

PAPERWORK REDUCTION ACT
MANAGEMENT SYSTEM II

USERS MANUAL

Version 1.1



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1.0 OVERVIEW

Instructions for entering the PRAMS II system are provided in Section 2.3.

1.1 Introduction

The Paperwork Reduction Act Management System II (PRAMS II) was developed to assist the Information Processing Branch (IPB) in their mission to process and track Information Collection Requests (ICR) submitted by the Environmental Protection Agency to the Office of Management and Budget. The system provides full input/storage/retrieval functions for ICR data.

PRAMS II is a PC-based database system, which is completely menu-driven and user-friendly and is available to all staff members of the IPB as a READ ONLY system. A single system is designated as the System Administrator Version and only this system should be used for input and edit of data. A security shell, with access authorization levels, allows input and editing of data on the System Administrator's unit, by designated users.

1.2 Processing

PRAMS II will accept the following forms for input and storage:

- o Standard Form 83 (SF-83)
- o ICR Profile Sheet for ORIGINAL Clearance (Form 2B)
- o Information Collection Budget (ICB) Profile Sheet (Form 2A)
- o Inventory Collection Worksheet (ICW)
- o OMB Action Notices
(responses to SF-83 or ICW submission)

Examples of these forms are provided in Appendix G.

In addition, PRAMS II accepts the input of Tracking Events to chronicle the status of an ICR.

1.2.1 SF-83 Processing

When the first SF-83 for an ICR is entered into the system,

an ICR Summary record is created in the ICR database and a Package record is created in the Package database. A 4-digit ICR number is automatically generated and assigned to the ICR record. This record contains the summary information for the ICR and will be continuously updated throughout the life cycle of a given ICR. ICR numbers are assigned sequentially by the database. The Package record, which contains all of the individual SF-83 data, is assigned the same ICR number as the summary record and a Package identifier or number. The Package number for the first SF-83 will always be 01. Additional SF-83s, input into the system, for the same ICR are assigned the same ICR number as the original but have a Package number which is one greater than the previous Package number. All previous Package (SF-83) data is retained by the system when a subsequent SF-83 is input thereby retaining a historical log of all SF-83 submissions for a given ICR.

The SF-83 data is available in hard copy form for review and editing by the responsible Desk Officer. Any changes required to the data may be input into the system using the Package Edit function.

1.2.2 FORM 2B Processing

When the ICR Profile Sheet for ORIGINAL Clearance or Form 2B is input into PRAMS II, an ICR Summary record is created in the ICR database and an ICB Profile record is created in the ICB Profile database. The next sequential ICR number is generated and assigned to the ICR. The status of the ICR is marked as proposed or pending to indicate that the ICR record was created by a Form 2B, not by an SF-83. This system will change this status to actual once an SF-83 is input.

The Form 2B data is available in hard copy form for review and editing by the responsible Desk Officer. Any changes required to the data may be input into the system using the Form 2B Edit function.

1.2.3 Form 2A Processing

When the ICB Profile Sheet or Form 2A is input into PRAMS II, an ICB Profile record is created in the ICB Profile database. The ICR Profile record is assigned to the ICR that is input by the user at the system prompt. The system will verify if an ICB Profile already exists. If this is the case, the Edit Form 2A function must be used to input any new data. This function will overwrite any existing ICB Profile data for the given ICR number.

Version 1.X of PRAMS II does not provide a means of generating a hard copy output for this form. However, by pressing the print screen key, the user may receive, in hard copy format, the data as it appears on the screen.

1.2.4 ICW Processing

When an ICW is input into PRAMS II, an ICW record is created in the ICW database. The ICW record is assigned the ICR number that is input by the user at the system prompt. Each ICW entered for a given ICR is uniquely identified by the effective date of the ICW as input during data entry. The ICW data is available in hard copy form for review and editing by the responsible Desk Officer. Any changes required to the data may be input into the system using the ICW Edit function.

1.2.5 OMB Action Notice Processing

An OMB Action Notice may be in response to either an SF-83 or an ICW submission. The system will prompt for the type of form (i.e., Package or ICW).

The system will retrieve the record containing the requested data and store the response data in separate fields of the corresponding record. This will allow retention of both requested and OMB approved data. The OMB Action data is also posted to the ICR summary record for the given ICR number to maintain a current status of approved burden hours, responses, adjustments, program changes, and expiration date. The old inventory totals in the ICR Summary record are replaced with the new OMB-approved totals while the OMB-approved adjustments and program changes are added to the existing ICR Summary totals for the same.

Version 1.X of PRAMS II does not provide a means of generating a hard copy output for this form. However, by pressing the print screen key, the user may receive, in hard copy format, the data as it appears on the screen.

1.2.6 Tracking Event Processing

Each Tracking Event entered into the systems creates a new record in the Tracking database. A Tracking Event may be related to a Package (SF-83) or to an ICW. The system will prompt for the type of relationship to establish. In the case of a Package Tracking Event, the associated record is identified by the ICR number with the Package extension (e.g., for the second SF-83 submitted for ICR number 1234,

the identifier would be 1234.02). For an ICW Tracking Event, the identifier would be the 4-digit ICR number and the effective date of the Tracking Event.

A hard copy of an individual Tracking Event record is not available on Version 1.X of PRAMS II. However, a complete listing of all Tracking Events for a given ICR number is available from the Tracking Events History selection on the Reports menu.

1.3 Reporting

PRAMS II provides a number of predefined report formats. Details of the report processes are located in the Generating Reports section of this document. Sample reports are also included in Appendix C.

1.4 Program Structure and Flow

PRAMS II was designed and developed with a structured approach using top-down design and modular construction. The basic functions of the system can be categorized as the following:

- o Add data
- o Edit data
- o Report Data

These functions are grouped on the menu structure by the associated data type (ICR, Tracking Event, or ICB). Add or edit operations relating to a given data type may be found on the same menu. All reports for all data types are contained on the Report menu.

The operational flow of PRAMS II is determined by the menu items selected by the user. Navigation through the system follows the branches of the menu tree shown on the following page. It is not possible to move laterally among menu branches without first moving up to the root level.

The database structures are provided in Appendix D.

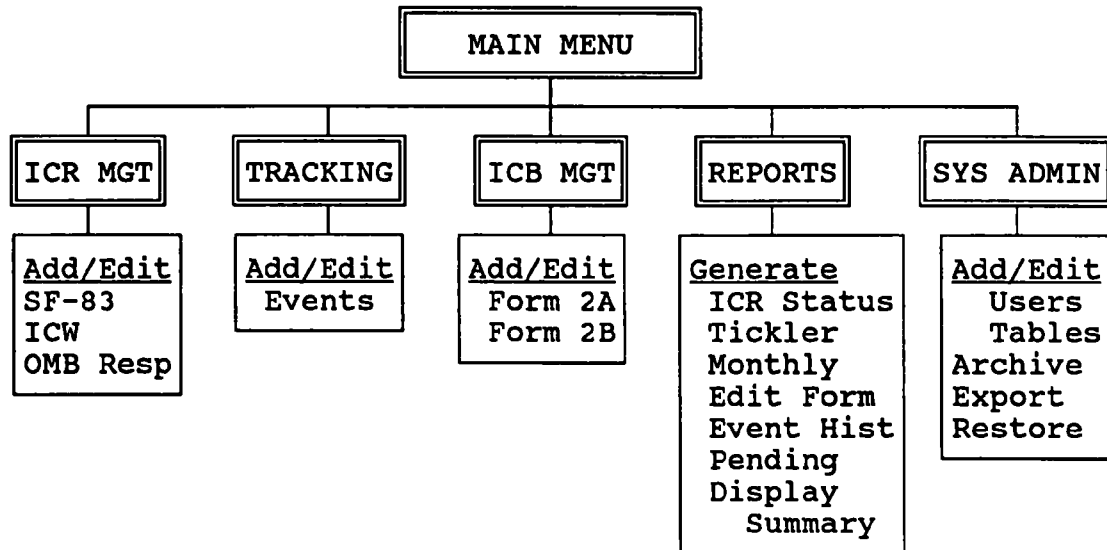


Table 1
Program Structure and Flow

2.0 CONVENTIONS

2.1 Conventions within this manual

Certain conventions are used throughout this manual to indicate specific aspects of using the PRAMS II database.

User-required keystrokes are indicated by the use of angle brackets (< >). Thus, <enter> indicates that the user is to press the enter key (or return key on some keyboards), and <Y> indicates that the user should press the "Y" key in order to continue. When an entry requires typing a response, instead of pressing a single key or two-key combination, the examples in this manual will be shown in quotation marks. For example, the instructions:

Type "prams2" <enter>

indicates that the user is to type "prams2" and then press the enter key. Note: The user **does not** type the quotation marks.

The term "**screen**" is used to refer to what the user will see on the computer monitor. This is different than a "**form**", which signifies the physical piece of paper from which data is entered into the database. A form is the SF-83, Form 2B, ICW, etc. The screen is the electronic representation of these forms within the PRAMS II database.

A **memo field** is an area within a data entry screen in which the user can enter a large block of free form text. This is where the comments, abstracts and titles are entered. This area is different than a **data entry field**. A data entry field has a pre-determined number of spaces and, in many instances, is limited to either numeric or alphanumeric characters. A memo field, on the other hand, has none of these limitations.

An **ICR number** refers to the four-digit number assigned by the computer referencing a specific ICR. An **ICR package number** refers to an ICR with its two-digit package extension. The two are distinguished within the system by the prompts used. When an ICR number is to be entered, the screen displays square brackets ([]); for an ICR package number, the square brackets have the period in place, indicating the need for the two-digit extension ([.]).

2.2 Conventions within PRAMS II

The PRAMS II database is menu driven: the user does not have to know a computer programming language or memorize difficult procedures in order to access the data and utilize the features of the system. All options are provided by selecting items from the various menus and responding to prompts as they appear.

2.1.1 The Menu Screen

There are three parts to each menu screen:

1. The header
2. The menu
3. The message area

The header is the top portion of the screen where the current screen number, the system name and the system version number are displayed.

Screen 1.0	PAPERWORK REDUCTION ACT MANAGEMENT SYSTEM II	Ver. 1.0
<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 60%;">** MAIN MENU **</div> <div style="margin-top: 10px;"><div style="border-left: 1px solid black; border-right: 1px solid black; border-bottom: 1px solid black; padding: 10px; width: 60%; margin: 0 auto;"><div style="border-bottom: 1px solid black; margin-bottom: 10px;"><div style="display: flex; justify-content: space-between;">1ICR MANAGEMENT</div><div style="display: flex; justify-content: space-between;">2TRACKING EVENTS</div><div style="display: flex; justify-content: space-between;">3ICB MANAGEMENT</div><div style="display: flex; justify-content: space-between;">4RUN REPORTS</div><div style="display: flex; justify-content: space-between;">5SYSTEM ADMINISTRATION</div><div style="display: flex; justify-content: space-between;">EEXIT PRAMS II</div></div></div></div>		
Functions for SF-83, Form 2B, and ICW Input/Edit/Query		

Figure 1
PRAMS II Main Menu

The menu area is in the center of the screen and displays the current menu options.

The message area is the lower portion of the screen. The message in this portion of the screen changes, depending upon the menu item which is presently selected. These messages provide the user with information about the function that the highlighted menu selection performs. The message area is also where many error messages will be displayed (see the section on Error Messages).

2.2.2 Moving Through the Menus

Moving through the menus is accomplished by highlighting the desired selection and pressing <enter>. To highlight an item, either (1) press the number or letter associated with that item; or (2) use the arrow keys to move down or up the list until the desired selection is highlighted.

Throughout the system, the user is requested to enter certain information or respond to prompts before proceeding with a given function. Square brackets ([]) are used to indicate where a response is required. After entering data within a field, it is necessary to press <enter> in order to advance to the next field.

2.2.3 Memo Fields

When entering data in the data entry screens, the system will accept the entries given by pressing <enter>. The exception occurs within the memo fields.

In memo fields (where abstracts, comments, and titles are entered), <enter> can be used without terminating the editing of that block of text. In order to complete the editing process within these fields, the <CTRL> and <W> keys are to be pressed simultaneously. Also, when working in the memo fields, the information entered may sometimes scroll out of view. This is to allow the user to enter more information into these fields than can be accommodated on the screen at one time. To scroll forward or back within a memo field, use the up or down arrow keys.

Additional key combinations can be used within the memo fields which are not applicable in other areas of the data entry screens. These key combinations and their functions are listed in Table 2.

<u>Key Combination</u>	<u>Function</u>
Insert <Ins>	Pressing the <Ins> key allows text to be entered to the right of the cursor without overwriting the existing text
Delete 	Deletes the text to the right of the cursor, one character at a time
Backspace	Deletes the text to the left of the cursor, one character at a time
Arrow Keys	Moves the cursor around the memo field (up, down, left, right)
<Ctrl> <Y>	Deletes a line of text
<Esc>	Exits from the memo field <u>without</u> saving the text that was entered
<Ctrl> <W>	Saves the text entered into the memo field and moves to the next data entry field.

