

ICB TEMPLATES FOR BURDEN REDUCTION INITIATIVES  
(FOR INDEPENDENT AGENCIES THAT DID NOT PARTICIPATE IN E.O. 13610)

We request that those Independent Agencies that did not participate in the Executive Order 13610 paperwork burden reduction effort use the templates below to submit burden reduction initiatives in response to the Data Call for the 2015 Information Collection Budget. **Appendix A** 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 also include these instructions.

We provide Independent Agencies with the same templates below for both new and previous burden reduction initiatives. To the extent applicable, 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 **Appendix A** 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., “2015-ICB-templates-FCC”).
3. Send this document electronically to Aaron Szabo ([Aaron\\_L\\_Szabo@omb.eop.gov](mailto:Aaron_L_Szabo@omb.eop.gov)) with the subject line: ICB Submission - Agency (e.g., “2015 ICB Submission - FCC”).

We ask agencies to direct any questions about these templates to Aaron Szabo ([Aaron\\_L\\_Szabo@omb.eop.gov](mailto:Aaron_L_Szabo@omb.eop.gov)).

### *Instructions for Burden Reduction Initiatives*

Within the burden reduction initiative template, we ask that your submission include:

- a. **Agency:** your agency name.
- b. **Status:** a designation of the status of the burden initiative. Next to the word “Status,” please state “New” for new initiatives or one of four choices for previous initiatives: “Complete,” “In-Progress,” “Suspended,” and “Unsuccessful.”
- c. **Office(s):** the name of the office(s) primarily responsible for implementing the initiative.
- d. **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.
- e. **Reduction Area(s):** the areas we suggest agencies focus their attention; these areas are described above. We request that agencies check the boxes of each of the areas that apply, as initiatives can address more than one suggested reduction area.
- f. **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).
- g. **Collection(s) Affected:** a list of the titles and OMB Control Numbers of the collections affected by this 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.*
- h. **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.”
- i. **Date of Completion:** the projected or actual month and year for the completion of the entire initiative. We request that you state “Completed in” for completed initiatives, “Expected in” for in-progress initiatives, and “Not completed as expected in” for suspended or unsuccessful initiatives.
- j. **Challenges:** perceived difficulties in accomplishing this initiative, including statutory or policy barriers.

*Templates for Burden Reduction Initiatives*

Agency: Nuclear Regulatory Commission		Status: Unsuccessful
<b>Office(s):</b>	Office of Nuclear Reactor Regulation	
<b>Initiative Title:</b>	Web based on-line submittal of Licensee Event Reports with automatic submittal into ADAMS and NRC publicly available database.	
<b>Reduction Area(s):</b> (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input checked="" type="checkbox"/> Re-use of already collected data <input checked="" type="checkbox"/> Electronic "fillable fileable" forms <input checked="" type="checkbox"/> Other	
<b>Description:</b>	Automation of Licensee Event Reporting would reduce burden on the public and NRC contracts. The on-line submittal would provide superior improvement in efficiency of information for the NRC, NRC contracts, Licensee and public. Power reactors have issued over three thousand Licensee Event Reports in the past ten years. The current NRC <a href="#">Form 366</a> is never returned in the version downloaded on the public website. Each licensee modifies Form 366 to prevent editing and adds a cover sheet increasing the burden.	
<b>Collection(s) Affected:</b>	Licensee Event Reporting Requirements 10 CFR 50.73 (3150-0104)	
<b>Estimated Reduction:</b>	Licensee Burden: 300 LERs per year x (1 week to process) = 12,000 total burden hours	
<b>Estimated Cost Burden</b>	300 LERs per year x (1 week process) x \$50 hourly rate = \$600,000 Licensee total cost; NRC Burden 300 LERs per year x (Document Control Center Burden and collection of LER data) 3 weeks x \$50 = \$1,800,000 NRC Cost	
<b>Total Cost</b>	\$2,400,000	
<b>Note:</b>	NRC/RES contracts: code 300 LERs per year for various contracts.	
<b>Date of Completion:</b>	Not completed as expected	
<b>Challenges:</b>	This initiative as included in employee suggestion 2014-28 was reviewed by the Office of Nuclear Security and Incident Response and as a result this initiative was rejected on 1/26/14 and will not be implemented.	

