

The Supporting Statement for OMB 0596-0106

Recreation Administration

A. Justification

America's national forests and grasslands offer the single largest source of outdoor recreation opportunities in the United States. People see recreation as an opportunity to make memories, improve their health and find adventure. Our challenge is to meet the demand for higher quality recreation experiences while safeguarding the health of the land. One way we will achieve this is by striving for visitor satisfaction with our services and facilities, focusing above all on visitor needs. The Recreation Fee Envelope (FS-2300-26) and the Permit for Short-Term, Non-commercial Use of Government-Owned Cabins and Lookouts (FS-2300-43) will help us meet this objective.

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.

Every year millions of people visit National Forest System recreation sites. At some of these sites, the public is required to pay a fee. Fees are charged to help cover the costs of operating and maintaining fee sites, areas, and facilities such as campgrounds. These two forms (FS-2300-26 and FS-2300-43) are used both to pay the fee and to collect visitor information, which assists Forest Service personnel in improving facilities and services.

The Federal Lands Recreation Enhancement Act (16 U.S.C. 6801-6814) is the legal authorization to collect this information.

The information gathered via the Fee Envelope (FS-2300-26) must be collected to ensure that national forest visitors pay the required recreation fee in certain locations for use of government facilities and services. A fee collection envelope has been used for collection of site fees since 1982.

The Permit for Short-Term, Non-commercial Use of Government-Owned Cabins and Lookouts (FS-2300-43) is used to ensure that the national forests have the ability to successfully schedule use and communicate with renters in the event of emergencies or schedule changes.

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.

a. What information will be collected - reported or recorded? (If there are pieces of information that are especially burdensome in the collection, a specific explanation should be provided.)

FS-2300-26: Information collected includes the amount enclosed in the envelope, number of days paid, time and date of purchase, visitor's vehicle license number and registered state, visitor's home ZIP-code, number in party, other charges (if applicable), visitor's Interagency Pass/Golden

Passport or Regional/Forest Pass number (if applicable), and planned departure date (if applicable).

Because information is being consolidated from the day use envelope and the camping envelope, the following information will be collected:

- Site Name

And, if applicable:

- Camp Site Type (single campsite, group campsite)
- Campsite Number
- Number in group

FS-2300-43 is used to record contact information including name, address, and telephone number; requested dates of occupancy; party size and additional items if applicable, such as number of pack animals and/or snowmobiles.

- b. From whom will the information be collected? If there are different respondent categories (e.g., loan applicant versus a bank versus an appraiser), each should be described along with the type of collection activity that applies.**

Information is collected from individuals.

- c. What will this information be used for - provide ALL uses?**

FS-2300-26: Information collected via this form will be used to ensure recreation fee compliance by collection agents, forest protection officers, and federal law enforcement agents. This is done by cross-checking and verifying that the vehicle license plate and state information left on a payment stub in the windshield of a vehicle matches the information on the payment envelope. Zip code and optional information may be recorded and retained by national forest recreation staff and used to monitor national forest visitation patterns.

FS-2300-43: The information gathered using this form will be used by national forests to schedule short-term occupancy of government owned facilities. Information may be used to communicate with renters in the event of emergencies (e.g. fires) or other scheduling difficulties. Zip code information may be retained by national forest recreation staff and used to monitor national forest visitation patterns.

- d. How will the information be collected (e.g., forms, non-forms, electronically, face-to-face, over the phone, over the Internet)? Does the respondent have multiple options for providing the information? If so, what are they?**

FS-2300-26: The information will be collected using the fee envelope where individuals place their payment. This information is manually completed by individuals. This is the only option for collection of the information.

FS-2300-43: Information will be collected on a form that has been either manually or electronically completed by individuals.

- e. How frequently will the information be collected?**

FS-2300-26: Each time an individual visits and pays a daily recreation fee or an overnight camping fee.

FS-2300-43: Each time an individual applies to rent a government-owned facility that is not available through the National Recreation Reservation Service.

f. Will the information be shared with any other organizations inside or outside USDA or the government?

Zip code and optional information from forms may be reported to other Federal agencies or to external recreation groups in the interest of studying visitation patterns.

g. If this is an ongoing collection, how have the collection requirements changed over time?