Table 2
Cursor Control within a Memo Field

2.2.4 Completing a Data Entry Screen

Once all of the data within a data entry screen has been entered, the system will beep and a prompt will appear at the bottom of the screen. The user can respond to this prompt and terminate the input of data in one of three ways:

- D (done) will result in the data being posted to the database; the system will return to the previous menu;
- R (review) returns to the first page of the current input screen, allowing the user to review the data just entered.

When reviewing the data, using the <PgDn> key will advance through the screens one page at a time; the <Esc> key will take the cursor from one field to the next;

- E (escape) returns the user to the previous menu, without keeping the data entered.

2.2.5 Error Messages

The PRAMS II system anticipates certain typing and data entry errors and warns the user when omissions of data have occurred or invalid responses have been supplied. When invalid or missing data is identified by PRAMS II, a beep will sound and an error message will appear. If the error occurs when supplying an ICR or ICW number, or answering a yes or no question prior to entering a data entry screen, the message will appear in a box in the center of the screen.

If the error occurs when the user is entering data in one of the many data entry screens, the message which appears following the beep will be at the bottom of the screen (in the "message area").

A final place where the system anticipates and checks for errors is when entering data pertaining to OMB Responses. If invalid data is supplied, a full screen error message will appear when the user completes the last data entry screen. The message displayed will indicate the kind of error found and where the error occurred (see the section, Adding an OMB Response Form).

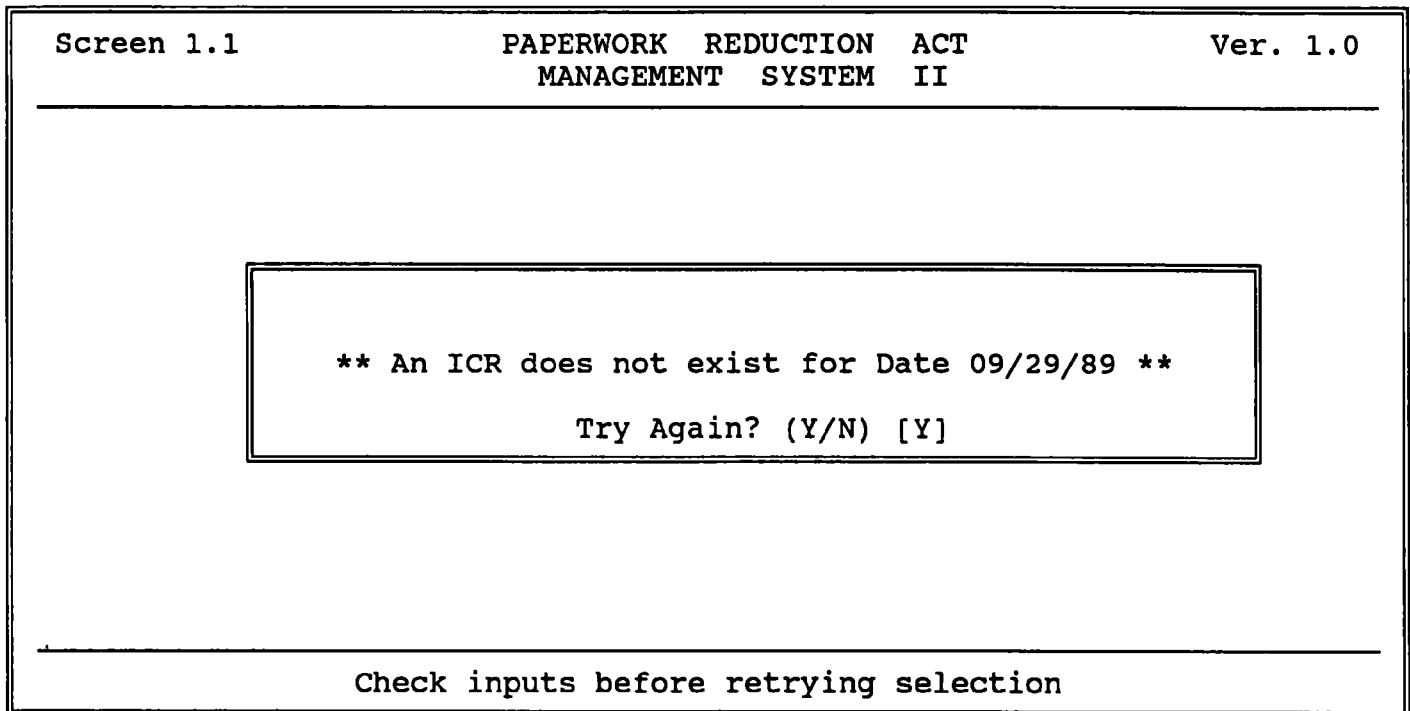


Figure 2
Error Message

2.3 Entering the System

To access the PRAMS II database:

From the DOS prompt type
"cd\allprams" <enter>

Type "setprams" <enter> to clear memory and initialize
DOS environment

Type "prams2" <enter>
to invoke the system.

The first screen will request the user's ID. Each user is assigned an ID when given access to the PRAMS II system. After an ID is entered by the user, the system will prompt for a password. Passwords are used as a security device. The password does not display on the screen when it is keyed in; only dots will appear indicating that the keys being pressed are accepted by the system (see Figure 3 below). A

user is given three attempts at keying in the correct password before access is denied and the login process is aborted by the system.

Screen 0.0	PAPERWORK REDUCTION ACT MANAGEMENT SYSTEM II	Ver. 1.0
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Enter Password:

Figure 3
Entering a Password

3.0 ADDING DATA

3.1 Input an Original Profile Sheet

The Original Profile Sheet, or Form 2B, is submitted during the Information Collection Budget (ICB) process and indicates to IPB that an ICR is being proposed for the next fiscal year. Therefore, the Form 2B is usually IPB's first record of the existence of an Information Collection Request (ICR).

When the data from a Form 2B is input, PRAMS II will assign a new ICR number. This number will be used at all times in the future when any activity relating to this ICR occurs.

A listing of all ICR numbers assigned and for which an SF-83 has not been filed is available from the Reports Menu (see Section D, Generating Reports)

Screen 1.3

PAPERWORK REDUCTION ACT
MANAGEMENT SYSTEM II

Ver. 1.0

**** ICB MGT MENU ****

- 1 INPUT ORIGINAL PROFILE SHEET (FORM 2B)
- 2 EDIT ORIGINAL PROFILE SHEET (FORM 2B)
- 3 INPUT ICB PROFILE SHEET (FORM 2A)
- 4 EDIT ICB PROFILE SHEET (FORM 2A)
- R RETURN TO MAIN MENU

Input data from an ICR Profile Sheet (Form 2B) for ORIGINAL Clearance

Figure 4
ICB Management Menu

Steps

1. From the PRAMS II MAIN MENU, select ICB MANAGEMENT.
2. Select INPUT ORIGINAL PROFILE SHEET (FORM 2B) from the ICB MGT MENU.
3. Enter the data from the Form 2B.
4. When finished, select <D> if done, <R> to review the inputs, or <E> to escape without saving the inputs.

3.2 Adding an SF-83

There are three instances when an SF-83 may be added to PRAMS II:

1. When the SF-83 relates to an ICR proposed at the time of ICB processing (the original SF-83).
2. When the SF-83 is for an ICR not previously proposed.
3. When the SF-83 is filed as an amendment to an existing ICR.

The steps for processing the three different instances are outlined below.

Screen 1.1	PAPERWORK REDUCTION ACT MANAGEMENT SYSTEM II	Ver. 1.0
<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"><div style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black; margin-bottom: 10px;">** ICR MGT MENU **</div><div style="margin-bottom: 10px;"><div style="display: flex; justify-content: space-between;"><div style="width: 5%; text-align: right;">1</div><div style="width: 95%;">CREATE NEW ICR</div></div><div style="display: flex; justify-content: space-between;"><div style="width: 5%; text-align: right;">2</div><div style="width: 95%;">CREATE NEW PACKAGE</div></div><div style="display: flex; justify-content: space-between;"><div style="width: 5%; text-align: right;">3</div><div style="width: 95%;">EDIT EXISTING PACKAGE</div></div><div style="display: flex; justify-content: space-between;"><div style="width: 5%; text-align: right;">4</div><div style="width: 95%;">CREATE NEW ICW</div></div><div style="display: flex; justify-content: space-between;"><div style="width: 5%; text-align: right;">5</div><div style="width: 95%;">EDIT EXISTING ICW</div></div><div style="display: flex; justify-content: space-between;"><div style="width: 5%; text-align: right;">6</div><div style="width: 95%;">INPUT AN OMB RESPONSE</div></div><div style="display: flex; justify-content: space-between;"><div style="width: 5%; text-align: right;">R</div><div style="width: 95%;">RETURN TO MAIN MENU</div></div></div><div style="border-top: 1px solid black; margin-top: 10px;"></div></div>		

Figure 5
ICR MANAGEMENT MENU

Each SF-83 is referred to as a package of information about a particular ICR. The package number (assigned by the computer when the SF-83 is entered) is a two-digit number added as an extension to the ICR number. The package number serves to identify all of the information from a specific SF-83, and keeps this information separate from any other modified (or conflicting) information entered about the ICR.

A package is created (1) with the original SF-83 or (2) with additional SF-83's filed as amendments to the ICR. A package is not created when the Form 2B is entered. Thus, when the original SF-83 is to be entered, the function CREATE NEW ICR (from the ICR MGT MENU) is utilized, and not the CREATE NEW PACKAGE function (see steps below). The CREATE NEW PACKAGE function is used only when the SF-83 is filed as an amendment.

Appendix A provides the input screens for the SF-83 data entry process.

3.2.1 Adding an SF-83 for an ICR proposed at the time of ICB processing

Steps

1. Select ICR MANAGEMENT from the MAIN MENU.
2. Select CREATE NEW ICR from the ICR MGT MENU.
3. At the prompt, "Do you have an ICR number for this SF-83? (Y/N)" type <Y>.
4. Enter the ICR number.
5. The data entry screen will be presented. Enter the data from the SF-83.
6. When finished, type <D> to save the data, <R> to review the inputs or <E> to escape without saving the inputs made.
7. After pressing <D>, the option to add comments to the ICR Summary is provided.

Press <Y> to display the comments entered with the Form 2B. These comments may be edited; press <Ctrl><W> when completed.

Pressing <N> will by-pass the comments and advance to the next step.

8. Following the option to change the ICR Summary Comments, the data entry screen for package Tracking Events is displayed.

Note that tracking code "II" is automatically placed in the Event Code field. Because this is the first SF-83 being entered, the Tracking Event being created is given the code "II" ("Initial IPB").

After completing the Tracking Event entry form, the user is provided the option of saving the data (press <Y> at the prompt) or exiting without saving the Tracking Event (press <N>) NOTE: pressing <N> at this point will not effect data entered for the SF-83 and/or changes made to the comments; only the Tracking Event data will not be saved.

3.2.2 Adding an SF-83 for an ICR not previously proposed

Steps

1. Select ICR MANAGEMENT from the MAIN MENU.
2. Select CREATE NEW ICR from the ICR MGT MENU.
3. When prompted, "Do you have an ICR number for this SF-83? (Y/N)", type <N>.
4. The data entry screen will be presented. Note that a new ICR number has been assigned by the system. Enter the data from the SF-83 to the database.
5. When finished, type <D> to save the data, <R> to review the inputs or <E> to escape without saving the inputs made.
6. After pressing <D>, the option to add comments to the ICR Summary is given.

Press <Y> to display the comments field. Because a 2B was not filed for this ICR, the comments field will be blank; press <Ctrl><W> when completed.

Pressing <N> will by-pass the comments and advance to the next step.

7. Following the option to change the ICR Summary Comments, the data entry screen for package Tracking Events is displayed.

Note that tracking code "II" is automatically placed in the Event Code field. Because this is the first SF-83 being entered, the Tracking Event being created is given the code "II" ("Initial IPB").

After completing the Tracking Event entry form, the user is provided the option of saving the data (press <Y> at the prompt) or exiting without saving the Tracking Event (press <N>). NOTE: pressing <N> at this point will not effect data entered for the SF-83 and/or changes made to the comments; only the Tracking Event data will not be saved.

3.2.3 Adding an SF-83 as an amendment to an existing ICR

Steps

1. Select ICR MANAGEMENT from the MAIN MENU.
2. Select CREATE NEW PACKAGE from the ICR MGT MENU.
3. Enter the ICR number.

The system will check for this ICR number. If the number is not found in the system, an error message is displayed.

