



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

January 21, 2003

MEMORANDUM TO CHIEF INFORMATION OFFICERS

CC: PAPERWORK CLEARANCE OFFICERS

FROM: Donald R. Arbuckle
Deputy Administrator, Office of Information and Regulatory
Affairs

SUBJECT: Transition of Paperwork Reduction Act Information Collections
Due to the Homeland Security Act of 2002

Under the Paperwork Reduction Act (PRA), OMB assigns an eight-digit OMB Control Number to each the agency information collection. The first digits of the OMB Control Number identify the agency and component conducting or sponsoring the collection. With the creation of the Department of Homeland Security (DHS) and the transfer of a number of agency components to DHS and to other agencies, OMB is preparing to create new series of OMB Control Numbers for the new Department and, where appropriate, for collections that are carried out by the agencies that are transferring (or receiving) components, or parts of components, pursuant to the Homeland Security Act of 2002.

This memorandum provides you and your staff instructions to follow to complete this transfer while minimizing the disruption to continuing programs. The agencies affected by this memorandum are: the Departments of Agriculture, Commerce, Defense, Energy, Health and Human Services, Justice, State, Transportation, and Treasury, the Federal Emergency Management Agency, the General Services Administration, and the newly-created DHS.

If your agency is transferring components to another agency

Please begin by reviewing your most recent inventory of information collections, available on OMB's website at <http://www.whitehouse.gov/omb/library/OMBINV.html>. Prepare a list that identifies all information collections that will be transferred and the agency and component to which they will be transferred. In cases where an entire component is being transferred in whole, this should be relatively easy. In cases where part of a component is being transferred or the component is being split, it may be more difficult. In either case, please review your inventory carefully so that we do not mistakenly transfer collections.

For your list, use the attached list of new agencies and new code numbers to identify to where the collections should be transferred. (You do not need to prepare an OMB Form 83-C to request the transfer; we will make the transfers based on your lists.) **Please make sure that we have this list at least a week before the date on which the component transfer is to be completed.** (For example, for the components transferring to DHS on March 1, please have this list to us by Monday, February 24.)

For information collections pending OMB review as of the date of your list, please submit an OMB Form 83-C requesting transfer of the collection once you have received an OMB Notice of Action concluding review.

If you have any information collections not currently on the inventory but that may at some time in the future be reinstated, such as recurring collections that do not have a currently-valid OMB Control Number, please notify the receiving agency of these collections so that the new agency can submit these collections for review as "reinstatements" rather than "new"collections. This will ensure that our computer tracking system can maintain an accurate history of all information collections.

If your agency is receiving transferred components

You will receive an OMB Notice of Action for each information collection that is transferred, informing you of the new OMB Control Number that has been assigned to that collection. To ensure a smooth transition, in the case of those collections that (as of the date of transfer) have a current OMB approval and thus have currently-valid Control Numbers, the new Control Number will not replace but instead will co-exist with the old Control Number until such time as OMB's approval for the old Control Number expires. **Because the transfer will not invalidate the old OMB Control Number, which will continue to remain valid, you may continue to "display" the old OMB Control Number for the remaining duration of the existing approval on such collections.** During that period, your agency's "display" of the old (and still valid) Control Number will satisfy your agency's responsibility under the PRA to display a currently-valid OMB Control Number (also, during this period, your agency does not need to display both of the valid Control Numbers for the collection; display of either of the valid Control Numbers is sufficient).

Because of the limitations of our computer tracking system, however, only the new OMB Control Number will be listed in OMB's inventory of the agencies' information collections (the tracking system is unable to list two valid control numbers for any one collection). In order to avoid confusion and ensure that the public understands that the old Control Numbers continue to be valid, OMB will post on its website -- in addition to the inventory of agency collections (that will have the new Control Numbers) -- a list of currently approved collections that have been transferred due to the Homeland Security Act, informing the public that each old OMB Control Number continues to remain valid until its expiration date. Furthermore, OMB will also post a copy of this memorandum on our website. When the approval for the old Control Number expires, the old Control

Number will no longer be valid, and (assuming that OMB renews its approval for the collection) the new Control Number will henceforth be the only valid control number for that collection.

If you need to reinstate a previously approved collection that was not transferred, please coordinate with the previous agency and submit the request under the old OMB Control Number. When OMB concludes review of the collection, submit an OMB Form 83-C to make the transfer, at which point we will assign the new OMB Control Number. (This will ensure that we can maintain an accurate history of the collection.)

If you have any questions about the procedures described in this memorandum, please contact David Rostker at (202) 395-3897 or David_Rostker@omb.eop.gov. Thank you for your cooperation.

Attachment

New Agency/Subagency Name	New Agency Code
Department of Homeland Security	1600
Office of the Secretary	1601
Office of Civil Rights	1610
Bureau of Citizenship and Immigration Services	1615
U.S. Secret Service	1620
U.S. Coast Guard	1625
Directorate for Information Analysis and Infrastructure Protection (Undersecretary)	1630
Directorate of Science and Technology (Undersecretary)	1640
Homeland Security Advanced Research Projects Agency	1641
Directorate of Border and Transportation Security (Undersecretary)	1650
Customs Service	1651
Transportation Security Administration	1652
Bureau of Border Security	1653
Directorate for Emergency Preparedness and Response (Undersecretary)	1660
Office of the Undersecretary for Management	1680
Office of the Inspector General	1690
Department of Health and Human Services	0900
Administration for Children and Families (Existing)	0970
Department of Justice	1100
Bureau of Alcohol, Tobacco, Firearms, and Explosives	1140
Office of Justice Programs (existing)	1121
Department of the Treasury	1500
Tax and Trade Bureau	1513