Collection requirements have changed very little over time. Because the scope of the FS-2300-26 has broadened from a camping envelope to a camping and day use envelope, the Forest Service added the site name information, and when applicable, the campsite type, campsite number and number in group (as outlined in 2a, above).

There has been no change to the collection requirements of the FS-2300-43.

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 standardized form provides the most efficient means of obtaining the data in a readily usable format and places the least burden on both applicant and reviewer.

The information on form FS-2300-26 is collected at the recreation site. Currently, there is no feasible way to collect the required information by electronic means.

Form FS-2300-43 will be completed either manually or electronically by individuals wishing to rent government-owned cabins and lookouts for non-commercial, short term use that are not available through the National Recreation Reservation Service.

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.

The information the Forest Service needs to process and monitor recreation fee payments is not available from any other Federal, state, or other governmental or private entity. The use of standard forms reduces requests for extraneous information and allows the applicant to provide data more efficiently than if several different forms were required.

5. If the collection of information impacts small businesses or other small entities describe any methods used to minimize burden.

This collection of information will not impact small businesses or other small 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 collection is not authorized, the Forest Service will not be able to:

- a. Verify who has paid a recreation fee;
- b. Successfully manage recreation programs;
- c. Appropriately schedule rentals of facilities;
- d. Communicate unanticipated schedule changes; or
- e. Rent government owned facilities to the public.

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;**
- **Requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**
- **Requiring respondents to submit more than an original and two copies of any document;**
- **Requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;**
- **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;**
- **Requiring the use of a statistical data classification that has not been reviewed and approved by OMB;**
- **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**
- **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.**

There are no special circumstances. The collection of information is conducted in a manner consistent with the guidelines in 5 CFR 1320.6.

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 Forest Service solicited comments on information collection 0596-0106 in a Federal Register notice published on March 4, 2009 (74 FR 9383 - 9384), attached. The 60-day comment period for the notice closed on May 3, 2009. The agency received no comments.

Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and record keeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

Between April 28 and April 30, 2009, visitors to the Columbia River Gorge National Scenic Area office and the Eagle Creek Recreation Area were contacted concerning the information collected. They were asked to verbally provide feedback on the form instructions, form completion, and the information requested on the form. The following are the names of the contacted individuals and their comments:

Michelle Daily: "The instructions are easy to follow. Completing the forms is no big deal."

Matt Taylor: He thought the instructions were understandable, and the amount of time needed and information requested reasonable.

Keela Stumpf: The first time she completed the FS-2300-26, she could not remember her vehicle license plate number and the vehicle was parked quite a distance from the fee station, making the completion of the form initially inconvenient. Now that she knows what to expect, the form does not take long to complete and the information requested is basic.

9. Explain any decision to provide any payment or gift to respondents, other than re-enumeration of contractors or grantees.

The Forest Service does not provide a payment or gift to respondents.

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

No information covered by a Privacy Act System of Records, Personally Identifiable Information, or other confidential information covered by a statute, regulation, or agency policy will be collected.

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.

This kind of information is not requested or needed, nor provided to the Agency by individuals using recreation fee sites.

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.

- **Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. If this request for approval covers more than one form, provide separate hour burden estimates for each form.**
 - a) Description of the collection activity**
 - b) Corresponding form number (if applicable)**
 - c) Number of respondents**
 - d) Number of responses annually per respondent,**
 - e) Total annual responses (columns c x d)**
 - f) Estimated hours per response**
 - g) Total annual burden hours (columns e x f)**

(a) Description of the Collection Activity	(b) Form Number	(c) Number of Respondents	(d) Number of responses annually per Respondent	(e) Total annual responses (c x d)	(f) Estimate of Burden Hours per response	(g) Total Annual Burden Hours (e x f)
Recreation Fee Permit Envelope	FS-2300-26	2,100,000	1	2,100,000	0.05 (3 minutes)	105,000
Rules of Occupancy for Short-Term, Non-commercial Use of Government Facilities	FS-2300-43	500	1	500	0.25 (15 minutes)	125
Totals	---	2,100,500	---	2,100,500	---	105,125

FS-2300-26: The number of respondents was determined by totaling the number of envelopes that are ordered and used annually. There has been an increase in the number of envelopes needed since 2006, displaying an increase in visitation to recreation fee sites and/or an increase in the number of fee sites.