The system will prompt the user for another ICR number. Type <Y> to try again with another ICR number; type <N> to return to the previous menu.

4. Once a valid ICR number has been entered, the data entry screen is provided. Enter the new information from the SF-83.
5. When finished, select <D> to save the data, <R> to review the inputs or <E> to escape without saving the inputs.
6. After pressing <D>, the option is provided to add comments to the ICR Summary.

Press <Y> to display the comments entered with the Form 2B. These comments may be edited; press <Ctrl><W> when completed.

Pressing <N> will by-pass the comments and advance the user to the next step but will not effect the SF-83 data entered.

7. Following the option to change the ICR Summary Comments, the data entry screen for package Tracking Events is displayed.

Note that tracking code "II" is automatically placed in the Event Code field. Because this is the first SF-83 being entered, the Tracking Event being created is given the code "II" ("Initial IPB").

After completing the Tracking Event entry form, the user is provided the option of saving the data (press <Y> at the prompt) or exiting without saving the Tracking Event (press <N>). NOTE: pressing <N> at this point will not effect data entered for the SF-83 and/or changes made to the comments; only the Tracking Event data will not be saved.

3.3 Adding an Inventory Correction Worksheet (ICW) for an ICR

An ICW is submitted to correct an ICR's inventory or change the expiration date; therefore, an ICW may only be input for valid ICR numbers within the system.

The PRAMS II system will accept more than one ICW form for an ICR number. Thus, it is necessary to note, at input time, the effective date and the OMB docket number of the ICW and to record this information on a manual list, maintained separately from the database. This information is required prior to retrieving the ICW for future edits and for entering the OMB Response data. (See the section on Editing an ICW and the section on Adding an OMB Response).

Appendix A shows the data entry screens for entering a new ICW.

Steps

1. Select ICR MANAGEMENT from the MAIN MENU.
2. Select CREATE NEW ICW from the ICR MGT MENU.
3. Enter the valid ICR number associated with the ICW.
4. Enter the data from the ICW.
5. Add the OMB docket number and the effective date of the ICW to the manual list of ICWs.
6. When finished, type <D> to save the data, <R> to review the inputs, or <E> to escape without saving the inputs.

3.4 Adding a Form 2A

The Form 2A is used to create an ICB Profile and the physical existence (i.e., paper format) of a Form 2A indicates that some processing relating to a given ICR number has already taken place.

The PRAMS II system will only allow one Form 2A to be associated with any given ICR number.

Screen 1.3.2		PAPERWORK REDUCTION ACT		Page 1 of 1	
ICR Number: 0010		Current OMB #: 2060-0095		Expires on: 12/31/90	
Title: Information Requirements for Importation of Nonconforming Vehicles					
Contact: Claude Magnuson					
Phone #: (202) 382-254		OMB Approved Hours: 167836			
FISCAL YEAR 1989			FISCAL YEAR 1990		
ICB original est.:	[0]	Burden hours:	[0]
Adjustments:	[0]	Adjustments:	[0]
Program Changes:	[0]	Program Changes:	[0]
Total Estimate:	[0]	Total Estimate:	[0]
(i) Reason for adjustment or program change: (CTRL-W to exit)					
(j) If this ICR should not be on 1990 budget, mark T on reason number(s):					
1. [F]	2. [F]	3. [F]	4. [F]	5. [F]	6. [F]

Figure 6
Form 2A

When adding or editing a Form 2A, the top portion of the screen will already be filled in, and cannot be edited through the INPUT FORM 2A or EDIT FORM 2A functions. The information contained on this portion of the screen was obtained from the most recent package (SF-83) filed for this ICR. The ICR Summary totals and Expiration Date contained in

the ICR Record may be modified using Item 7 on the Reports Menu.

Steps

1. Select ICB MANAGEMENT from the PRAMS II MAIN MENU.
2. Select INPUT FORM 2A from the ICB MGT MENU.
3. Enter the valid ICR number associated with the Form 2A to be entered.
4. Enter the data from the input form.
5. Type <D> to save data, <R> to review the data input, or <E> to escape without saving the inputs.

3.5 Adding an OMB Response Form

The OMB Response Form may originate from either a previously submitted SF-83 (package) or a previously submitted ICW. A valid ICR number will be required to access the OMB Response function in order to enter the response to an SF-83. To enter the OMB response to an ICW, an ICR number and the effective date of the ICW are required.

Entering data from an OMB Response function results in an **unalterable record of the OMB Response**. This information cannot be altered, as it plays a vital role in the creation of ICR audit trails. These audit trails provide one of the key features of the PRAMS II systems: a means of accurately tracking the sequence of events that occur during the life of an ICR. Therefore, it is of utmost importance to ensure the accuracy of the data entry that takes place with an OMB Response.

The PRAMS II system checks the validity of the data being entered for OMB Responses. If items on the screen do not add-up properly, or if important information is missing, a warning message will appear on the screen. The areas where the validity of the entered data is questioned will be explained in the message.

The user is given the option to return to the data entry screen to review the inputs or to leave the data as it is and continue. Because the OMB Response forms cannot be edited, it is strongly recommended that the user review the inputs whenever an warning message appears.

Screen 1.1.7a

PAPERWORK REDUCTION ACT

Page 2 of 2

OMB RESPONSE DATA - INPUT VALIDATION CONFLICT

* Response Difference *

Sum of all Adjustments & Prog Changes does NOT equal Difference.

* Reporting Hours *

Sum of all Adjustments & Prog Changes does NOT equal Difference.

* New-Old Response Status *

New Responses minus Old Inventory does NOT equal Difference.

* New-Old Reporting Hrs Status *

New Reporting Hrs minus Old Inventory does NOT equal Difference.

*** Notify Desk Officer of ERROR before posting data ***
After all data entry is complete, Select E to escape without saving.

Enter <R> to edit data or <C> to leave data as is and continue: C

Figure 7
Warning Message: Validation Conflict
for an OMB Response

Steps**3.5.1 Adding an OMB Response to an SF-83**

1. Select ICR MANAGEMENT from the MAIN MENU.
2. Select INPUT AN OMB RESPONSE from the ICR MGT MENU.
3. At the prompt, type <N> to indicate that the Response is to an SF-83 submission.
4. The next screen will ask for an ICR Package number. This should be a valid number (with the appropriate package extension) relating to the Response which is to be entered.

5. Enter the data from the Response form.
(See Appendix A for an example of the input screens for adding an OMB Response to an SF-83).
6. After entering the data, the user will be asked:

"Is there a condition for renewal or other comments associated with this OMB response form?
[N]"

Respond with a <Y> or <N> and, if applicable, add OMB Remarks in the place provided.
7. When all of the data has been entered into the input screen, **select <R> to review the inputs for accuracy.** It is important to remember to review the information which was input following data entry, because the data cannot be changed once it has been posted.
8. Once the information that was input has been reviewed, select <D> to save the data or <E> to escape without saving the inputs.

3.5.2 Adding an OMB Response to an ICW

1. Select ICR MANAGEMENT from the MAIN MENU.
2. Select INPUT AN OMB RESPONSE from the ICR MGT MENU.
3. When prompted, type <Y> to indicated that this is an OMB Response to an ICW.
4. The next screen will prompt for an ICR number as well as the effective date of the ICW. This should be a valid number relating to the Response which is to be entered.
5. Enter the data from the Response form.
(See Appendix A for an example of the input screens for adding an OMB Response to an SF-83).
6. When all of the data has been entered into the input screen, **select <R> to review the inputs for accuracy.** It is important to remember to review the information which was input following data entry,

because the data cannot be changed once it has been posted.

7. Once the information that was input has been reviewed, select <D> to save the data or <E> to escape without saving the inputs.

Screen 1.1	PAPERWORK REDUCTION ACT MANAGEMENT SYSTEM II	Ver. 1.0
<div style="border: 1px solid black; padding: 10px; margin: 20px auto; width: 60%;">Enter the ICW Data below for the record to Update. ICR #: [0] Effective Date: [10/02/89]</div>		

Figure 8
Adding an OMB Response to an ICW

3.6 Adding a Tracking Event

Both the SF-83s and the ICWs are tracked separately for any one ICR. Remember that each ICR can have more than one SF-83 and more than one ICW, and each of these can have several Tracking Events. The existence of this level of detail in the tracking of these forms is intended to facilitate documentation by EPA to OMB of any discrepancies in responses and reporting hours, which may occur over time, between EPA and OMB.

There are a limited number of Tracking Event codes which can be used to indicate the kind of Tracking Event that is being recorded. This limitation is designed to make possible the retrieval of:

- (1) a list of all ICW Tracking Events associated with a given ICR and
- (2) a list of all package Tracking Events associated with a given ICR.

Screen 1.2	PAPERWORK REDUCTION ACT MANAGEMENT SYSTEM II	Ver. 1.0
<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;">** TRACKING EVENT MENU **</div> <div style="margin-top: 10px;"><div style="border-left: 1px solid black; border-right: 1px solid black; padding: 0 10px;">1 ENTER PACKAGE EVENT 2 DISPLAY PACKAGE EVENTS 3 ENTER ICW EVENT 4 DISPLAY ICW EVENTS 5 DISPLAY ALL ICR EVENTS 6 EDIT A TRACKING EVENT 7 DELETE A TRACKING EVENT R RETURN TO MAIN MENU</div></div>		
Input One or More Tracking Events for PACKAGE types		

Figure 9
Tracking Event Menu

A complete list of all the valid event codes is available in Appendix B. If an invalid event code is entered into the Event Code field of the Tracking Event data entry screen, the computer will beep and the message at the bottom of the screen will indicate that an invalid code has been entered. At this point a listing of the valid event codes may be

viewed online, by typing a question mark (<?>) at the prompt in the error message field.

Screen 1.2.1	PAPERWORK REDUCTION ACT	Page 1 of 1																																		
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Input</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Eve</div> <div style="border: 1px solid black; padding: 2px;">Ent</div>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px dashed black;">Event Code</th> <th style="text-align: left; border-bottom: 1px dashed black;">Tracking Event Description</th> </tr> </thead> <tbody> <tr><td>AD</td><td>OMB approval date</td></tr> <tr><td>CR</td><td>Correction received from OMB</td></tr> <tr><td>CS</td><td>Correction Sent to OMB</td></tr> <tr><td>DD</td><td>To Division Director</td></tr> <tr><td>DI</td><td>Deleted by program</td></tr> <tr><td>HR</td><td>Hold for rule</td></tr> <tr><td>II</td><td>In IPB</td></tr> <tr><td>IO</td><td>In OMB</td></tr> <tr><td>IS</td><td>Informal submission to OMB</td></tr> <tr><td>OA</td><td>Out of OMB - Approved</td></tr> <tr><td>OD</td><td>Out of OMB - Disapproved</td></tr> <tr><td>PO</td><td>Resubmitted by Program</td></tr> <tr><td>RP</td><td>Returned to Program</td></tr> <tr><td>SD</td><td>Signed by Director</td></tr> <tr><td>WP</td><td>Withdrawn by program</td></tr> <tr><td>EX</td><td>Extension of expiration date /received</td></tr> </tbody> </table> <p style="text-align: center;">Press any key to return to inputs.</p>		Event Code	Tracking Event Description	AD	OMB approval date	CR	Correction received from OMB	CS	Correction Sent to OMB	DD	To Division Director	DI	Deleted by program	HR	Hold for rule	II	In IPB	IO	In OMB	IS	Informal submission to OMB	OA	Out of OMB - Approved	OD	Out of OMB - Disapproved	PO	Resubmitted by Program	RP	Returned to Program	SD	Signed by Director	WP	Withdrawn by program	EX	Extension of expiration date /received
Event Code	Tracking Event Description																																			
AD	OMB approval date																																			
CR	Correction received from OMB																																			
CS	Correction Sent to OMB																																			
DD	To Division Director																																			
DI	Deleted by program																																			
HR	Hold for rule																																			
II	In IPB																																			
IO	In OMB																																			
IS	Informal submission to OMB																																			
OA	Out of OMB - Approved																																			
OD	Out of OMB - Disapproved																																			
PO	Resubmitted by Program																																			
RP	Returned to Program																																			
SD	Signed by Director																																			
WP	Withdrawn by program																																			
EX	Extension of expiration date /received																																			
<p>Event Code XX in NOT a valid code - Press <?> now for Code List</p>																																				

Figure 10
Event Codes Online Help Function

If a duplicate Tracking Event code is entered, the system will beep and indicate an error. The user may return to the Tracking Event entry screen and enter another Tracking Event code, or abort the process by pressing <Alt><A>.

Steps

Note: The directions below apply to adding either an

SF-83 (package) Tracking Event or an ICW Tracking Event.

