



DEPARTMENT OF AGRICULTURE

Food and Nutrition Service

Agency Information Collection Activities: Proposed Collection; Comment Request – User Access Request Form FNS-674

AGENCY: Food and Nutrition Service (FNS), USDA.

ACTION: Notice.

SUMMARY: In accordance with the Paperwork Reduction Act of 1995, this notice invites the general public and other public agencies to comment on the proposed information collection.

This is a revision of a currently approved collection. The purpose of this information collection request is to continue the use of the electronic form FNS-674, titled “User Access Request Form.” This form will continue to allow access to current FNS systems, modified access or to remove user access.

DATES: Written comments must be received on or before [INSERT DATE THAT IS 60 DAYS AFTER PUBLICATION IN THE FEDERAL REGISTER].

ADDRESSES: Comments may be sent to: Joseph Binns, Food and Nutrition Service, U.S. Department of Agriculture, 1320 Braddock Place, Room 232, Alexandria, VA 22314.

Comments may also be submitted via email to Joseph.Binns@usda.gov. Comments will also be accepted through the Federal eRulemaking Portal. Go to <http://www.regulations.gov>, and follow the online instructions for submitting comments electronically.

All responses to this notice will be summarized and included in the request for Office of Management and Budget approval. All comments will be a matter of public record.

FOR FURTHER INFORMATION CONTACT: Requests for additional information or copies of this information collection should be directed to Joseph Binns at 703-605-1181.

SUPPLEMENTARY INFORMATION: Comments are invited on: (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions that were used; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on those who are to respond, including use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology.

Title: User Access Request Form

Form Number: FNS-674

OMB Number: 0584-0532

Expiration Date: 7/31/2024

Type of Request: Revision of a currently approved collection

Abstract: Form FNS-674 is designed to collect user information required to gain access to FNS Information Systems.

Affected Public: Contractors, State Agencies.

Estimated Number of Respondents: 7,200.

The respondents are State agencies, who are located in the 50 states and Trust Territories, staff contractors and Federal employees. Respondents who require access to the FNS systems are estimated at 8,100 annually (includes Federal, State and private) however, only 7,200 will account for the total public burden, excluding Federal employees. FNS estimates that it will receive an average of 1,185 requests per month (59.25 per business day). Of the 1,185, 92.4 percent (or 1,095) of the responses are State Agency users, 1.3 percent (or 15) are staff

contractors and 6.3 percent (or 75) are Federal employees which is not included in the total number of responses. Annually, that results in 7,200 respondents (585 State Agency users per month + 15 staff contractors per month x 12 months).

Estimated Number of Responses per Respondent: 1.975

Estimated Total Annual Responses: 14,220

Estimated Time per Response: 0.167 of an hour. Each respondent takes approximately 0.167 of an hour, or 10 minutes, to complete the required information on the online form.

Estimated Total Annual Burden on Respondents: 2,370 hours. See the table below for estimated total annual burden for each type of respondent.

REPORTING BURDEN

Affected Public	Form Number	Number of Respondents	Number of Responses Annually per Respondent	Total Annual Responses	Estimate of Burden Hours per Response	Total Annual Burden Hours
Contractors	FNS-674	180	1	180	0.16667 (10 minutes)	30
State Agency Users	FNS-674	7,020	2	14,040	0.16667 (10 minutes)	2,340
Estimated Total Annual Burden		7,200		14,220	(0.16667) 10 minutes	2,370

Tameka Owens,
Assistant Administrator,
Food and Nutrition Service.

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