

**U.S. Department of Agriculture  
Farm Service Agency**

OMB Number: 0560-0176

**Purpose:**

The purpose for this OMB review is to request approval for the extension of the Information Collection Package associated with the FSA-441 Request for Aerial Photography form. (OMB Number: 0560-0176)

The USDA FSA Aerial Photography Field Office (APFO) has the authority to coordinate aerial photography work in USDA, develop and carry out aerial photography and remote sensing programs and the Agency's aerial imagery flying contract programs.

The Film APFO secures is public domain and reproductions are available at cost to any customer with a need. All receipts from the sale of aerial photography products and services are deposited and sent to the U.S. Treasury.

The FSA-441 Request for Aerial photography is the form APFO asks customers to use when placing an order for aerial imagery products and services.

**Supporting Statement for Paperwork Reduction**

**Justification**

- 1. Explain the circumstances that make the collection of information necessary.**

Memorandum No. 755, Revision 2, Sales of Reproductions of Aerial or other Photographs, Mosaics and Maps dated September 10, 1945 and Section 387 of the Act of February 16, 1938, provides as follows:

“The Secretary may furnish reproductions of such aerial or other photographs, mosaics, and maps as have been obtained in connection with the authorized work of the Department to farmers and governmental agencies at the estimated cost of furnishing such reproductions, and to persons other than farmers at such prices (not less than estimated cost of furnishing such reproductions) as the Secretary may determine, the money received from such sales to be deposited in the Treasury to the credit of the appropriation charged with the cost of making such reproductions. This section shall not affect the power of the Secretary to make other disposition of such or similar materials under any other provisions of existing law.”

## **Supporting Statement for Paperwork Reduction – (Continued)**

Delegations of FSA Authority to the APFO are as follows:

- FSA Management Authorities – Agency Administration
- CA-266 12/28/71 Administrator – Coordinate aerial photography work in USDA
- ASCS delegation of authority 5/9/89 DAM – Develop and carry out Agency's aerial photography flying contract programs

To perform this function the FSA-441 form historically has been used to collect the necessary customer and photography information needed for the USDA-FSA-Aerial Photography Field Office (APFO) to produce and ship various digital and photo products and services ordered from our office.

### **2. Indicate how, by whom, and for what purpose the information is to be used.**

Some or all of the following personal information is furnished to the APFO Sales Section by the customer whenever they place a Work Order or Request for Information for aerial imagery products and services;

- Customer Name
- Street / PO Box Address
- City, State, Zip Code
- Contact Name
- Agency Code
- Purchase Order Number
- Telephone, Fax, Email
- Customer Code
- Credit Card Number & Expiration Date
- Amount Remitted / PO Amount

APFO customers currently have the option of placing orders by mail, email, fax, telephone, or as walk-in customers. Use of the FSA-441 Request for Aerial Photography form is not necessary and not required when placing an email or telephone order. Anticipating the Government Paperwork and Elimination Act, during FY08/09, customers will be able to place their order via web interface i.e., e-government initiatives. Furnishing this information requires the customer to research and prepare their request before submitting it to APFO.

Each APFO product and service is assigned a Product Code and Price. The information collected becomes the customer and work order portion of the Work Order Entry System (WOES) Tracking and Reporting Systems.

**Indicate how, by whom, and for what purpose the information is to be used.  
– (Continued)**

Information collected is used to process fiscal obligations, communicate with the customer, process the request, and ship the requested products. Production, cost analysis, and service reports are derived from collected data. No specific reference is made to an individual customer; rather the data reflects a common customer group, such as Public, State and/or Federal Agency. References to distinct Federal Agencies are common, such as U.S. Forest Service or U.S. Geological Survey. These reports track cost share efforts with State and Federal Agencies, product and service preferences, service and process time, cost recovery, production goals, and resource requirements.

Credit card information is collected on hardcopy only and not entered into any computer system or database. Hardcopy files are stored in locked cabinets with access to Customer Service staff only.

**3. Use of Information Technology.**

APFO conforms to requirements established by the USDA Electronic Access Initiative (EAI). Fill-able PDF/doc forms are available from the USDA/FSA Form Site and the APFO Public website. Forms can also be downloaded and completed at the users desktop or printed and pen-and-inked by the customer. Data from these forms are not collected until submitted by the customer to APFO in person, email, fax or the postal service. APFO Aerial Imagery Specialist personnel enter customer data from the completed FSA-441 Request for Aerial Photography form into a relational database system, Work Order Entry System (WOES). Only data required to complete a customers request, communicate with the customer, and process fiscal obligations is retained.

The USDA EAI team implemented digital signatures, security, single logon and other digital media requirements needed to secure confidentiality and support for electronic collection of customer data. This is a multi-agency effort involving the Farm Service Agency, Natural Resources and Conservations Service, and Rural Development. Implementation of these services must meet the needs of the participating agencies and their customers. Currently, digital signatures are not a requirement for requesting aerial imagery.