1. Select TRACKING EVENTS from the MAIN MENU.
2. For an SF-83 Tracking Event, select ENTER PACKAGE EVENT.

For an ICW Tracking Event, select ENTER ICW EVENT.
3. For an SF-83 Tracking Event, enter the ICR number and the package number to identify the SF-83 being tracked.

For an ICW Tracking Event, enter the ICR number to identify the ICW being tracked.
4. Enter the data as prompted on the screen.
5. After entering the comments, the system will give the user the option of adding the Tracking Event record. Type <Y> if the information is correct and the data is to be recorded; type <N> if the information is incorrect and to proceed without saving the data entered.
6. To enter additional Tracking Events for this package, press <Y> at the prompt; press <N> if no more Tracking Events are to be added for this package.
7. When the inputs for a particular package or ICW have been completed (and <N> has been pressed in response to the prompt in Step 6), the option is given to enter Tracking Event information for another ICR. Type <Y> to continue with the Tracking Event information for a new ICR; type <N> to return to the TRACKING EVENT MENU.

Screen 1.2.1	PAPERWORK REDUCTION ACT	Page 1 of 1						
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;">Do you want to add this Tracking Event record? Enter (Y/N) Y</div>								
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;">Input Package Tracking Event for ICR # 0010.01</div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"><tr><td style="width: 50%; padding: 5px;">Event Code:</td><td style="width: 50%; padding: 5px;">Date: 09/28/89</td></tr><tr><td colspan="2" style="padding: 5px;">Enter Comments below: (Press CTRL-W when done)</td></tr><tr><td colspan="2" style="height: 80px;"></td></tr></table>			Event Code:	Date: 09/28/89	Enter Comments below: (Press CTRL-W when done)			
Event Code:	Date: 09/28/89							
Enter Comments below: (Press CTRL-W when done)								

Figure 11
Tracking Event Input Screen
with Prompt for adding the Tracking Record

3.7 Displaying Tracking Events

A record of all Tracking Events for a given package or ICW can be reviewed online. As with entering Tracking Events, the steps for displaying the Tracking Events are similar for either a package or an ICW.

Steps

1. Select TRACKING EVENTS from the MAIN MENU.
2. To display the Tracking Events associated with a given package, select DISPLAY PACKAGE EVENTS.

To display the Tracking Events associated with a given ICW, select DISPLAY ICW EVENTS.

3. Enter the ICR number and the two-digit package number to display the Tracking Events for a particular package or use a "00" package number to display all of the Tracking Events for a particular ICR.

To display the Tracking Events for a given ICW, enter the ICR number.

Screen 1.2.2	PAPERWORK REDUCTION ACT	Page 1 of 1										
<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Tracking Events for ICR/PACKAGE [0010.01]</div> <table style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 30%; text-align: center; border-bottom: 1px solid black;">CODE</th><th style="width: 70%; text-align: center; border-bottom: 1px solid black;">DATE</th></tr></thead><tbody><tr><td style="text-align: center;">II</td><td style="text-align: center;">03/17/82</td></tr><tr><td style="text-align: center;">IO</td><td style="text-align: center;">04/19/82</td></tr><tr><td style="text-align: center;">OA</td><td style="text-align: center;">05/27/82</td></tr><tr><td style="text-align: center;">CR</td><td style="text-align: center;">11/06/84</td></tr></tbody></table>	CODE	DATE	II	03/17/82	IO	04/19/82	OA	05/27/82	CR	11/06/84	<div style="border-bottom: 1px solid black; margin-bottom: 5px;">*** TRACKING EVENT COMMENTS ***</div> <div style="border-bottom: 1px solid black; height: 40px; margin-bottom: 5px;">New OMB number</div>	
CODE	DATE											
II	03/17/82											
IO	04/19/82											
OA	05/27/82											
CR	11/06/84											
<div style="border-bottom: 1px solid black; margin-bottom: 5px;">*** GENERAL ICR COMMENTS ***</div> <div style="border-bottom: 1px solid black; height: 100px;"></div>												

Figure 12
Displaying Tracking Events for a Specified Package

4. The system will display a listing of the requested Tracking Event codes and their dates. The TRACKING EVENT COMMENTS field on the top right part of the screen provides the comments relating to the Tracking Event highlighted in the column on the left of the screen.

The GENERAL ICR COMMENTS field on the bottom right

part of the screen displays the ICR Comments from the ICR Summary (see the section on Generating Reports).

5. To return to the previous menu, press <Esc>.

Screen 1.2.2		PAPERWORK REDUCTION ACT		Page 1 of 1																																																													
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">ALL Tracking Events with ICR Number [0010]</div> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="text-align: left;">PKG</th><th style="text-align: left;">CODE</th><th style="text-align: left;">DATE</th><th style="text-align: left;">ICW</th></tr></thead><tbody><tr><td>1</td><td>II</td><td>03/17/82</td><td>N</td></tr><tr><td>1</td><td>IO</td><td>04/19/82</td><td>N</td></tr><tr><td>1</td><td>OA</td><td>05/27/82</td><td>N</td></tr><tr><td>1</td><td>CR</td><td>11/06/84</td><td>N</td></tr><tr><td>1</td><td>CS</td><td>05/17/85</td><td>Y</td></tr><tr><td>1</td><td>CR</td><td>06/18/85</td><td>Y</td></tr><tr><td>2</td><td>II</td><td>07/09/85</td><td>N</td></tr><tr><td>2</td><td>SD</td><td>07/22/85</td><td>N</td></tr><tr><td>2</td><td>IO</td><td>07/23/85</td><td>N</td></tr><tr><td>2</td><td>OA</td><td>09/06/85</td><td>N</td></tr><tr><td>2</td><td>CS</td><td>09/16/85</td><td>Y</td></tr><tr><td>2</td><td>DI</td><td>07/09/86</td><td>N</td></tr><tr><td>3</td><td>II</td><td>05/04/87</td><td>N</td></tr><tr><td>3</td><td>DD</td><td>07/23/87</td><td>N</td></tr></tbody></table>				PKG	CODE	DATE	ICW	1	II	03/17/82	N	1	IO	04/19/82	N	1	OA	05/27/82	N	1	CR	11/06/84	N	1	CS	05/17/85	Y	1	CR	06/18/85	Y	2	II	07/09/85	N	2	SD	07/22/85	N	2	IO	07/23/85	N	2	OA	09/06/85	N	2	CS	09/16/85	Y	2	DI	07/09/86	N	3	II	05/04/87	N	3	DD	07/23/87	N	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">*** TRACKING EVENT COMMENTS ***</div> <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>	
PKG	CODE	DATE	ICW																																																														
1	II	03/17/82	N																																																														
1	IO	04/19/82	N																																																														
1	OA	05/27/82	N																																																														
1	CR	11/06/84	N																																																														
1	CS	05/17/85	Y																																																														
1	CR	06/18/85	Y																																																														
2	II	07/09/85	N																																																														
2	SD	07/22/85	N																																																														
2	IO	07/23/85	N																																																														
2	OA	09/06/85	N																																																														
2	CS	09/16/85	Y																																																														
2	DI	07/09/86	N																																																														
3	II	05/04/87	N																																																														
3	DD	07/23/87	N																																																														
<div style="border: 1px solid black; padding: 5px;">*** GENERAL ICR COMMENTS ***</div> <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>																																																																	

Figure 13
Display All Tracking Events for
a specified ICR

4.0 EDITING DATA

4.1 Editing an ICR Profile (Form 2B)

1. From the MAIN MENU select ICB MANAGEMENT.
2. From the ICB MGT MENU select EDIT ORIGINAL PROFILE SHEET (FORM 2B).
3. At the prompt, enter the ICR number.
4. The original Form 2B screen will appear for the selected ICR number. All fields can be edited.
5. When finished type <D> to save the data; <R> to review the inputs; <E> to escape the session without saving the new inputs.

4.2 Editing an SF-83 (an Existing Package)

1. Select ICR MANAGEMENT from the MAIN MENU.
2. Select EDIT EXISTING PACKAGE from the ICR MGT MENU.
3. Enter the ICR package number to identify the SF-83.
4. Edit the data from the input form into the database.
5. When finished, type <D> to save the data; type <R> to review the data entry screens'; type <E> to escape without saving the data entered.
6. After pressing <D>, the option to change the comments from the ICR Summary is given. Type <Y> to change the comments; type <N> to return to the previous menu.

4.3 Editing an Inventory Correction Worksheet for an ICR

1. Select ICR MANAGEMENT from the MAIN MENU.
2. Select EDIT EXISTING ICW from the ICR MGT MENU.
3. Enter the ICR number relating to the ICW to be edited.
4. Enter the OMB docket number of the ICW to be edited.

5. Enter the effective date of the ICW to be edited.

Screen 1.1	PAPERWORK REDUCTION ACT MANAGEMENT SYSTEM II	Ver. 1.0
<div style="border: 1px solid black; padding: 10px; margin: 20px auto; width: 60%;">Enter the ICW Data below for the record to Edit. ICR #: 0 OMB (Docket) #: 0 Effective Date: 09/29/89</div>		
Edit data for an Existing Inventory Correction Worksheet		

Figure 14
Inputs required to edit an existing ICW

6. Edit the data as needed.
7. When finished, type <D> to post the data; <R> to review the inputs; <E> to escape the session without saving the new inputs.

4.4 Editing a Form 2A

Steps

1. Select ICB MANAGEMENT from the MAIN MENU.
2. Select EDIT FORM 2A from the ICB MGT MENU.
3. Enter the ICR number from the Form 2A to be edited.
4. Edit the data presented on the screen.
5. When finished, type <D> to save the data; <R> to review the data; or <E> to escape without saving the changes.

If the system cannot find the requested Form 2A for the ICR number entered, it is assumed that (1) an oversight has been made earlier in not keying this form originally, or (2) the ICR number entered was incorrect. The system will indicate that the requested input form is not within the system and advise that the user input the form using the INPUT FORM 2A menu option. When prompted, type <Y> to enter another ICR number; type <N> to return to the INPUT FORM 2A screen where the new Form 2A can be entered.

Recall that, as with the inputting of data to the Form 2A, when editing this information, some items cannot be directly edited at this screen. The fields which cannot be edited are:

- (1) ICR Number
- (2) Title
- (3) Contact
- (4) Phone Number
- (5) Current OMB Number
- (6) Expires on
- (7) OMB Approved Hours.

These fields are pulled from the most recent package for the ICR. The ICR Summary totals and Expiration Date contained in the ICR Record may be modified using Item 7 on the Reports Menu.

4.5 Editing and Deleting a Tracking Event

Tracking Events can be edited, or deleted from PRAMS II.

Steps

1. From the MAIN MENU select TRACKING EVENTS.

2. Select EDIT A TRACKING EVENT to edit an event;
Select DELETE A TRACKING EVENT to delete an event.
3. Whether editing or deleting, a prompt will appear asking if the event to be edited/deleted is for an ICW.

Press <Y> if for an ICW; press <N> for a package event (SF-83).

4. The user is then requested to enter the following information:

The ICR number

The event code

The date of the tracking event.

Enter ICR #, CODE, DATE for the Tracking Event: [0000.00] [] [09/29/89]

Figure 15
Information Required to Edit or Delete an ICW

4.6 Editing an OMB Response

Once the original data has been entered, an OMB Response cannot be edited.

The OMB Response cannot be edited in order to preserve the information from the Response for future audit trails, which may be needed for a given ICR.

5.0 GENERATING REPORTS

PRAMS II is designed to facilitate the generation of six different reports, and provide on-screen review of an ICR Summary. To access the reporting options, select REPORTS MENU from the PRAMS II MAIN MENU.

Screen 1.4	PAPERWORK REDUCTION ACT MANAGEMENT SYSTEM II	Ver. 1.0
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** REPORTS MENU **

1	PRINT ICR STATUS REPORT
2	PRINT TICKLER REPORT
3	PRINT MONTHLY REPORT
4	EDIT FORMS
5	LIST PROPOSED ICRs
6	LIST TRACKING EVENT HISTORY
7	DISPLAY AN ICR SUMMARY
R	RETURN TO MAIN MENU

Generate ICR STATUS report for IPB - Grouped by PO, sorted by ICR # or OMB

Figure 16
Reports Menu

Samples of the reports available from PRAMS II are provided in Appendix C of this manual.

The reports currently available from the system are:

<u>Report</u>	<u>Description</u>
ICR Status Report	Status report of all ICRs; grouped by Program Office, and sorted by ICR number or OMB number
Tickler Report	Listing of all ICRs with an expiration date with 9 months of the current date
Monthly Report	A monthly report grouped by program office
Print Edit Forms	Printing of data from an SF-83/Form 2B/ICW for Desk Officer edits
Proposed ICR Listing	A list of ICRs proposed at ICB for which an SF-83 has not yet been processed
Tracking Event History	A list of all Tracking Events for a given ICR number
ICR Summary	Provides a current status of a select ICR displaying the total inventory for that ICR to date; the comments field can be edited.

