

Islands as well as Americans overseas (and their dependents) who are working for the U.S. Government. In Puerto Rico, enumerators will deliver a questionnaire to each housing unit, to be returned in a postage-paid envelope. Housing units will receive an advance letter before questionnaire delivery and a reminder card following questionnaire delivery. Enumerators also will visit and collect information from households that did not return a questionnaire by mail or report their census information by other means, such as by telephone—this operation is called nonresponse follow-up. The Census Bureau also will conduct a reinterview of a small portion of respondents during nonresponse follow-up to ensure the quality of work in this operation.

The Census Bureau plans to take the following additional steps to improve response to the census:

- Build partnerships with Puerto Rico and local governments and with community groups to alert the Census Bureau to problems and advise the Bureau of opportunities to publicize Census 2000 and the best ways to communicate the message.

- Motivate individuals to respond (by explaining the benefits and mandatory nature of the census) and make Census 2000 forms attractive, easy to understand, and simple to fill out. Private sector designers have worked with the Census Bureau to simplify the forms and implement the user-friendly features shown to increase response during testing and research conducted by the Census Bureau.

- Placing unaddressed "Be Counted" forms in locations such as community centers and Walk-In Questionnaire Assistance Centers for use by people who believe they have not been counted in the census. The Census Bureau intends to make these forms available in Spanish and English in Puerto Rico.

- Employing new methods to find and enumerate people, such as enumerating persons who use services at shelters, soup kitchens, and other facilities and placing unaddressed "Be Counted" forms in publicly accessible locations for pick up and completion by people who believe that they have not been counted in the census.

- Providing telephone questionnaire assistance.

The Census Bureau intends to employ statistical sampling to check the quality of the work. An independent quality check—called the Integrated Coverage Measurement survey—will use the information gathered from a second, independent operation to improve the accuracy of the census. The Integrated

Coverage Measurement survey will be submitted separately for OMB review.

III. Data

OMB Number: Not available.

Form Numbers:

Update/Leave Short Forms: D-1(UL) PR, D-1(UL) PR(S), D-1A(UL) PR, D-1A(UL) PR(S)

Update/Leave Long Forms: D-2(UL) PR, D-2(UL) PR(S), D-2A(UL) PR, D-2A(UL) PR(S)

Enumerator Short Forms: D-1(E) PR, D-1(E) PR(S), D-1(E)SUPP-PR, D-1(E)SUPP-PR(S)

Enumerator Long Forms: D-2(E) PR, D-2(E) PR(S), D-2(E)SUPP-PR, D-2(E)SUPP-PR(S)

Household Followup: D-1(HF) PR, D-1(HF) PR(S), D-2(HF) PR, D-2(HF) PR(S)

Be Counted Forms: D-10 PR, D-10 PR(S)

Individual Census Questionnaires: D-15A PR, D-15A PR(S), D-15B PR, D-15B PR(S)

Individual Census Reports: D-20A PR, D-20A PR(S), D-20B PR, D-20B PR(S)

Military Census Report: D-21 PR
Shipboard Census Report: D-23 PR

Letters/Cards/Notices:

Advance Letter: D-5(UL) PR (Spanish/English),

Reminder Postcard: D-9(UL) PR (Spanish/English),

Initial Cover Letter—short: D-16A(L) PR, D-16A(L) PR(S)

Initial Cover Letter—long: D-16B(L) PR, D-16B(L) PR(S)

Flyer—Whole Household Usual Home Elsewhere: D-11 PR, D-11 PR(S)

Household Followup Letter—short: D-19A(L) PR, D-19A(L) PR(S)

Household Followup Letter—long: D-19B(L) PR, D-19B(L) PR(S)

Notice of Visit: D-26 PR, D-26 PR(S)

Privacy Act Notice: D-31 PR (Spanish/English)

Reinterview: D-806 PR, D-806 PR(S)

Type of Review: Regular Submission.

Affected Public: Individuals or households.

Estimated Number of Respondents: 1,400,000 households (approx.) (Short Form: 83%; Long form: 17%);

Reinterview: 15,820 households.

Estimated Time Per Response:

Short Form: 13 minutes

Long Form: 48 minutes

Reinterview: 6 minutes

Estimated Total Annual Burden:

Short Form: 251,767 hours

Long Form: 190,400 hours

Reinterview: 1,582 hours

Total: 443,749 hours

Estimated Total Annual Cost: The only cost to the respondent is their time.

Respondent's Obligation: Mandatory.

Legal Authority: Title 13 U.S.C.

Sections 141 and 193. Title 13 U.S.C. Section 191 directs the inclusion of Puerto Rico within the geographic scope of the census.

IV. Request for Comments

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 (including hours and cost) of the proposed collection of information; (c) ways to enhance the quality, utility, and clarity of the information; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology.

Comments submitted in response to this notice will be summarized and/or included in the request for OMB approval of this information collection; the comments will become a matter of public record.

Dated: August 12, 1998.

Linda Engelmeier,

Departmental Forms Clearance Officer, Office of the Chief Information Officer.

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DEPARTMENT OF COMMERCE

National Oceanic and Atmospheric Administration

Coastal Services Center Product Evaluation Forms and Coastal Training Institute Evaluation Forms

ACTION: Proposed Collection; comment request.