Agency: Nuclear Regulatory Commission		Status: New
<b>Office(s):</b>	Office of Nuclear Security and Incident Response	
<b>Initiative Title:</b>	Granting of enforcement discretion for non-submittal of changes to nuclear power plant emergency plans and implementing procedures.	
<b>Reduction Area(s):</b> (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input checked="" type="checkbox"/> Other	

<b>Description:</b>	Through the issuance of an enforcement guidance memorandum, the NRC will grant enforcement discretion to nuclear power plant licensees for non-submittal of changes to emergency plans and implementing procedures per Appendix E.V to 10 CFR Part 50. This enforcement discretion will remain in place until rulemaking (eliminating the language in Section V requiring any change to be submitted) is complete, which will provide final resolution of this issue.
<b>Collection(s) Affected:</b>	10 CFR Part 50, Domestic Licensing of Production and Utilization Facilities (3150-0011)
<b>Estimated Reduction:</b>	<b>3,500 total burden hours</b>  <b>\$938,000 total cost burden</b>
<b>Date of Completion:</b>	<b>Expected in December, 2015</b>
<b>Challenges:</b>	None

<b>Agency:</b> Click to select your agency from the drop-down list. <b>Status:</b> New	
<b>Office(s):</b>	Office of Nuclear Reactor Regulation
<b>Initiative Title:</b>	Incorporation by Reference of Edition and Addenda to American Society of Mechanical Engineers (ASME) Codes and New and Revised ASME Code Cases into 10 CFR 50.55a
<b>Reduction Area(s):</b> <i>(Check all that apply)</i>	<input type="checkbox"/> "Short Form" options <input checked="" type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other
<b>Description:</b>	The NRC believes that this regulatory action would improve the effectiveness of future licensing actions. This final action would allow licensees to apply the Code Cases listed in the RGs as alternatives to requirements in the ASME BPV Code and ASME OM Code for the design, construction, in-service inspection (ISI), and in-service testing (IST) of nuclear power plant components without a request for the use of alternatives or an exemption. This would help ensure that NRC actions are effective, efficient, realistic, and timely by eliminating the need for the NRC review of plant specific requests for alternatives in accordance with 10 CFR 50.55a (z).
<b>Collection(s) Affected:</b>	3150-0011
<b>Estimated Reduction:</b>	<b>14,440 total burden hours</b>  <b>\$3,869,920 total cost burden</b>
<b>Date of Completion:</b>	<b>Expected in October, 2016</b>
<b>Challenges:</b>	None

<b>Agency:</b> Click to select your agency from the drop-down list. <b>Status:</b> Complete	
<b>Office(s):</b>	Office of Investigations
<b>Initiative Title:</b>	OI Monthly Report Submission
<b>Reduction Area(s):</b> (Check all that apply)	<input type="checkbox"/> "Short Form" options <input checked="" type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input type="checkbox"/> Other
<b>Description:</b>	Reduce the frequency of the Investigations Report from monthly to quarterly.
<b>Collection(s) Affected:</b>	Monthly calculation and production of reports for investigations opened and closed during the period of performance.
<b>Estimated Reduction:</b>	<b>350 total burden hours</b>  <b>\$25,476 total cost burden</b>
<b>Date of Completion:</b>	Completed in January, 2014
<b>Challenges:</b>	None

<b>Agency:</b> Click to select your agency from the drop-down list. <b>Status:</b> Suspended	
<b>Office(s):</b>	Office of Investigations
<b>Initiative Title:</b>	Electronic submission of Transcripts
<b>Reduction Area(s):</b> (Check all that apply)	<input type="checkbox"/> "Short Form" options <input type="checkbox"/> Frequency of information collection <input type="checkbox"/> Record retention requirements <input type="checkbox"/> Re-use of already collected data <input type="checkbox"/> Electronic "fillable fileable" forms <input checked="" type="checkbox"/> Other
<b>Description:</b>	Investigation interview transcripts will be submitted electronically through a secure SharePoint site.

<b>Collection(s) Affected:</b>	FedEx shipping costs
<b>Estimated Reduction:</b>	<b>150 total burden hours</b>  <b>\$3,000 total cost burden</b>
<b>Date of Completion:</b>	<b>Not completed as expected in March, 2016</b>
<b>Challenges:</b>	Initiative suspended due to security concerns of site. In process of confirming security of site to protect privacy information that would be included.