When generating a report from PRAMS II, ensure that the computer is connected to either a dot matrix or laser printer and that the printer is turned on and is online. The printer paper should be properly aligned at the top of the page before a report is sent the printer.

In addition to sending a report to a printer, each report may be sent to a file. Utilizing this option sends the data created through the reporting function to a disk file. The file will be saved in a DOS ASCII file format and can be accessed using the following DOS commands:

1. To display the data on the screen, type

"type <filename>"

where <filename> is the name given the file when saved (do not include the brackets).

2. To print the data on the default printer, type

"print <filename>"

where <filename> is the name given the file when saved (do not include the brackets).

5.1 The ICR Status Report

The ICR Status report provides a listing detailing:

- o ICR number
- o OMB docket number
- o ICR title
- o Hours approved
- o ICR expiration date
- o Contact person
- o Most recent package number
- o Most recent status (latest Tracking Event)

The report is ordered either by ICR number or OMB docket number, depending on the user's choice. In either case, the report is grouped by Program Office.

Note that the hours approved are inclusive of any and all packages which have been approved to date, although only the MOST RECENT package number is displayed in the report.

Steps

1. Select RUN REPORTS from the MAIN MENU.
2. Select ICR STATUS REPORT from the REPORTS MENU.

3. At the prompt, enter <I> to indicate a report ordered by ICR number; enter <O> to sort the report by OMB docket number.
4. From the selection presented, choose the printer type to be used.
5. Press <P> to route the report to the printer; press <F> to route the data to a file.

5.2 The Tickler Report

Steps

1. Select RUN REPORTS from the MAIN MENU.
2. Select TICKLER REPORT from the REPORTS MENU.
3. Select the printer type.
4. Press <P> to route the report to the printer; press <F> to route the data to a file.

5.3 The Monthly Report

Steps

1. Select RUN REPORTS from the MAIN MENU.
2. Select MONTHLY REPORT from the REPORTS MENU.
3. Select the printer type.
4. Press <P> to route the report to the printer; press <F> to route the data to a file.

5.4 Edit Forms Reports

Any of the three EPA forms (Form 2B, SF-83, or Form 2A) which are used during the input procedure for an ICR may be printed out in a format similar to that of the original form.

The purpose of providing this report feature is not to evaluate or analyze summary information, but to provide a check on the accuracy of the data being entered into the

system. Only a single ICR is printed with each execution of this report.

To view all three of the edit forms provided in this menu selection, it will be necessary to repeat the following steps for each form desired.

Screen 1.4.4	PAPERWORK REDUCTION ACT MANAGEMENT SYSTEM II	Ver. 1.0
--------------	---	----------

**** EDIT FORMS MENU ****

1 PRINT SF-83

2 PRINT ICR PROFILE (FORM 2B)

3 PRINT ICW

R RETURN TO REPORTS MENU

Figure 17
Edit Forms Options

Steps

1. Select RUN REPORTS from the MAIN MENU.
2. Select PRINT EDIT FORMS from the REPORTS MENU.
3. Select the desired input form from the choices given.

4. Enter the appropriate ICR number or the ICR package number.
5. Select the printer type.
6. Press <P> to route the report to the printer; press <F> to route the data to a file.

5.5 Proposed ICRs Listing

This menu option will generate a listing of all ICR numbers and their corresponding titles for ICRs proposed for the forthcoming fiscal year. The ICRs presented have had an ICR number assigned (at the time of the Information Collection Budget - ICB), but they have not had an SF-83 filed. These are the "pending" ICRs.

Steps

1. Select RUN REPORTS from the MAIN MENU.
2. Select PROPOSED ICR LISTING from the REPORTS MENU.
3. Select the printer type.
4. Press <P> to route the report to the printer; press <F> to route the data to a file.

5.6 Tracking Event History

This short report generates a list of all the Tracking Events that have ever been associated with a specified ICR. If the user specifies a package number other than package number 00, then the report is restricted to only those Tracking Events which are associated with the specified package (i.e., a specific SF-83). Specifying a package number 00 will generate the complete list of all Tracking Events associated with the indicated ICR.

Steps

1. Select RUN REPORTS from the MAIN MENU.
2. Select TRACKING EVENT HISTORY from the REPORTS MENU.

3. Enter the ICR number as desired for the ICR which is being reported. Enter a 00 package number to receive a report of all packages associated with the particular ICR; enter the appropriate package number to receive a listing for a single package.
4. Select the printer type.
5. Press <P> to route the report to the printer; press <F> to route the data to a file.

Screen 1.4.7	PAPERWORK REDUCTION ACT	Page 1 of 1												
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"><p>ICR Number: 1545 Expires: 12/30/89 Last Track Event: DD on 09/29/89 Title: This is the TITLE for 1545.01 create new ICR function</p><p>Department/Agency/Bureau/Office: This is the DABO name for 1545.01</p></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"><p>Summary of Responses and Reporting Hours:</p><table style="width: 100%; border-collapse: collapse;"><thead><tr><th></th><th style="text-align: center; border-bottom: 1px dashed black;">Responses</th><th style="text-align: center; border-bottom: 1px dashed black;">Reporting Hours</th></tr></thead><tbody><tr><td style="padding-left: 40px;">Total Inventory:</td><td style="text-align: center;">200</td><td style="text-align: center;">0</td></tr><tr><td style="padding-left: 40px;">Total Adjustments:</td><td style="text-align: center;">199</td><td style="text-align: center;">-50</td></tr><tr><td style="padding-left: 40px;">Total Program Changes:</td><td style="text-align: center;">2901</td><td style="text-align: center;">750</td></tr></tbody></table></div> <div style="border: 1px solid black; padding: 5px;"><p>Comments: (Use arrow keys to scroll - Press Ctrl-W when done) This is the first package and these are the ICR summary comments</p></div>				Responses	Reporting Hours	Total Inventory:	200	0	Total Adjustments:	199	-50	Total Program Changes:	2901	750
	Responses	Reporting Hours												
Total Inventory:	200	0												
Total Adjustments:	199	-50												
Total Program Changes:	2901	750												

Figure 18
Display an ICR Summary

5.7 Display an ICR Summary

1. Select RUN REPORTS from the MAIN MENU.

2. Select DISPLAY AN ICR SUMMARY from the REPORTS MENU.
3. Enter the ICR number for the ICR which is to be reviewed.
4. The summary may be reviewed on screen and the Comments can be edited.

Press <Esc> to exit without saving any changes made to the comments; press <Ctrl><W> to save any changes and return to the REPORTS MENU.

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APPENDIX A
Sample Input Screens

ICR number: 1511.00

ICR Title: (Use Arrow keys to scroll; Press <Ctrl-W> when done)

Mark X at the expected FY of request for original clearance:

FY90 []

FY91 []

FY92 []

Contact person:

First name: []

Last name: []

Mail code: []

Telephone: [() -]

Estimated burden hours for this ICR: [0]

AA Code: [] Division Code: [0]

Abstract: (Use Arrow keys to Scroll; Press <Ctrl-W> when done.)

ICR Comments: (Use Arrow keys to Scroll; Press <Ctrl-W> when done.)

ICR #:1000.02

Desk Officer Initials []

1. Department/Agency/Bureau: (Press Ctrl-W when done)

2. Agency Code:
[70]

3. Name of person who can answer questions concerning this request:

First Name [] Mailing Address []
Last Name [] Telephone [() -]

4. Title: (Arrow keys to scroll, CTRL-W to exit)

5. Legal authority for information collection or rule: (site U.S. code
law, or executive order)

[0] USC: [] []

6. Affected Public: (X all that apply) ☐ Federal Agencies/employees
☐ Individuals/households ☐ Farms ☐ Non-profit institutions
☐ State/local government ☐ Businesses ☐ Small Business/Organization

13. Abstract: (Arrow keys to scroll, CTRL-W when finished.)

14. Type of information collection:
(Enter number from SF 83) ☐

15. Type of review requested:
(Enter selection from SF 83) ☐

17. Annual Reporting/disclosure burden:

Number of respondents	[0]
Number responses per respndt.	[0]
Total annual responses	[0]
Hours per response	[0.00]
Total hours	[0]

18. Annual Recordkeeping Burden:

No. of record keepers	[0]
Hours per record keeper	[0.00]
Total hours	[0.00]
Retention period (in years)	[0]

19. Total Annual Burden:

Requested	[0]
In current OMB inventory	[0]
Difference (current-requested)	[0]

20. Explanation	Program Change	[0]
of difference:	Adjustment	[0]

21. Expires: [/ /]

22. Purpose:

[]	Benefits
[]	Program Evaluation
[]	Statistics
[]	Regulatory/complianc
[]	Program planning/mgt
[]	Research
[]	Audit

23. Frequency:

[]	Recordkeeping
[]	On occasion
[]	Weekly
[]	Monthly
[]	Quarterly
[]	Semi-annually
[]	Annually
[]	Biennially
[]	Other:

24. Respondents obligation to comply: (Enter number from SF-83) [0]

25. Are the respondents primarily educational agencies/institutions, or is primary purpose related to federal educations programs? (Y/N): [N]

26. Does the ICR have sampling/statistical requirements? (Y/N) : [N]
Enter Statistician Comments (Press <Ctrl_W> when done)

Package Comments: (Arrow keys to scroll; Press <Ctrl-W> when done)

INVENTORY CORRECTION WORKSHEET for ICR Number : 0010

Completion Date of the ICW: [/ /]

From (desk officer): []

Docket number or OMB#: [- 0]

Effective date of correction: [/ /]

SF 83 item: Currently in inventory: as corrected:

Agency/Bureau #: [0] [0]

Functional code: [] []

Expiration date: [/ /] [/ /]

Reporting Burden:

Responses:

Reporting Hours:

In Inventory (old):

[0]

[0]

New (if changed):

[0]

[0]

Difference (new-old):

[0]

[0]

Adjustments:

Responses:

Reporting Hours:

Correction - Error:

[0]

[0]

Correction-Reestimate:

[0]

[0]

Change in use:

[0]

[0]

Program Changes:

[0]

[0]

ICW Comments: (Use Arrow keys to Scroll; Press <Ctrl-W> when done)

OMB Response Data for ICR.PACKAGE # [1000. 1]

Approved: (Y/N) [N] Expiration Date: [05/31/91] OMB #: [2070-0003]

EFFECT ON BURDEN	RESPONSES	REPORTING HRS
Previous Status:	[113768]	[19860]
New Status:	[113768]	[19860]
Difference:	[0]	[0]
EXPLANATION OF THE DIFFERENCE		
Adjustments:		
Correction-Error:	[0]	[0]
Correction-Reestimate:	[0]	[0]
Change in use:	[0]	[0]
Adjustment Totals:	[0]	[0]
Program Changes:		
(Use "-" for decrease)	[0]	[0]

Is there a condition for renewal
or other comments associated with
this OMB response form? [N]

OMB REMARKS: (Use Arrow keys to Scroll; Press <Ctrl-W> when done)

OMB Response Data Input for an ICW with ICR #: 0010 .