SUMMARY: The Department of Commerce, as part of its continuing effort to reduce paperwork and respondent burden, invites the general public and other Federal agencies to take this opportunity to comment on proposed and/or continuing information collections, as required by the Paperwork Reduction Act of 1995, Public Law 104-13 (44 U.S.C. 3506(c)(2)(A)).

DATES: Written comments must be submitted on or before October 19, 1998.

ADDRESSES: Direct all written comments to Linda Engelmeier, Departmental Forms Clearance Officer, Department of Commerce, Room 5327, 14th and

Constitution Avenue, NW, Washington DC 20230.

FOR FURTHER INFORMATION CONTACT:

Requests for additional information or copies of the information collection instrument(s) and instructions should be directed to Nina Petrovich, SC Sea Grant Coastal Program Coordinator, NOAA Coastal Services Center, 2234 South Hobson Avenue, Charleston SC 29405. Phone (843) 740-1203, Email: npetrovich@csc.noaa.gov.

SUPPLEMENTARY INFORMATION:

I. Abstract

The Coastal Services Center (CSC) will be requesting general Office of Management Budget (OMB) clearance for the use of product and training services evaluation forms. CSC produces an estimated 10 CD-ROMs and 4 newsletters annually; for all of these products CSC plans to include product evaluation forms. In addition, the Coastal Training Institute coordinates an average of 10 workshops, conferences and/or training courses annually. In an effort to comply with the 1993 Executive Order entitled Setting Customer Service Standards and CSC's annual performance standards, these evaluation forms will allow the Center to: (excerpted from the Executive Order)

- Determine the quality of services provided to our customers.
- Determine customers' level of satisfaction with existing services.
- Provide customers with choices in both the sources of services and the means of delivery.
- Make information, services, and complaint systems easily accessible, and
- Provide a means by which to address customer complaints.

All customer product evaluation forms are voluntary, distributed in conjunction with a specific product, and are accessible via the CSC home page. The annual burden of hours for product evaluations is calculated using an individual response time of 20 minutes. The official clearance request will include an expanded list of questions to address all product types. Each time a CSC product has been completed, specific questions will be chosen as appropriate from the expanded list and tailored to create that product's evaluation form.

The Coastal Training Institute's evaluations are distributed strictly to conference attendees. Response is voluntary and the forms are usually completed on site. The annual burden of hours is based on an individual response time of 20 minutes. The official clearance request will include an expanded list of questions to address

all training sessions. Each time a training session has been completed, specific questions will be chosen as appropriate from the expanded list and tailored to create that session's evaluation form.

II. Method of Collection

Written evaluation forms are distributed to all attendees of workshops or training sessions and are completed on site. Product evaluation forms will be distributed with the products.

III. Data

OMB Number: None.

Form Number: None.

Type of Review: Regular submission.

Affected Public: State, local, or tribal government (coastal managers from the following programs or agencies: Coastal Zone Management Programs, National Estuarine Research Reserve Sites, National Marine Sanctuaries, Sea Grant Institutions, Natural Resource Management Agencies, and local governments officials and planning boards from coastal communities).

Estimated Number of Respondents: For training services—350; for product evaluation—2,200.

Estimated Time Per Response: 20 minutes.

Estimated Total Annual Burden Hours: 117 for training services, 733 for product evaluations.

Estimated Total Annual Cost to Public: \$0 (no capital expenditures are required).

IV. Request for Comments

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 (including hours and cost) of the proposed collection of information; (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 respondents, including through the use of automated collection techniques or other forms of information technology.

Comments submitted in response to this notice will be summarized and/or included in the request for OMB approval of this information collection; they also will become a matter of public record.

Dated: August 12, 1998.

Linda Engelmeier,

Departmental Forms Clearance Officer, Office of the Chief Information Officer.

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DEPARTMENT OF COMMERCE

National Oceanic and Atmospheric Administration

Submission for OMB Review; Comment Request

The Department of Commerce (DOC) has submitted to the Office of Management and Budget (OMB) for clearance the following proposal for collection of information under the provisions of the Paperwork Reduction Act (44 USC Chapter 35).

Agency: National Oceanic and Atmospheric Administration (NOAA).

Title: Survey of Intent and Capacity to Process Fish and Shellfish.

Agency Form Number(s): None assigned.

OMB Approval Number: 0648-0235.

Type of Request: Extension of a currently approved collection.

Burden: 10 hours.

Number of Respondents: 54.

Avg. Hours Per Response: 15 minutes for the Atlantic mackerel, squid, and butterfish survey; 5 minutes for the Atlantic surf clam and ocean quahog survey.

Needs and Uses: Domestic processors and joint venture operators involved in either the Surf Clam/Ocean Quahog fishery or the Atlantic Mackerel, Squid, and Butterfish fishery are surveyed to determine their intent and capacity to process these species. NOAA is required by law to determine the intent and capacity to harvest and process the allowed level of catch. If the U.S. industry will not fully utilize the allowable harvest, suitable levels for joint ventures or direct foreign fishing may be established.

Affected Public: Businesses or other for-profit organizations, individuals.

Frequency: On occasion, annually.

Respondent's Obligation: Mandatory.

OMB Desk Officer: David Rostker, (202) 395-3897.

Copies of the above information collection proposal can be obtained by calling or writing Linda Engelmeier, DOC Forms Clearance Officer, (202) 482-3272, Department of Commerce, Room 5327, 14th and Constitution Avenue, NW, Washington, DC 20230.

Written comments and recommendations for the proposed information collection should be sent