

United States Department of Agriculture  
Farm Service Agency  
OMB Number 0560-0226  
On-line Registration for FSA-sponsored Events and Conferences

**1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.**

This package is to request OMB for an extension of a currently approved information collection, On-line Registration for FSA-Sponsored events and conferences. The respondents need to submit the information on-line to pay and to make reservation prior to attending any conferences and events. The respondents who do not have access to Internet can mail or fax the format.

**2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**

Farm Service Agency is collecting common elements such as name, organization, organizations, address, country, phone number, State, payment options and special accommodations from any interested respondents. The type of respondents is mainly individuals. FSA is using information to get payment, confirm and make hotel and other necessary arrangement for the individuals. The information is collected from the On-line web-based application and mailed/faxed copies. The information is collected occasionally from respondents.

The information is not shared with any other organizations inside and outside of USDA. The information collection may change by adding more specialized elements depend on the conferences and events sponsored by FSA, but the FSA will use the common elements for all registrations.

**3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g. permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.**

The respondents are able to register on-line in the Registration On-lien web-based application via FSA Internet. The electronic formats of conferences and events are available to the respondents who want to mail or fax. This information collection is in compliance with E-Gov Act in regard to providing respondents the option of submitting information collection or transacting electronically.

**4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.**

There are no duplication of information collections in other sources and organizations because FSA sponsors the conferences and events.

**5. If the collection of information impacts small businesses or other small entities (Item 5 of OMB Form 83-I), describe any methods used to minimize burden.**

This information collection activity is not impacting small business or entities.

**6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

If this information is not conducted, there would be no conferences and events for the respondents to register.

**7. Explain any special circumstances that would cause an information collection to be conducted in a manner:**

- requiring respondents to report information to the agency more often than quarterly; No.
- requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it; No
- requiring respondents to submit more than an original and two copies of any document; No
- requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years; No
- in connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study; No
- requiring the use of a statistical data classification that has not been reviewed and approved by OMB; No
- that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or No
- requiring respondents to submit proprietary trade secret, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law. No

**8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8 (d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.**

The Federal Register Notice was published on November 1, 2006 at 71 FR 211. There were two public comments received. The comments received from the individual do not pertain to the information collection described in the Notice.

The individual suggested that the people use a “net meeting” on the Internet instead of going to the events or conferences sponsored by FSA. The response to this individual is that FSA thanked for the suggestion, and it will be under consideration. Also, the individual requested for the listing of the all the events or conference held in 2005. This individual was referred to FOIA procedure to request for the listing through the FOIA office.

**9. Explain any decision to provide any payment or gift to respondents, other than reenumeration of contractors or grantees.**

There are no payments or gift to respondents in this information collection.

**10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.**

The collected information is handled in according to established FSA procedures implementing the Privacy Act, Freedom of Information Act and other applicable regulations.

**11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior or attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.**

No questions of a sensitive nature are asked.

**12. Provide estimates of the hour burden of the collection of information. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated.**

The form of FSA-85-1 is attached to indicate the burden hours.

- **Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories.**

The annualized cost to respondents is estimated at \$2700. It is based on \$12.00 hourly average wage rate for the individuals multiplied by total burden hours, 225.

**13. Provide estimates of the total annual cost burden to respondents or record keepers resulting from the collection of information, (do not include the cost of any hour burden shown in items 12 and 14). The cost estimates should be split into two components: (a) a**

**total capital and start-up cost component annualized over its expected useful life; and (b) a total operation and maintenance and purchase of services component.**

There are no capital/start-up or ongoing operation/maintenance costs associated with this information collection.

**14. Provide estimates of annualized cost to the Federal government. Provide a description of the method used to estimate cost and any other expense that would not have been incurred without this collection of information.**

The federal annualized cost to the Federal Government is estimated around \$17,000. The cost estimates are based on (obtained from OPM GS schedule) GS-12-5 (30.57; 30.57 x 160 hours a month= \$4,891) (plus fringe and 2 full time employee at 1 month each).

**15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-1.**

There are no program changes in this information collection since the last OMB approval.

**16. For collections of information whose results are planned to be published, outline plans for tabulation and publication.**

There are no plans to publish or outline the collected information.

**17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.**

There are no plans to display the expiration date for OMB approval in this information collection because there are various formal announcements on the conferences and events except for the common elements to collect information from the respondents.

**18. Explain each exception to the certification statement identified in Item 19 "Certification for Paperwork Reduction Act."**

The FSA is able to certify compliance with all provisions under Item 19 of OMB Form 83-I.

**19. How is this information collection related to the Customer Service Center?**

Generally, the announcements and information of the conferences and events are available through the Service Center. In some cases, the program offices at FSA who sponsors the conferences and events announce information to the public on the Internet.