


From: [Paul Stevens](#)
To: [Mike Murray](#)
Subject: Re: Fw: permit
Date: 01/14/2010 01:51 PM
Attachments: [Required Information for ORV Permits 2010.docx](#)

It was 10:15 writing the information.

Paul K. Stevens
Chief Ranger
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▼ [Mike Murray/CAHA/NPS](#)

**Mike
Murray/CAHA/NPS** To Paul Stevens/CAHA/NPS
cc
01/14/2010 01:10 PM Subject Re: Fw: permit 


Thanks. Did he do the same routine, but hand-write the information requested to get an estimate for in-person application time?

Mike Murray
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▼ [Paul Stevens/CAHA/NPS](#)

**Paul
Stevens/CAHA/NPS** To Mike Murray/CAHA/NPS@NPS
cc
01/14/2010 11:17 AM Subject Re: Fw: permit 

Mike,

I assigned the to Michael Trevino. He completed the task in 10:47. He pretended to be an old man and walked slow and typed with one finger.

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▼ [Mike Murray/CAHA/NPS](#)

**Mike
Murray/CAHA/NPS**

To "CAHA Paul Stevens" <paul_stevens@nps.gov>

cc

01/13/2010 08:29 PM

Subject Fw: permit

Paul

Any estimate of the time it would take someone to provide the information to be requested on the application "form"?? I believe that Cape Cod NS tells people they will need to have their DL and vehicle registration with them when they apply for the permit to streamline response time (people don't have to go out to their vehicle to write down the VIN, etc.). Maybe see how long it takes (I.e., keep track of the time it takes) an uninvolved employee (e.g., one of their other division admin techs) to get their DL and registration and sit down and write out their information on a piece of paper to estimate the hand-written response time and have them type out the same information on the computer to estimate how long it would take to fill out an on-line registration. Start time when they "show up" to start task and stop time when they have completed each task. Employee should do it at a slow but steady pace, rather than view it as a speed contest, since the average permit applicant may be less used to doing paperwork than our staff is. Feel free to ask for clarification if this task isn't clear.

Thanks

Sent from my BlackBerry Wireless Handheld

▼ [Sandra Hamilton](#)

----- Original Message -----

From: Sandra Hamilton
Sent: 01/13/2010 06:02 PM MST
To: Mike Murray
Subject: Re: permit

Thanks, Mike.

We also need an estimate of the time it would take an applicant to fill in the information required to apply for the permit (I'm thinking maybe 13 minutes, which would include the time to go into the garage or outside, write down the VIN number, come back in, and type it into the computer, but not the time to do the educational component? What would you estimate?)


I'll check with Phil on the educational component and the acceptance.

Sandy

Sandy Hamilton
Environmental Protection Specialist
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▼ [Mike Murray/CACO/NPS](#)

**Mike
Murray/CACO/NPS**
Sent by: Mike Murray

To: Sandra Hamilton/DENVER/NPS
cc

Subject: Re: permit 

01/13/2010 12:58 PM

Sandy,

See attached list of information that we would require when issuing an ORV permit similar to what CACO requires. We have not gone so far as to format it into a "form" yet as we have not developed our permit "system". Conceivably, there could be an on-line self-registration process to take the educational component, complete the permit application information and pay on-line, as well as a register-in-person process with the same steps. Don't know if it needs to be mentioned now or not (since it is not "information gathering"), but there would also be an acknowledgement/acceptance of the terms and conditions of the permit block on both the electronic or paper versions of the permit application, which would be a requirement of obtaining the permit.

Please let me know if Phil needs anything more than this.



Required Information for ORV Permits 2010.docx

Mike

▼ Sandra Hamilton/DENVER/NPS

**Sandra
Hamilton/DENVER/NPS**

To Mike Murray/CAHA/NPS@NPS
cc

12/04/2009 04:26 PM Subject permit

Hi Mike,

This can wait 'til we get the DEIS off (thank goodness), but I wanted to email you before I forget.

Phil Selleck gave me a heads up that we will need to provide a copy of the ORV permit form (application, whatever it'd be), so they can get a determination that it isn't (is) an "information collection" under the Paperwork Reduction Act (PWRA) before we publish the proposed rule. The preamble to the proposed rule discusses all the other required compliances and the PWRA is in the list.

If the permit asks for very basic info like name, address, vehicle registration, then it's likely not an "information collection" and doesn't have to go through the notice and comment process or OMB approving the information we're asking for. If we ask questions like "how many miles do you think you're going to drive off-road in the park this year?" or "how many times do you plan to use the permit to drive off-road?" etc. then it's more likely an "information collection." We also have to provide an estimate of the "burden" i.e. number of minutes to fill in information requested and read the information on the permit to enable you to fill in the information (or to check the box saying I've read, understand, and agree to comply with the regulations) multiplied by the estimated number of people who will get a permit per year.

Not urgent now, but evidently one park missed it, and it held up their final rule for a year. I have more information, when you're ready to deal with this.

Sandy

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Required Information
Needed from the General Public
To Issue Off Road Vehicle Permits
At Cape Hatteras National Seashore
January 2010

Applicant's Drivers Information:

Name

Address

Telephone(s) (Home, Business, Cell)

Driver's License Number and State

Applicant's Vehicle Information:

Registered Owner(s) Name(s)

Make

Model

Color

Registration Plate Number and State

(VIN) Vehicle Identification Number