320); Office of Management and Budget Guidance Handbook 1996; Departmental Manual (DM) Parts 318, 381, and 387; Office of the Federal Register's Document Drafting Handbook; Privacy Act of 1974 (5 U.S.C. 552a); and Reclamation Manual D&S, <i>Privacy and Safeguarding Personally Identifiable Information</i> (RCD 01-02), and <i>Information Management</i> (RCD 05-01).
Approving Official:	Director, Policy and Programs
Contact:	Reclamation Law Administration Division (RLAD), 84-55000

1. **Introduction.** The Information Collection Management Program (ICMP) is a Reclamation-wide program that is essential to:
 - A. minimize the paperwork burden for individuals; small businesses; educational and nonprofit institutions; Federal contractors; state, local and Tribal governments; and other persons resulting from the collection of information by or for Reclamation;
 - B. ensure the greatest possible public benefit from and maximize the utility of information created, collected, maintained, used, shared, and disseminated by or for Reclamation;
 - C. improve the quality and use of Federal information to strengthen decision-making, accountability, and openness in Government and society; and
 - D. determine if an existing or new information collection complies with the Paperwork Reduction Act (PRA) and prepare the documents needed for clearance from the Office of Management and Budget (OMB).
2. **Applicability.** This D&S applies to all Reclamation offices, employees, and staff.
3. **ICMP Oversight and Administration.**
 - A. RLAD provides Reclamation's oversight in compliance with the information collection regulations identified in the authorities stated in this D&S, and provides guidance and

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assistance, including the development and issuance of Reclamation-wide D&Ss that improve the management of all information collection activities.

- B. Reclamation's Information Collection Clearance Officer (ICCO) develops and administers Reclamation policies and D&S related to the requirements of this program.
- C. The ICCO serves as Reclamation's liaison with the Department of the Interior (Department), OMB and other Federal agencies, and the public sector for issues concerning day-to-day communications and operations related to the ICMP.
- D. Regional and program offices ensure employees comply with this D&S and PRA requirements. They also ensure that only the information approved by OMB is collected and maintained.

4. Information Collection Development Process.

- A. The PRA requires Federal agencies to seek and obtain OMB approval before undertaking a collection of information directed to 10 or more persons or continuing a collection for which OMB approval and validity of the OMB control number are about to expire. Under the PRA, OMB approval for an agency to use each information collection instrument can be granted for up to a maximum of 3 years.
- B. Regional and program offices must first consult with Reclamation's ICCO when they identify a need to conduct or sponsor an information collection. They must ensure that information collection activities meet PRA requirements and receive OMB clearance and an OMB control number prior to collecting the information.
- C. The ICCO reviews each information collection request to ensure consistency with the requirements stated in the authority section of this D&S, and to ensure that information collected is the least burdensome necessary to achieve program objectives, does not duplicate other OMB-approved information collections, and has practical utility and good quality.
- D. **New Information Collection Requests.** The ICCO provides consultative services to regional and program offices concerning the management and implementation of the ICMP, including assistance to initiate and process new or unplanned and emergency information collection requests in accordance with the authorities stated in this D&S.
- E. **Revisions and Renewals of Approved Information Collections.**
 - (1) Regional and program offices must begin the renewal process of their OMB-approved information collections 1 year in advance of the expiration date associated with their information collection.
 - (2) The ICCO reviews and approves all information collection renewal requests and coordinates clearance through the Department and OMB.

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- F. **Information Collections and Associated Rulemakings.** The ICCO must review proposed legislation and all Reclamation-proposed and final rulemakings to identify any potential information collection requirements. For those identified to have information collection requirements, the ICCO will assess the costs to Reclamation as well as the paperwork burden imposed on the public.
- G. **Consultation with Other Reclamation Offices.**
- (1) **Regulatory Contact and Federal Register Liaison.** Regional and program offices, together with the ICCO, must coordinate the publication of information collection-related *Federal Register* notices and rulemakings that contain information collection requirements with Reclamation's Regulatory Contact and Federal Register Liaison in RLAD
 - (2) **Associate Privacy Officer.** Reclamation's Associate Privacy Officer within the Information Resources Office must review all new or revised information collection requests for any potential personally identifiable information (PII). If PII is required to be obtained, all offices must comply with requirements under the Privacy Act.
 - (3) **Forms Manager.** Any new or revised Reclamation forms must be coordinated with Reclamation's Forms Manager.
5. **Information Collection Clearance Process.**
- A. Regional and program directors must approve their office's information collection requests prior to submitting final information collection requests to the ICCO.
 - B. Reclamation's ICCO coordinates OMB clearance of Reclamation information collection requests and responses to inquiries from OMB, maintains records of transmittals and clearances, and notifies program offices of OMB action.
6. **Accessibility and Availability to the Public.** A current inventory of all information collection requests that have been approved by OMB, as well as those that are under review by OMB, may be found at www.reginfo.gov. An ongoing collection must be approved by OMB at least once every 3 years.
7. **Records.** Regional and program offices must maintain all records documenting decisions made in the development of their information collection requests including records retention requirements. All records must be retained in the Department of the Interior's official records repository and managed and maintained in accordance with Reclamation's Information Management Handbook as referenced in Reclamation Manual D&S, *Information Management* (RCD 05-01).
8. **Definitions.**

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- A. **Burden.** The total time, effort, or financial resources required to respond to a collection of information, including the time needed to read or hear instructions; to develop, modify, or assemble any materials or equipment; to conduct tests, inspections, polls, observations, or the like, necessary to obtain the information; to organize the information into the requested format; to review its accuracy and the appropriateness of its manner of presentation; and to maintain, disclose, or report the information.
 - B. **Collection of information.** The process of obtaining or soliciting identical items of information from 10 or more persons by means of identical questions, whether the collection is mandatory or voluntary, or required to obtain a benefit. This definition includes forms, reports, surveys, questionnaires, regulations, or any similar document requiring the public to submit identical items of information. OMB approval is required when burdening the public to collect the information, and when records must be kept by the public or copies of documents submitted.
 - C. **OMB Action.** OMB's decision to approve or disapprove an information collection.
 - D. **OMB Control Number and Expiration Date.** A number and date assigned by OMB when an information collection request is approved. Approved information collections must display the OMB control number and expiration date when Federal agencies promulgate a paper form, website, survey or electronic submission that will impose an information collection burden on the general public.
 - E. **Person.** An individual, partnership, association, corporation, business trust, or legal representative; an organized group of individuals, a State, territorial, Tribal or local government or branch thereof, or a political subdivision of a state, territory, Tribal or local government. Federal Government employees are generally not included in the definition of "person." However, OMB approval is required if the results of questions posted to Federal employees, members of the military or Federal contractors will be used for general statistical purposes.
 - F. **Practical Utility.** The actual, not merely the theoretical or potential, usefulness of information to or for Reclamation, taking into account its accuracy, validity, adequacy, and reliability, and Reclamation's ability to process the information it collects in a useful and timely fashion.
 - G. **Sponsor.** Reclamation sponsors a collection of information if Reclamation collects the information, cause another agency to collect the information, contract or enter into a cooperative agreement with a person to collect the information, or require a person to provide information to another person.
9. **Review Period.** RLAD will review this release every 4 years.