Date of completion of this ICW: 09/10/89

FROM: (desk officer responsible)

Docket number or OMB #: - 0

Effective date of correction(s): 09/09/90

ITEM	CURRENT	REQUESTED	OMB Approved:
Agency/Bureau #:		0	[0]
Functional code:			[]
Expiration date:	12/31/90	/ /	[/ /]

Screen 1.1.7a	PAPERWORK REDUCTION ACT			Page 2 of 2	
	REQUESTED			OMB APPROVED	
	Responses	Report Hrs		Responses	Report Hrs
In Inventory (old):	0	0	[0]	[0]
New (if changed):	0	0	[0]	[0]
Difference (new - old):	0	0	[0]	[0]
Correction - Error:	0	0	[0]	[0]
Correction-Reestimate:	0	0	[0]	[0]
Change in use:	0	0	[0]	[0]
Program Changes:	0	0	[0]	[0]
ICW Comments: (Use Arrow keys to Scroll; Press CTRL-W when done)					

ICR Number: 0010 Current OMB #: 2060-0095 Expires on: 12/31/90
Title: Information Requirements for Importation of Nonconforming Vehicles
Contact: Claude Magnuson
Phone #: (202) 382-254 OMB Approved Hours: 167836

FISCAL YEAR 1990		FISCAL YEAR 1991	
ICB original est.:	[0]	Burden hours:	[0]
Adjustments:	[0]	Adjustments:	[0]
Program Changes:	[0]	Program Changes:	[0]
Total Estimate:	[0]	Total Estimate:	[0]

(i) Reason for adjustment or program change: (CTRL-W to exit)

(j) If this ICR should not be on 1991 budget, mark T on reason number(s):
1. [F] 2. [F] 3. [F] 4. [F] 5. [F] 6. [F]

APPENDIX B
Tracking Event Codes

Tracking Event Codes

<u>Event Code</u>	<u>Tracking Event Description</u>
AD	OMB approval date
CR	Correction received from OMB
CS	Correction sent to OMB
DD	To Division Director
DI	Deleted by program
HR	Hld for rule
II	In IPB
IO	In OMB
IS	Informal submission to OMB
OA	Out of OMB - approved
OD	Out of OMB - disapproved
PO	Resubmitted by Program
RP	Returned to Program
SD	Signed by Director
WP	Withdrawn by Program
EX	Extention of expiration date/received
CA	Canceled

APPENDIX C
Report Samples

Date : 05/01/89

ICR STATUS REPORT
SORTED BY AGENCY / ICR NUMBER
FOR

PAGE: 1

Office of Administration and Resources Management

ICR NUMBER	OMB NUMBER	ICR TITLE	HRS APPROVED	ICR EXP DATE	CONTACT PERSON	PKG#	STATUS
0246	2030-0016	Contractor Cumulative Claim and Reconciliation EPA Form 1900-10	150	07/31/89	Shirley Ross Ph # (202) 475-8666	.01	Out OMB Approved 08/15/88
0287	2030-0009	Report of Nonexpendable Government Property Acquired by Contractor	0	11/30/89	Shirley Ross Ph # (202) 475-8666	.01	CS 07/12/88
0788	2030-0019	Hazardous Substance Response Fund Contractor Cost Report	17100	10/31/89	Shirley Ross Ph # (202) 475-8666	.01	In OMB 07/12/89
0938	2030-0020	General Regulation for Assistance Program	186996	11/30/89	Shirley Ross Ph # (202) 475-8666	.01	Extention 08/18/89
0973	2030-0013	Procurement System Certification Form for for Applicants for EPA Assistance	20986	10/31/90	Shirley Ross Ph # (202) 475-8666	.01	Out OMB Approved 02/08/88
1037	2030-0007	Oral and Written Purchase Orders	35042	04/30/90	Shirley Ross Ph # (202) 475-8666	.01	CR 08/14/89
1038	2030-0006	Procurement Solicitations (RFPs and IFBs)	203890	12/31/90	Shirley Ross Ph # (202) 475-8666	.01	CS 08/01/89
1039	2030-0005	Technical and Financial Progress Reports Submitted in Accordance with Contract Requirements	979256	10/31/90	Shirley Ross Ph # (202) 475-8666	.01	CS 08/04/89
1474	2030-0022	Ecological Information Initiative	100	09/30/91	Barbara Lamborne Ph # (202) 382-5224	.01	Out OMB Approved 09/08/88

ICR Status Report

Tickler Report

Date : 05/01/89

PAGE: 1

ICR TICKLER REPORT
FOR
Office of Administration and Resources Management

EXPIRATION DATE: 07/31/89 ICR #: 0246 OMB #: 2030-0016
TITLE: Contractor Cumulative Claim and Reconciliation EPA Form 1900-10
POINT OF CONTACT: Eleanor Norment PHONE: (202) 382-5035

EXPIRATION DATE: 11/30/89 ICR #: 0287 OMB #: 2030-0009
TITLE: Report of Nonexpendable Government Property Acquired by
Contractor
POINT OF CONTACT: Anthony Borda PHONE: (202) 475-7712

EXPIRATION DATE: 10/31/89 ICR #: 0788 OMB #: 2030-0019
TITLE: Hazardous Substance Response Fund Contractor Cost Report
POINT OF CONTACT: Carolyn Anderson PHONE: (202) 475-8243

EXPIRATION DATE: 11/30/89 ICR #: 0938 OMB #: 2030-0020
TITLE: General Regulation for Assistance Program
POINT OF CONTACT: Richard Johnson PHONE: (202) 382-5296

Monthly Status Report

MONTHLY STATUS REPORT

REVIEW OF INFORMATION COLLECTION REQUEST

**ISSUED and CURRENT AS OF
05/01/89**

Date : 05/01/89

MONTHLY STATUS REPORT
FOR
Other Offices

PAGE: 1

- * In OMB for 60 DAYS or MORE
- ** In OMB for 90 DAYS or MORE

ICR.PKG	OMB NUMBER	DESK OFC.	IPB DATE	RETURNED TO PROGRAM	RESUBMIT BY PROGRAM	DIRECTOR SIGNED	HOLD RULE	OMB DATE	OMB ACTION	ACTION DATE
---------	------------	--------------	----------	------------------------	------------------------	--------------------	--------------	----------	------------	----------------

=====

0086.01 - 0 DO 03/27/81

TITLE : Quality Assurance Specifications and Requirements

COMMENTS :

0963.02 2000-0422 HH 07/28/82

TITLE : Categorical Exclusions and Segmentation of Construction Grants Projects

COMMENTS : 0 0 198207281 0

1336.01 - 0 DO 10/08/86 10/15/86

TITLE : Human Exposure Assessment Location Study (HEALS)

COMMENTS : 0 0 0 New collection

1343.01 2050-0099 RW 12/07/88

12/14/88 No 12/21/88 APPROVED 03/15/89

TITLE : Reports for States to SARA Capacity Assurances

COMMENTS : 168000 0 0

1396.02 2060-0173 BW 04/11/89

04/18/89 No 04/19/89 APPROVED 05/31/89

TITLE : National Residential Radon Pretest

COMMENTS : 7500

1544.01 - 0 DD 09/19/89

TITLE : Survey of Toxicological Testing Facilities

COMMENTS :

Edit Report Forms

SF-83 Edit Report Form

1. Department/Agency/Bureau
This is the title for CODE 60

2. Agency Code
60

3. Name of person who can answer questions concerning this request:
First Name: Claude Mail Code: 340
Last Name: Magnuson Telephone: (202) 382-2542

4. Title:
Information Requirements for Importation of Nonconforming Vehicles

5. Legal Authority: 42
USC: 7401

or CAA Sec. 203 & 208

6. AFFECTED PUBLIC: (X all that apply) Fed. Agencies/employees
X Individuals/ households Farms Non-profit institutions
State/ local government X Businesses X Small Businesses/organiztns

13. Abstract: (see next page)

14. TYPE OF INFORMATION COLLECTION (numeric selection from SF 83): 5

15. TYPE OF REVIEW REQUESTED (numeric selection) 2

17. ANNUAL REPORTING/DISCLOSURE BURDEN:
Number of respondents 2035
Number responses per respndt. 0
Total annual responses 0
Hours per response 0.00
Total hours 150336

18. ANNUAL RECORDKEEPING BURDEN:
No. of record keepers 35
Hours per record keeper 500.00
Total hours 17500.00
Retention period (in years) 6

19. TOTAL ANNUAL BURDEN:
Requested 167836
In current OMB inventory 0
Difference (current-requested) 0

20. EXPLANATION Change 0
OF THE DIFFERENCE: Adjustment 0

21. EXPIRATION 12/31/90

22. PURPOSE
Benefits
Program Evaluation
Statistics
X Regulatory/compliance
Program planning/mgmnt
Research
Audit

23. FREQUENCY
On occasion
Weekly
Monthly
Quarterly
Semi-annually
Annually
X Biennially
Other:

25. Are the respondents primarily educational agencies or institutions or is the primary purpose of the collection related to Fed. education programs ? (Yes or No): Y

26. Does the agency use sampling to select respondents or does the agency recommend or prescribe the use of sampling or statistical analysis by respondents? (Yes or No): N

ABSTRACT (from previous page):

GENERAL COMMENTS:

167836 0 1985 916 0

SUMMARY OF RESPONSES AND REPORTING HOURS FOR ICR # 0010:

	Responses	Reporting Hours
	-----	-----
Total Inventory	37070	167836
Adjustment	0	0
Program Change	0	0

ICR expiration = 12/31/90

ICR Profile Edit Form

Title of this Information Collection Request (ICR)
Information Requirements for Importation of Nonconforming Vehicles

Fiscal year of expected request for original clearance: 1990

Contact person : First name: Claude
 Last name: Magnuson
 Mail code: 340
 Telephone: (202) 382-2542

Est. burden hours for this ICR: 0
 AA-Division code: AR 25

ABSTRACT :

NONE

ICR Comments (Administrative notes here if needed.)

NONE

ICW Edit Report Form

Inventory Correction Worksheet Edit Form for ICR # 0010 as of 10/02/89

Date of completion of this ICW. 09/29/89

FROM: (desk officer responsible)

Docket number or OMB# - 0

Effective date of correction(s) 09/29/89

SF 83 ITEM

CORRECTION

Agency/Bureau #

0

Functional code

Expiration date

/ /

REPORTING BURDEN:

Responses

Reporting Hours

In Inventory (old)

0

0

New (if changed)

0

0

Difference (new-old)

0

0

ADJUSTMENTS:

Responses

Reporting Hours

Correction - Error

0

0

Correction-Reestimate

0

0

Change in use

0

0

PROGRAM CHANGES:

0

0

ICW COMMENTS:

NONE

Tracking Event History

T R A C K I N G E V E N T R E P O R T for ICR # 0010.01

CODE	DESCRIPTION	DATE
II	In IPB	03/17/82
IO	In OMB	04/19/82
OA	Out of OMB - approved	05/27/82
CR	Correction received from OMB	11/06/84
CS	Correction Sent to OMB	05/17/85
CR	Correction received from OMB	06/18/85

APPENDIX D

Database Structure

DATABASE STRUCTURES

There are a total of 15 databases in the PRAMS II :

PACKAGE.DBF
TRACKING.DBF
EVENTS.DBF
ICR.DBF
ICW.DBF
ICB_PROF.DBF
AGENCIES.DBF
SYSTEM.DBF
TRAKTEMP.DBF
AADIV.DBF
ARC_ICR.DBF
ARC_PKG.DBF
ARC_ICB.DBF
ARC_ICW.DBF
ARC_TRK.DBF

There are 14 associated index files:

PACKAGE1.NDX
PACKAGE2.NDX
TRAKICR.NDX
TRAKPKG.NDX
TRAKDATE.NDX
ICRINDEX.NDX
ICRAGENCY.NDX
ICROMBAG.NDX
ICW_ICR.NDX
ICB.NDX
TTMPDATE.NDX
AGENCIES.NDX
ICW_DATE.NDX

There are 12 memo files associated with the databases.

ICR.DBT
PACKAGE.DBT
ICB_PROF.DBT
ICW.DBT
TRACKING.DBT
ACR_ICR.DBT
ARC_PKG.DBT
ARC_ICW.DBT
ARC_ICB.DBT
ARC_TRK.DBT

The following pages provide detailed database structures, index associations, and index keys for each database in the PRAMS2 system.

Structure for database : PACKAGE.DBF

Field	Field name	Type	Width	Dec
1	ICR_NUMBER	Numeric	4	
2	PKG_NUMBER	Numeric	2	
3	TTL_RECHRS	Numeric	14	2
4	TTL_HOURS	Numeric	18	2
5	TTL_RESPON	Numeric	12	
6	ADJUSTMENT	Numeric	14	
7	PGM_CHANGE	Numeric	14	
8	TAB_DIFFER	Numeric	18	
9	CUR_OMB_IN	Numeric	18	
10	REQ_BURDEN	Numeric	18	
11	REC_RETENT	Numeric	2	
12	HR_PER_KPR	Numeric	7	2
13	NO_REC_KPR	Numeric	8	
14	HR_PER_RSP	Numeric	7	2
15	PER_RSPOND	Numeric	4	
16	NO_RESPDNT	Numeric	8	
17	STAT_FLAG	Logical	1	
18	ED_FLAG	Logical	1	
19	REQ_X_DATE	Date	8	
20	REVIEW_TYP	Numeric	1	
21	FR_DATE	Date	8	
22	COLLECT_TYP	Character	1	
23	PKG_ABSTRC	Memo	10	
24	OTHER_AUTH	Character	20	
25	USC_CHAPTR	Character	24	
26	USC_TITLE	Numeric	2	
27	AFFECTPUB7	Character	1	
28	AFFECTPUB6	Character	1	
29	AFFECTPUB5	Character	1	
30	AFFECTPUB4	Character	1	
31	AFFECTPUB3	Character	1	
32	AFFECTPUB2	Character	1	
33	AFFECTPUB1	Character	1	
34	POC_MAIL	Character	6	
35	POC_PHONE	Character	10	
36	POC_FIRST	Character	10	
37	POC_LAST	Character	15	
38	OMB_X_DATE	Date	8	
39	PKG_TITLE	Memo	10	
40	CUR_OMB_NO	Numeric	10	
41	NEW_NO_FLG	Logical	1	
42	OBLIGATION	Numeric	1	
43	GEN_COMNTS	Memo	10	
44	OMBPREVRSR	Numeric	8	
45	OMBPREVRHS	Numeric	8	
46	OMBNEWRESP	Numeric	8	
47	OMBNEWRPT	Numeric	8	
48	OMBRESPADJ	Numeric	10	
49	OMBRPTADJ	Numeric	10	
50	OMBPRGCRSP	Numeric	8	
51	OMBPRGRPT	Numeric	8	

