

**Forest Service Manual
National Headquarters - Washington Office
Washington, DC**

**Forest Service Manual 1300 – Management
Chapter 1380 - Information Collection Activities:
Collection of Information From The Public**

Amendment: 1300-2010-3

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Duration: This amendment is effective until superseded or removed.

Superseded Directive: 1380 Contents, Amendment 1300-94-1, March 9, 1994; 1380, Amendment 1300-94-2, March 9, 1994

Approved by: Charles L. Myers, Deputy Chief, OPS

Date approved: September 28, 2010

Responsible Staff:

Explanation of changes: Following is an explanation of the changes throughout the directive by section.

1380: Changes chapter caption from “Reports Management” to “Information Collection Activities: Collection of Information from the Public”.

Revises entire chapter to set forth policy and program guidance for the Agency’s compliance with the Paperwork Reduction Act (PRA).

Table of Contents

1380.1 - Authority.....	3
1380.2 - Objectives	3
1380.3 - Policy	3
1380.4 - Responsibility.....	4
1380.41 - Washington Office, Deputy Chief for Business Operations	4
1380.42 - Washington Office Director, Office of Regulatory and Management Services...	4
1380.43 - Forest Service Information Collection Manager	4
1380.44 - Sponsor of Public Information Collection.....	4
1380.5 - Definitions.....	5

1380.1 - Authority

Paperwork Reduction Act of 1980 (44 U.S.C. 3501-3520) sets forth the basic authorities and requirements for the information collections program. This Act requires Government agencies to control the paperwork burden placed on the public. It provides the mechanism by which the Office of Management and Budget (OMB) approves public information collections.

1380.2 - Objectives

1. To manage the documentation, collection, and submission of information collection requests for the Office of Management and Budget (OMB) approval under the authority of the Paperwork Reduction Act of 1980.
2. To ensure that all public information requests are necessary to support Forest Service programs and activities while minimizing the burden on the public, avoiding duplication, and using current technology.

1380.3 - Policy

To follow Office of Management and Budget (OMB) guidance and Departmental Regulation 3410-001 on the Paperwork Reduction Act (PRA) of 1980 for the approval on any standard set of questions or recordkeeping requirements on 10 or more non U.S. Federal government persons.

All information collection requests must demonstrate that every reasonable step has been taken to ensure that the proposed collection of information specifically:

1. Is necessary for the proper performance of the Agency's functions to comply with legal requirements and achieve program objectives.
2. Is not duplicative of information otherwise accessible to the Agency.
3. Is essential to the Agency mission and has demonstrated practical utility for the Agency in performing its function.
4. Is collected in the most efficient, effective, and economical manner possible to ensure that information gathering activities and rulemaking impose no more than the minimum burden on the public consistent with the need for information.
5. Possess a System of Records Notice (SORN) that has been published in the Federal Register and a system of records is in place if the information collected is to be kept in a system of records subject to Privacy Act of 1974.
6. Complies with OMB's Statistical Policy Directive No. 15, Race and Ethnic Standards for Federal Statistics and Administrative Reporting.

1380.4 - Responsibility

1380.41 - Washington Office, Deputy Chief for Business Operations

The Deputy Chief for Business Operations is responsible for ensuring that Forest Service information collections are conducted in accordance with Federal law, policy, and regulations.

1380.42 - Washington Office Director, Office of Regulatory and Management Services

The Director of Office of Regulatory and Management Services (ORMS) has overall program responsibility for public information collections submitted to the Office of Management and Budget (OMB) for approval.

1380.43 - Forest Service Information Collection Manager

It is the responsibility of the information collection manager to:

1. Oversee day-to-day Forest Service public information collection activities and provide advice and technical support to sponsoring units.
2. Review all submissions for Office of Management and Budget (OMB) approval and properly submit all documentation through the ROCIS database.
3. Coordinate with the U.S. Department of Agriculture, Office of the Chief Information Officer (OCIO) for public information collection activities.
4. Coordinate with the U.S. Department of Agriculture, National Agricultural Statistics Service (NASS) if applicable, on all information collection requests that employ statistical methods.
5. Coordinate submissions associated with rulemakings with the Directives and Regulations branch, ORMS (FSM 1013).
6. Annually coordinate public information collection activities with Washington Office staffs, regions, stations, Area, and the International Institute of Tropical Forestry.

1380.44 - Sponsor of Public Information Collection

It is the responsibility of the sponsoring unit to:

1. Prepare the information collection package which includes: drafted Federal Register Notice for public comment, OMB 83-I Paperwork Reduction Act Submission supporting statement documentation, and all instruments to be used in the collection of information 6-months before desired approval. For more information on how to

prepare information collection request and specific PRA guidelines see FSH 1309.14, chapter 40.

2. Respond to public comments received from the published Federal Register Notice and provide all documentation of the correspondence to the Information Collection Manager.
3. Update all information collection request packages that employ statistical methods per recommendation of U.S. Department of Agriculture, National Agricultural Statistics Service (NASS).
4. Coordinate with concerned staffs and seek necessary internal approvals.

1380.5 - Definitions

Also see FSH 1309.14, Information Requirements Handbook, for definitions of other terms.

Burden. The total time, effort, or financial resources required to respond to a collection of information, including that needed to read or hear instructions; to develop, modify, assemble any materials or equipment; to conduct tests, inspections, polls, observations, or 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.

Public Information Collection. The obtaining or soliciting of facts or opinions by an agency through the use of written report forms, application forms, schedules, questionnaires, reporting, or recordkeeping requirements, calling for answers to identical questions posed to 10 or more persons. (This includes all oral, written, or electronically transmitted expressions of opinion or fact.) The collection may be voluntary, required to obtain a benefit, or mandatory.

Public Information Requirement. The collection of information by means of an agency rule adopted after public notice and comment. The term comprises any form or other written instrument for the collection of information that is published as a part of the rule.

ROCIS. The database where information collection requests are stored and submitted to USDA, OCIO, and OMB. The acronym stands for the Regulatory Information Service Center (RISC), and Office of Information and Regulatory Affairs (OIRA) Combined Information System.

Sponsor. Individual staff member who compiles and submits Information Collection Requests.