



United States Department of the Interior

NATIONAL PARK SERVICE
1849 C Street, N.W.
Washington, DC 20240

NOV 25 2013

Memorandum

To: Regional Directors

From: Associate Director, Natural Resource Stewardship and Science

Subject: Submissions for Programmatic Information Collection Review
Response Due: January 31, 2014

The National Park Service (NPS) Social Science Program is now accepting submissions for FY 2014 programmatic review process of NPS sponsored information collections. Applicable information may include surveys, interview, and focus groups. Under the Paperwork Reduction Act, any federally sponsored information collection must be submitted to and approved by the Office of Management and Budget (OMB).

The programmatic review applies to all NPS-sponsored information collections designed to furnish useful and applied information to NPS managers and planners. Questions asked under the programmatic review process must show a clear tie to NPS management and planning needs. The programmatic review process may only be used for non-controversial information collection surveys that are unlikely to attract or include topics of significant public interest. Investigators who are unsure if an information collection qualifies under the programmatic review are strongly encouraged to contact the Social Science Program for clarification early in the planning process.

Not all NPS sponsored information collections qualify for review under this program. To qualify for the programmatic review, all questions in a survey must fit within one or more of the approved topic areas and must be approved by NPS and OMB. Investigators are strongly advised to use the survey questions and topic areas contained in the current "Pool of Known Questions" that have already been approved by NPS and OMB. To find the current Pool of Known Questions go to: <http://www.nature.nps.gov/socialscience/expedited.cfm>.

The Social Science Program is responsible for providing a thorough technical and administrative review of all proposed information collections. In appropriate cases, NPS may recommend that submitted proposals undergo a different review process, rather than the programmatic information collection review process.

Starting with the 2014 submission process, all information collection submissions will only be accepted through the Survey Request Tracking Solution (SRTS). Electronic package submissions will no longer be accepted by e-mail. In order to use SRTS you will have to register as a user and follow all instructions to submit your collection for consideration. This new system was designed to automate the submission process as well as to provide increased tracking

capabilities during the NPS and OMB review process. Information on navigating this new system is located on the SRTS Help pages [go to: <https://irma.nps.gov/Srts/>].

For more information, please contact:

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