52	FREQ_RR_1	Character	1
53	FREQ_RR_2	Character	1
54	FREQ_RR_3	Character	1
55	FREQ_RR_4	Character	1
56	FREQ_RR_5	Character	1
57	FREQ_RR_6	Character	1
58	FREQ_RR_7	Character	1
59	FREQ_RR_8	Character	1
60	FREQ_RR_9	Character	1
61	FREQ_DSCRIP	Character	25
62	PURPOSE_1	Character	1
63	PURPOSE_2	Character	1
64	PURPOSE_3	Character	1
65	PURPOSE_4	Character	1
66	PURPOSE_5	Character	1
67	PURPOSE_6	Character	1
68	PURPOSE_7	Character	1
69	STAT_CMNTS	Memo	10
70	OMB_CMNTS	Memo	10
71	OMB_CONDIT	Logical	1
72	OMB_APPROV	Logical	1
73	DABO_NAME	Memo	10
74	DO_INITALS	Character	2

This database uses the memo file: PACKAGE.DBT

This database is associated with index file(s):
: PACKAGE2.NDX (ICR_NUMBER)+STR(PKG_NUMBER)
: PACKAGE1.NDX (icr_number)

Structure for database : TRACKING.DBF

Field	Field name	Type	Width	Dec
1	ICR_NUMBER	Numeric	4	
2	PKG_NUMBER	Numeric	2	
3	EVNT_CODE	Character	2	
4	EVNT_DATE	Date	8	
5	EVNT_CMNTS	Memo	10	
6	EVNT_CLOSE	Logical	1	
7	ICW_FLAG	Logical	1	

This database uses the memo file: TRACKING.DBT

This database is associated with index file(s):
: TRAKICR.NDX (icr_number)
: TRAKPKG.NDX (ICR_NUMBER)+STR(PKG_NUMBER)
: T R A K D A T E . N D X
(ICR_NUMBER)+STR(PKG_NUMBER)+DTOS(EVNT_DATE)

Structure for database : EVENTS.DBF

Field	Field name	Type	Width	Dec
1	EVENT_CODE	Character	2	
2	EVENT_NAME	Character	50	

Structure for database : ICR.DBF

Field	Field name	Type	Width	Dec
1	ICR_NUMBER	Numeric	4	
2	SUM_RESP	Numeric	10	
3	SUM_RPT_HR	Numeric	10	
4	SUM_ADJRSP	Numeric	10	
5	SUM_ADJRPT	Numeric	10	
6	SUM_PC_RSP	Numeric	10	
7	SUM_PC_HRS	Numeric	10	
8	EXP_DATE	Date	8	
9	DIV_CODE	Numeric	2	
10	INIT_DATE	Date	8	
11	ICR_TITLE	Memo	10	
12	AGENCY	Numeric	2	
13	CUR_OMB_NO	Numeric	8	
14	PENDING	Logical	1	
15	ICR_CMNTS	Memo	10	
16	DABO_NAME	Memo	10	
17	AA_CODE	Character	3	
18	TE_STATUS	Character	2	
19	TE_DATE	Date	8	

This database uses the memo file called: ICR.DBT.

This database is associated with the followind index files:

- : ICRINDEX.NDX (icr_number)
- : ICRAGNCY.NDX (AGENCY)+STR(ICR_NUMBER)
- : ICROMBAG.NDX (AGENCY)+STR(CUR_OMB_NO)

Structure for database : ICW.DBF

Field	Field name	Type	Width	Dec
1	ICR_NUMBER	Numeric	4	
2	ICW_LOGGED	Date	8	
3	DESK_OFFC	Character	40	
4	ICB_OMB_NO	Numeric	8	
5	EFFCT_DATE	Date	8	
6	AGNCY_NUMB	Numeric	6	
7	FUNCT_CODE	Character	3	
8	EXPIR_DATE	Date	8	
9	RESPD_OLD	Numeric	10	
10	RESP_NEW	Numeric	10	
11	RESP_DIFF	Numeric	10	
12	RSP_ADJ_ER	Numeric	10	
13	RSPADJREST	Numeric	10	
14	RSPADJCIU	Numeric	10	
15	RSP_PRG_CH	Numeric	10	
16	HOURS_OLD	Numeric	10	
17	HOURS_NEW	Numeric	10	
18	HOURS_DIFF	Numeric	10	
19	HRS_ADJ_ER	Numeric	10	
20	HR_ADJREST	Numeric	10	
21	HR_ADJ CIU	Numeric	10	
22	HRS_PRG_CH	Numeric	10	
23	ICW_ID_NO	Numeric	6	
24	OMBRESPOLD	Numeric	10	
25	OMBRESPNEW	Numeric	10	
26	OMBRESPDIF	Numeric	10	
27	OMBRSPADER	Numeric	10	
28	OMBRSadRES	Numeric	10	
29	OMBRSadCIU	Numeric	10	
30	OMBRSPRGCH	Numeric	10	
31	OMBHRS_OLD	Numeric	10	
32	OMBHRS_NEW	Numeric	10	
33	OMBHRS_DIF	Numeric	10	
34	OMBHRSÄDER	Numeric	10	
35	OMBHRADRES	Numeric	10	

36	OMBHRADCIU	Numeric	10
37	OMBHRPRGCH	Numeric	10
38	ICW_COMNTS	Memo	10
39	OMBAGNCYNO	Numeric	6
40	OMBFUNCODE	Character	3
41	OMBEXPIRE	Date	8

This database uses the memo file: ICW.DBT

This database is associated with index file(s):

: ICW_ICR.NDX (icr_number)
 : ICW_DATE.NDX (ICR_NUMBER)+DTOS(EFFCT_DATE)

Structure for database : ICB_PROF.DBF

Field	Field name	Type	Width	Dec
1	ICR_NUMBER	Numeric	4	
2	CURRENT_FY	Numeric	4	
3	NEXT_FY	Numeric	4	
4	ORIG_EST1	Numeric	10	
5	ADJ_HOURS1	Numeric	10	
6	PRG_CHANG1	Numeric	10	
7	EST_HOURS2	Numeric	10	
8	ADJ_HOURS2	Numeric	10	
9	EST_TOTAL1	Numeric	10	
10	PRG_CHANG2	Numeric	10	
11	PASS_BACK	Numeric	10	
12	APPEAL_2	Numeric	10	
13	ALLOWANCE2	Character	20	
14	CLOSE_OUT	Character	1	
15	ICB_COMNT	Memo	10	
16	ICB_REASON	Memo	10	
17	REASON_1	Logical	1	
18	REASON_2	Logical	1	
19	REASON_3	Logical	1	

20	REASON_4	Logical	1
21	REASON_5	Logical	1
22	REASON_6	Character	50
23	REASON_ICR	Numeric	4
24	EST_TOTAL2	Numeric	10

This database uses the memo filme: ICB_PROF.DBT

This database is associated index file:
: ICB.NDX (icr_number)

Structure for database : AGENCIES.DBF

Field	Field name	Type	Width	Dec
1	AGENCYCODE	Numeric	2	
2	AGENCYNAME	Character	50	

This database is associated with index file(s):
: AGENCIES.NDX (icr_number)

Structure for database : SYSTEM.DBF

Field	Field name	Type	Width	Dec
1	USER_ID	Character	10	
2	PASSWORD	Character	10	
3	LASTUPDATE	Date	8	
4	FULLNAME	Character	25	
5	SEC_LEVEL	Numeric	1	

Structure for database : TRAKTEMP.DBF

Field	Field name	Type	Width	Dec
1	ICR_NUMBER	Numeric	4	
2	PKG_NUMBER	Numeric	2	
3	EVNT_CODE	Character	2	
4	EVNT_DATE	Date	8	
5	EVNT_CMNTS	Memo	10	
6	EVNT_CLOSE	Logical	1	
7	ICW_FLAG	Logical	1	

This database uses the memo file: TRAKTEMP.DBT

This database is associated with index file(s):
: T T M P D A T E . N D X
(ICR_NUMBER)+STR(PKG_NUMBER)+DTOS(EVNT_DATE)

Structure for database : AADIV.DBF

Field	Field name	Type	Width	Dec
1	AA_CODE	Character	3	
2	DIV_CODE	Numeric	2	
3	OFFICE	Character	5	
4	MAIL_CODE	Character	7	
5	OD_NAME	Character	80	

Structure for database : ARC_ICR.DBF

Field	Field name	Type	Width	Dec
1	ICR_NUMBER	Numeric	4	
2	SUM_RESP	Numeric	10	
3	SUM_RPT_HR	Numeric	10	
4	SUM_ADJRSP	Numeric	10	
5	SUM_ADJRPT	Numeric	10	
6	SUM_PC_RSP	Numeric	10	
7	SUM_PC_HRS	Numeric	10	
8	EXP_DATE	Date	8	
9	DIV_CODE	Numeric	2	
10	INIT_DATE	Date	8	
11	ICR_TITLE	Memo	10	
12	AGENCY	Numeric	2	
13	CUR_OMB_NO	Numeric	8	
14	PENDING	Logical	1	
15	ICR_CMNTS	Memo	10	
16	DABO_NAME	Memo	10	
17	AA_CODE	Character	3	

This database uses the memo file: ARC_ICR.DBT

Structure for database : ARC_PKG.DBF

Field	Field name	Type	Width	Dec
1	ICR_NUMBER	Numeric	4	
2	PKG_NUMBER	Numeric	2	
3	TTL_RECHRS	Numeric	14	2
4	TTL_HOURS	Numeric	18	2
5	TTL_RESPON	Numeric	12	
6	ADJUSTMENT	Numeric	14	
7	PGM_CHANGE	Numeric	14	
8	TAB_DIFFER	Numeric	18	
9	CUR_OMB_IN	Numeric	18	
10	REQ_BURDEN	Numeric	18	
11	REC_RETENT	Numeric	2	
12	HR_PER_KPR	Numeric	7	2
13	NO_REC_KPR	Numeric	8	
14	HR_PER_RSP	Numeric	7	2
15	PER_RSPOND	Numeric	4	
16	NO_RESPDNT	Numeric	8	
17	STAT_FLAG	Logical	1	

18	ED_FLAG	Logical	1
19	REQ_X_DATE	Date	8
20	REVIEW_TYP	Numeric	1
21	FR_DATE	Date	8
22	COLECT_TYP	Character	1
23	PKG_ABSTRC	Memo	10
24	OTHER_AUTH	Character	20
25	USC_CHAPTR	Character	24
26	USC_TITLE	Numeric	2
27	AFFECTPUB7	Character	1
28	AFFECTPUB6	Character	1
29	AFFECTPUB5	Character	1
30	AFFECTPUB4	Character	1
31	AFFECTPUB3	Character	1
32	AFFECTPUB2	Character	1
33	AFFECTPUB1	Character	1
34	POC_MAIL	Character	6
35	POC_PHONE	Character	10
36	POC_FIRST	Character	10
37	POC_LAST	Character	15
38	OMB_X_DATE	Date	8
39	PKG_TITLE	Memo	10
40	CUR_OMB_NO	Numeric	10
41	NEW_NO_FLG	Logical	1
42	OBLIGATION	Numeric	1
43	GEN_COMNTS	Memo	10
44	OMBPREVRS	Numeric	8
45	OMBPREVHRS	Numeric	8
46	OMBNEWRESP	Numeric	8
47	OMBNEWRPT	Numeric	8
48	OMBRESPADJ	Numeric	10
49	OMBRPTADJ	Numeric	10
50	OMBPRGCRSP	Numeric	8
51	OMBPRGRPT	Numeric	8
52	FREQ_RR_1	Character	1
53	FREQ_RR_2	Character	1
54	FREQ_RR_3	Character	1
55	FREQ_RR_4	Character	1
56	FREQ_RR_5	Character	1
57	FREQ_RR_6	Character	1
58	FREQ_RR_7	Character	1
59	FREQ_RR_8	Character	1
60	FREQ_RR_9	Character	1
61	FREQ_DSCR	Character	25
62	PURPOSE_1	Character	1
63	PURPOSE_2	Character	1
64	PURPOSE_3	Character	1
65	PURPOSE_4	Character	1
66	PURPOSE_5	Character	1
67	PURPOSE_6	Character	1
68	PURPOSE_7	Character	1
69	STAT_CMNTS	Memo	10
70	OMB_CMNTS	Memo	10
71	OMB_CONDIT	Logical	1

