**DEPARTMENT OF COMMERCE Billing Code 3510-??**

**National Oceanic and Atmospheric Administration**

**Agency Information Collection Activities; Submission to the Office of Management and Budget (OMB) for Review and Approval; Comment Request; Collection Title**

**AGENCY:** National Oceanic & Atmospheric Administration (NOAA), Commerce.

**ACTION:** Notice of Information Collection, request for comment.

**SUMMARY:** The Department of Commerce, in accordance with the Paperwork Reduction Act of 1995 (PRA), invites the general public and other Federal agencies to comment on proposed, and continuing information collections, which helps us assess the impact of our information collection requirements and minimize the public's reporting burden. The purpose of this notice is to allow for 60 days of public comment preceding submission of the collection to OMB.

**DATES:** To ensure consideration, comments regarding this proposed information collection must be received on or before (insert date 60 days after date of publication in the FEDERAL REGISTER).

**ADDRESSES:** Interested persons are invited to submit written comments to **Adrienne Thomas, NOAA PRA Officer, at Adrienne.thomas@noaa.gov**. Please reference OMB Control Number 0648-xxxx in the subject line of your comments. Do not submit Confidential Business Information or otherwise sensitive or protected information.

**FOR FURTHER INFORMATION CONTACT:** Requests for additional information or specific questions related to collection activities should be directed to **Bureau POC, Job Title, Bureau, Address, (Phone Number), and email**.

**SUPPLEMENTARY INFORMATION:**

**I. Abstract**

 [**INSERT** – Include the following in paragraph format:

* Name of the Program Office sponsoring the collection
* The authority (e.g., laws or regulations) under which this collection is permitted/conducted.
* Purpose of the collection – how does this collection meet the mission of the sponsoring office?
* Detailed information about collection – what type of information is collected, who is the information collected from?
* How will the information be used?
* List and explain any changes to the collection (e.g., revising forms, adding/removing individual information collections, changing the frequency of reporting, etc.)]

**II. Method of Collection**

 [**INSERT** - How information will be collected, use all that apply: paper format, electronically (Internet), email, fax, interviews, etc.].

**III. Data**

 *OMB Control Number:* **0648-XXXX**.

 *Form Number(s):* [**USE** ‘None’ or appropriate form number].

 *Type of Review:* Regular submission [**USE** ‘new information collection, extension of a current information collection, revision, reinstatement without change, etc.].

 *Affected Public:* [**USE** appropriate items – ‘Individuals or households; Business or other for-profit organizations; Not-for-profit institutions; State, Local, or Tribal government; Federal government; Farms].

 *Estimated Number of Respondents:* .

 *Estimated Time Per Response:* [If there is more than one collection instrument, list each one separately (e.g., HMS Logbook: 15 minutes; Scholarship application: 2 hours; Gear marking: 30 minutes) NOTE: if there are multiple instruments of a single type, they can be grouped together (e.g., Exemption permits: 20 minutes)] .

 *Estimated Total Annual Burden Hours:* .[This is a sum total of all burden time for the Control Number]

 *Estimated Total Annual Cost to Public:* [This includes start-up and miscellaneous costs – DO NOT include labor costs].

 *Respondent’s Obligation:* [Voluntary, Required to Obtain or Retain Benefits, or Mandatory].

 *Legal Authority:* .

**IV. Request for Comments**

 We are soliciting public comments to permit the Department/Bureau to: (a) Evaluate whether the proposed information collection is necessary for the proper functions of the Department, including whether the information will have practical utility; (b) Evaluate the accuracy of our estimate of the time and cost burden for this proposed collection, including the validity of the methodology and assumptions used; (c) Evaluate ways to enhance the quality, utility, and clarity of the information to be collected; and (d) Minimize the reporting burden on those who are to respond, including the use of automated collection techniques or other forms of information technology.

 Comments that you submit in response to this notice are a matter of public record. We will include or summarize each comment in our request to OMB to approve this ICR. Before including your address, phone number, email address, or other personal identifying information in your comment, you should be aware that your entire comment—including your personal identifying information—may be made publicly available at any time. While you may ask us in your comment to withhold your personal identifying information from public review, we cannot guarantee that we will be able to do so.

**Sheleen Dumas,**

*Department PRA Clearance Officer, Office of the Chief Information Officer, Commerce Department.*