CHAPTER 3   INTERAGENCY REPORTS CLEARANCE PROCESS

3-1.   INTRODUCTION. The Federal Information Resources Management
         Regulations require individual agencies to obtain approval
         for information collection burdens placed on other Federal
         agencies. 4l CFR 201-45.6 establishes the General Services
         Administration (GSA) as the oversight agency.

3-2.   INITIATING CLEARANCE. Program area staff that generate an
         interagency reporting requirement must prepare an SF-360,
         Request for Clearance of an Interagency Reporting
         Requirement. (A copy of this form is in Appendix 6.) The
         program area staff adds a supporting statement justifying the
         need for the requirement and sends the package forward for
         clearance. Assistance in preparing the approval package can
         be obtained from the RMO staff.

3-3.   CLEARANCE PROCESS. Exhibit 3.1 presents a process model for
         interagency reports clearance. The exhibit's boxes display
         numbers which are cross-referenced in the text below.

         a.   HUD Review/Approval. Box 1 of the exhibit has already
               been described in paragraph 3-2. The SF-360 package is
               sent through the program area RLO to the RMO (#2 and
               #3). They review the requirement for justification and
               data utility. A nonconcurrence by the RMO (#4a) advises
               the RLO that the initiators must revise and resubmit the
               package. Concurrence (#4b) results in the direct
               forwarding of the package to GSA. (No HUD panel reviews
               interagency reports.)

         b.   GSA Approval. Approval results in GSA issuance of a
               clearance number which must accompany the reporting
               form. (For program areas that are responding to another
               agency's information request, GSA approval number must
               be exhibited on their form.) Appeals for rejected
               applications should be channeled through the RMO.

3-4.   REPORTS MANAGEMENT. As with public use reports, the RMO
         monitors the existence of current interagency reports and
         keeps program areas apprised of impending expiration dates
         and recently approved reports as necessary. The RLOs and
         program area staffs should maintain an inventory of existing
         reports to facilitate responsible reports management.
         Program areas are not required to include interagency burden
         hours in their information collection budget.