72	OMB_APPROV	Logical	1
73	DABO_NAME	Memo	10
74	DO_INITALS	Character	2

This database uses the memo file: ARC_PKG.DBT

Structure for database : ARC_ICB.DBF

Field	Field name	Type	Width	Dec
1	ICR_NUMBER	Numeric	4	
2	CURRENT_FY	Numeric	4	
3	NEXT_FY	Numeric	4	
4	ORIG_EST1	Numeric	10	
5	ADJ_HOURS1	Numeric	10	
6	PRG_CHANG1	Numeric	10	
7	EST_HOURS2	Numeric	10	
8	ADJ_HOURS2	Numeric	10	
9	EST_TOTAL1	Numeric	10	
10	PRG_CHANG2	Numeric	10	
11	PASS_BACK	Numeric	10	
12	APPEAL_2	Numeric	10	
13	ALLOWANCE2	Character	20	
14	CLOSE_OUT	Character	1	
15	ICB_COMNT	Memo	10	
16	ICB_REASON	Memo	10	
17	REASON_1	Logical	1	
18	REASON_2	Logical	1	
19	REASON_3	Logical	1	
20	REASON_4	Logical	1	
21	REASON_5	Logical	1	
22	REASON_6	Character	50	
23	REASON_ICR	Numeric	4	
24	EST_TOTAL2	Numeric	10	

This database uses the memo file: ARC_ICB.DBT

Structure for database : ARC_ICW.DBF

Field	Field name	Type	Width	Dec
1	ICR_NUMBER	Numeric	4	
2	ICW_LOGGED	Date	8	
3	DESK_OFFC	Character	40	
4	ICB_OMB_NO	Numeric	8	
5	EFFCT_DATE	Date	8	
6	AGNCY_NUMB	Numeric	6	
7	FUNCT_CODE	Character	3	
8	EXPIR_DATE	Date	8	
9	RESPD_OLD	Numeric	10	
10	RESP_NEW	Numeric	10	
11	RESP_DIFF	Numeric	10	
12	RSP_ADJ_ER	Numeric	10	

13	RSPADJREST	Numeric	10
14	RSPADJCIU	Numeric	10
15	RSP_PRG_CH	Numeric	10
16	HOURS_OLD	Numeric	10
17	HOURS_NEW	Numeric	10
18	HOURS_DIFF	Numeric	10
19	HRS_ADJ_ER	Numeric	10
20	HR_ADJREST	Numeric	10
21	HR_ADJ_CIU	Numeric	10
22	HRS_PRG_CH	Numeric	10
23	ICW_ID_NO	Numeric	6
24	OMBRESPOLD	Numeric	10
25	OMBRESPNEW	Numeric	10
26	OMBRESPDIF	Numeric	10
27	OMBRSPADER	Numeric	10
28	OMBRADRES	Numeric	10
29	OMBRADCIU	Numeric	10
30	OMBRSPRGCH	Numeric	10
31	OMBHRS_OLD	Numeric	10
32	OMBHRS_NEW	Numeric	10
33	OMBHRS_DIF	Numeric	10
34	OMBHRSADER	Numeric	10
35	OMBHRADRES	Numeric	10
36	OMBHRADCIU	Numeric	10
37	OMBHRPRGCH	Numeric	10
38	ICW_COMNTS	Memo	10
39	OMBAGNCYNO	Numeric	2
40	OMBFUNCODE	Character	3
41	OMBEXPIRE	Date	8

This database uses the memo file: ARC_ICW.DBT

Structure for database : ARC_TRK.DBF

Field	Field name	Type	Width	Dec
1	ICR_NUMBER	Numeric	4	
2	PKG_NUMBER	Numeric	2	
3	EVNT_CODE	Character	2	
4	EVNT_DATE	Date	8	
5	EVNT_CMNTS	Memo	10	
6	EVNT_CLOSE	Logical	1	
7	ICW_FLAG	Logical	1	

This database uses the memo file: ARC_TRK.DBT

APPENDIX E
Agency Names

A G E N C Y T A B L E

OFFICE NAME	OMB NUMERIC CODES
Office of Policy Planning and Evaluation	2010
Office of General Council	2020
Office of Admin. Resources Management	2030
Office of Water	2040
Office of Solid Waster and Emergency Response	2050
Office of Air and Radiation	2060
Office of Pesticides and Toxics	2070
Office of Research and Development	2080
Office of the Inspector General	
Other Agencies	2000

APPENDIX F
AA/Division Codes

Environmental Protection Agency
Office of Policy, Planning and Evaluation
Paperwork Reduction Act Management System
* Listing of Office-Division Code File *

A Code	Division Code	Office Initials	Mail Code	Office or Division Name
	00	AO	A 100	Office of the Administrator
	10	OCR	A105	Office of Civil Rights
A	20	OSDBU	A149C	Office of Small & Disadvantaged Business Utilization
	00	OAR,	ANR443	Office of Air and Radiation
AR	01	OAR	ANR443	Office of Program Management Operations
	02	OAR	ANR443	Office of Policy Analysis and Review
	03	OAR	ANR445	Office of Program Development
AR	10	OAQPS	MD10	Office of Air Quality Planning and Standards
AR	11	OAQPS	MD15	Control Programs Development Division
	12	OAQPS	MD13	Emission Standards and Engineering Division
	13	OAQPS	MD14	Monitoring and Data Analysis Division
AR	14	OAQPS	EN341	Stationary Source Compliance Division
	15	OAQPS	MD12	Strategies and Air Standards Division
	20	OHS	ANR455	Office of Mobile Sources
AR	21	OHS		Certification Division
AR	22	OHS		Emission Control Technology Division
	23	OHS		Engineering Operations Division
	24	OHS	EN397F	Field Operations and Support Division
AR	25	OHS	EN340F	Manufacturers Operations Division
	30	ORP	ANR458C	Office of Radiation Programs
	31	ORP	ANR461C	Analysis and Support Division
AR	32	ORP	ANR460C	Criteria and Standards Division
	33	ORP	EERF	Eastern Environmental Radiation Facility (Montgomery AL)
	34	ORP	ORP-LV	ORP - Las Vegas Facility
ADM	00	OARM	PM208	Office of Administration and Resources Management
	10	OA	PM217	Office of Administration
	11	OA	PM212	Personnel Management Division
ARM	12	OA	PM213	Management and Organization Division
	13	OA	PM214F	Procurement and Contracts Management Division
	14	OA	PM215	Facilities and Support Services Division
ARM	15	OA	PM216	Grants Administration Division
	20	OIRM	PM211	Office of Information Resources Management
	30	OC	PM225	Office of the Comptroller
ARM	31	OC	PM225	Budget Division
ARM	32	OC	PM226	Financial Management Division
	40	OHRM	PM224	Office of Human Resources Management
EA	00	OEA	A100EA	Office of External Affairs
	10	OFA	A104	Office of Federal Activities
	20	OPA	A107	Office of Public Affairs
EA	30	OCIR	A100EA	Office of Community & Intergovernmental Relations
	00	OECM	LE133	Office of Enforcement and Compliance Monitoring
	10	OCAPO	LE133	Office of Compliance Analysis & Program Operations
ECM	20	AEC	LE134	Associate Enforcement Counsel
	30	NEIC	NEIC	Natl Enforcement Investigations Ctr (Denver)

Environmental Protection Agency
Office of Policy, Planning and Evaluation
Paperwork Reduction Act Management System
* Listing of Office-Division Code File *

AA de	Division Code	Office Initials	Mail Code	Office or Division Name
GC	00	OGC	LE130	Office of General Counsel
	00	OIA	A106	Office of International Activities
IG	00	OIG	A109	Office of the Inspector General
E	00	OPPE	PM219	Office of Policy, Planning and Evaluation
PPE	10	OMSE	PM222	Office of Management Systems and Evaluation
E	20	OPA	PM221	Office of Policy Analysis
E	21	OPA	PM221	Regulatory and Economic Analysis Division
PPE	23	OPA	PM220	Regulatory Integration Division
OME	30	OSR	PM223	Office of Standards and Regulations
E	31	OSR	PM223	Chemicals and Statistical Policy Division
E	32	OSR	PM223	Information and Regulatory Systems Division
S	00	OPTS	TS788	Office of Pesticides & Toxic Substances
S	01	OPTS	EN342	Office of Compliance Monitoring
PTS	10	OPP	TS766C	Office of Pesticide Programs
S	11	OPP	TS768C	Benefits and Use Division
S	12	OPP	TS769C	Hazard Evaluation Division
S	13	OPP	TS757C	Program Management and Support Division
PTS	14	OPP	TS767C	Registration Division
S	20	OTS	TS792	Office of Toxic Substances
S	21	OTS	TS794	Chemical Control Division
PTS	22	OTS	TS779	Economics and Technology Division
S	23	OTS	TS778	Existing Chemical Assessment Division
S	24	OTS	TS798	Exposure Evaluation Division
PTS	25	OTS	TS796	Health and Environmental Review Division
TS	26	OTS	TS793	Information Management Division
S	27	OTS	TS799	TSCA Assistance Office
RD1	00	R-1		Region 1 - Boston
2	00	R-2		Region 2 - New York
3	00	R-3		Region 3 - Philadelphia
RD4	00	R-4		Region 4 - Atlanta
5	00	R-5		Region 5 - Chicago
RD6	00	R-6		Region 6 - Dallas
7	00	R-7		Region 7 - Kansas City
8	00	R-8		Region 8 - Denver
RD9	00	R-9		Region 9 - San Francisco

Environmental Protection Agency
Office of Policy, Planning and Evaluation
Paperwork Reduction Act Management System
* Listing of Office-Division Code File *

	Division Code	Office Initials	Mail Code	Office or Division Name
I	00	R-10		Region 10 - Seattle
RD	00	ORD	RD672	Office of Research & Development
	10	OEEET	RD681	Office of Environmental Engineering and Technology
	20	OEPER	RD682	Office of Environmental Processes and Effects Research
RD	30	OER	RD675	Office of Exploratory Research
F	40	OHEA	RD689	Office of Health and Environmental Assessment
H	50	OHR	RD683	Office of Health Research
RD	60	OADEM	RD680	Office of Acid Deposition, Environmental Monitoring and Quality Assurance
R	70	ORPM	RD674	Office of Research Program Management
R	00	ORO	A101	Office of Regional Operations
S	00	OSWER	WH562A	Office of Solid Waste & Emergency Response
S	10	OERR	WH548	Office of Emergency and Remedial Response
SW	11	OERR	WH548D	Office of Program Management
S	12	OERR	WH548B	Emergency Response Division
S	13	OERR	WH548A	Hazardous Response Support Division
SW	14	OERR	WH548E	Hazardous Site Control Division
S	20	OSW	WH562	Office of Solid Waste
S	21	OSW	WH565	Office of Program Management and Support
S	22	OSW	WH562B	Characterization and Assessment Division
SW	23	OSW	WH563	Permits and State Programs Division
S	24	OSW	WH565	Waste Management Division
SI	25	OSW	WH565	Policy, Planning & Information Staff
SW	30	OWPE	WH527	Office of Waste Programs Enforcement
S	40	OUST	WH562A	Office of Underground Storage Tanks
S	50	OPMT	WH562A	Office of Program Management & Technology
SW	51	OPMT	WH548A	Preparedness Staff
SW	52	OPMT	WH562A	Cross-Media Analysis Staff
W	00	OW	WH556	Office of Water
W	10	OWEP	EN335	Office of Water Enforcement and Permits
W	11	OWEP	EN338	Enforcement Division
W	12	OWEP	EN336	Permits Division
W	20	OWRS	WH551	Office of Water Regulations and Standards
W	21	OWRS	WH552	Industrial Technology Division
W	22	OWRS	WH553	Monitoring & Data Support Division
W	23	OWRS	WH585	Criteria & Standards Division
W	24	OWRS	WH586	Analysis & Evaluation Division
W	30	OMPC	WH546	Office of Municipal Pollution Control
W	31	OMPC	WH546	Office of Program Management & Evaluation
W	33	OMPC	WH595	Municipal Facilities Division
	34	OMPC	WH547	Municipal Construction Division
	35	OMPC	WH554	Planning & Analysis Division
	40	ODW	WH550A	Office of Drinking Water
	41	ODW	WH550D	Criteria & Standards Division
	42	ODW	WH550E	State Programs Division

Environmental Protection Agency
 Office of Policy, Planning and Evaluation
 Paperwork Reduction Act Management System
 * Listing of Office-Division Code File *

Line	Division Code	Office Initials	Mail Code	Office or Division Name
	43	ODW		Technical Support Division (Cincinnati)
	44	ODW	WH550B	Program Development and Evaluation Division
W	50	OGP	WH550G	Office of Groundwater Protection
	60	OMEP	WH556F	Office of Marine & Estuarine Protection
	61	OMEP	WH556F	Marine Operation Division
W	62	OMEP	WH556F	Technical Support Division
I	70	OWP	A104	Office of Wetlands Protection