#### **4. Describe efforts to identify duplication.**

The Aerial photography Field Office, as part of the Department of Agriculture's Farm Service Agency, is the only source, or sole source providing USDA Service Centers with Aerial imagery needed to administer federal farm programs. APFO joins with other federal agencies in cooperative photography programs and is the official distribution point for USDA related aerial photography which includes Farm Service Agency (FSA), Natural Resource Conservation Service (NRCS), US Forest Service, National High Altitude Photography (NHAP), National Aerial Photography Program (NAPP), and the National Agriculture Imagery Program (NAIP) compressed county mosaics, quarter quad tiles, and FSA common land units.

#### **5. Methods to minimize burden on small businesses or other small entities.**

The impact to small business or other small entities is the same for all customers. Because the data is specific to each order, there is no reduction of reporting burden which can be implemented.

#### **6. Consequence if information collection were less frequent.**

The information collected is necessary each time an order is placed for products and services. When the customer has knowledge of their unique Customer Code, only that information is necessary to place orders. There is no consequence to Federal program or policy activities if the collection is not conducted or conducted less frequently. The customer initiates placing an order with our office.

#### **7. Special Circumstances.**

Special circumstances which would cause information collection to be conducted for Work Orders or Requests for Information are as follows:

- The customer wants to make special arrangements for delivery through their courier. They would furnish us with their courier name and account number.
- The customer wants to change any of the ordering information. They would furnish us with their change requests.
- The customer wants to change their mailing address. They would furnish us with their address changes.
- The customer has furnished incomplete ordering information; we would contact the customer and request additional information.
- The customer is due a refund. We contact the customer and request additional information, Tax ID or Social Security Number required by the US Treasury.



**9. Explain any decision to provide any payment or gift to respondents.**

We do not provide any payment or gift for customer responses nor do we anticipate a change to this policy.

**10. Confidentiality provided to respondents.**

All information collected is treated as confidential and conforms with the Privacy and Freedom of Information Act.

- The APFO Information System Security Program Manager has informed employees of their responsibility for computer and data security.

Reference to the “Note” located on the bottom of FSA 441 form (Reverse). Use of the data is specified in this remark and confidentiality is implied where indicated, use is limited to what has been identified in this “Note”.

The APFO posts a reference to Agency legal information and disclaimers and the privacy policy on the home page of the APFO web site. The APFO complies with all security standards prescribed by the Agency.

**11. Questions of a sensitive nature.**

We do not request any information of a sensitive nature. We do not anticipate a change to this policy.

**12. Estimates of burden.**

The burden on the estimated 4,500 respondents will average 15 minutes per response for a total of 3,100 hours. Number of respondents who travel as walk-in customers are included in form and non-form requests.

Customers collect ordering information for orders they initiate from a variety of sources;

- Mail, email, fax, or telephone information to APFO, APFO makes coverage selections.
- Walk-in customers to our office.
- Customers purchase indexes to make their own coverage selection.
- Customers visit an FSA Service Center for assistance.
- Customers contact other federal agency offices for assistance.

### **Estimates of burden - (Continued)**

The estimated annualized cost to respondents for the hour burdens for collection of information is \$48,050. The formula used to compute this amount is 3,100 hours times \$15.50 (the average hourly wage) equals \$48,050.

#### **13. Total annual cost burden to respondents or record keepers.**

There are no capital/startup costs.

#### **14. Provide estimates of annualized cost to the federal government.**

The cost of running this program is estimated at \$37,065.00 per year, based on;

- .07/form x 4,500 forms=\$315.00
- \$24.50/Average Hourly Wage (APFO)
- 3 response forms/hour=1,500 hours
- 1,500 hours x \$24.50 = \$36,750.00
- \$315.00+\$36,750.00=\$37,065.00

#### **15. Reasons for changes in burden**

Number of estimated respondents decreased to 4,500 based on the most current annual records.

#### **16. Tabulation, analysis, and publication plans.**

Operational costs are evaluated annually. Data is collected/reviewed daily on employee activities such as research, processing orders, reproduction, quality inspection, support services. Physical quarterly inventory of imaging supplies and materials is conducted to assure accuracy of data.

All production, support activities, and cost recovery is reported in the Aerial Photography Field Office Annual Report. This report is distributed to USDA personnel and is available to the public from the APFO public web site.

#### **17. Reasons display of expiration date of OMB approval is inappropriate.**

We are not seeking approval to not display the expiration date on the FSA-441 "Request for Aerial Photography" form.

#### **18. Exceptions to 83-I certification statement.**

There are no exceptions to 83-I.

**19. How is this information collection related to the Customer Service Center:  
(Will this information collection be part of their one stop shopping?)**

Aerial imagery, both digital and photographic, are contracted by Aerial Photography Field Office on a cyclical basis for USDA Customer Programs. These customers use this form to order new and/or replacement aerial imagery products. Agricultural producers who visit their local Service Center may seek assistance from Service Center personnel to place an order using FSA form 441.

APFO's customer base extends to other USDA, Federal and State agencies. Products and services are also available to the Public. These requests for imagery are usually placed directly with the Aerial Photography Field Office.