FS-2300-43: Reservations and permits for the vast majority of Forest Service cabins and lookouts available to rent by the public are managed through the National Recreation Reservation Service. Because this service is available, use of the FS-2300-43 has significantly decreased. However, this decrease is offset by the increase in use of FS-2300-26.

- **Record keeping burden should be addressed separately and should include columns for:**
 - a) Description of record keeping activity:** None
 - b) Number of record keepers:** None
 - c) Annual hours per record keeper:** None
 - d) Total annual record keeping hours (columns b x c):** Zero
- **Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories.**

(a) Description of the Collection Activity	(b) Estimated Total Annual Burden on Respondents (Hours)	(c)* Estimated Average Income per Hour	(d) Estimated Cost to Respondents
Recreation Fee Permit Envelope	105,000	\$20	\$2,100,000
Rules of Occupancy for Short-Term, Non-commercial Use of Government Facilities	125	\$20	\$2,500
Totals	105,125	---	\$2,102,500

The mean average hourly rate of \$20.32 for all occupations from the most recent (2008) Bureau of Labor Statistics was used, rounded to \$20 (http://www.bls.gov/oes/2008/may/oes_nat.htm#b00-0000). Recreation fee sites are visited by individuals from geographical areas across the county. The national mean

average is the best value to use with the above table.

- 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 operation/maintenance costs.

- 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 response to this question covers the actual costs the agency will incur as a result of implementing the information collection. The estimate should cover the entire life cycle of the collection and include costs, if applicable, for:

Employee labor and materials for developing, printing, storing forms

Employee labor and materials for developing computer systems, screens, or reports to support the collection

Employee travel costs

Cost of contractor services or other reimbursements to individuals or organizations assisting in the collection of information

Employee labor and materials for collecting the information

Employee labor and materials for analyzing, evaluating, summarizing, and/or reporting on the collected information

The FS-2300-26 is produced by a contractor.

Printing: In April 2009, FS-2300-26 cost 0.0445 per envelope to print. The Forest Service also prints a colored envelope, FS-2300-26a, at a cost of .050 per envelope.

For the 2009 season, the Forest Service expects to print 2.15 million envelopes. There will be 2,000,000 white FS-2300-26 printed, totaling \$89,000. There will be an additional 150,000 colored FS-2300-26a printed, totaling \$7,500. The total cost of printing the envelopes is estimated to be \$96,500.

Distribution: Forest Service personnel at the national, regional and forest level are responsible for the distribution of the forms.

Distribution costs: 1 national employee @ 2 hours each = 2 hours
9 regional employees @ 1 hour each = 9 hours
155 forest employees @ 5 hours each = 775 hours
Total = 786 hours

The average hourly cost of a permanent employee in the Forest Service is \$25 (GS 9/1).*

786 hours x \$25 per hour=\$19,650

The FS-2300-43 is produced and issued in both paper and electronic form. The form is offered primarily as a means to schedule use of government-owned facilities that are not available through the National Recreation Reservation Service. It is estimated that less than half of the national forests continue to use this form on a regular basis and that the time spent handling this form is approximately 1 hour per year.

Handling costs: 78 forest employees @ 1 hour each = 78 hours

The average hourly cost of a permanent employee in the Forest Service is \$25 (GS 9/1).*

78 hours x \$25 per hour = \$1,950

* Taken from: http://fsweb.hcm.fs.fed.us/reports/workforce_data_book/index.php; Cost to Government calculated at hourly wage multiplied by 1.3

15. Explain the reasons for any program changes or adjustments reported in items 13 or 14 of OMB form 83-I.

FS-2300-26: The increase in burden hours is based on documented numbers of people recreating on national forest lands, as well as an increase in the number of national forest recreation fee sites available to the public. Increases in total burden hours are not the result of additional information requirements imposed on visitors or applicants.

FS-2300-43: The decrease in burden hours is due to an increase in use of the National Recreation Reservation Service in the managing of National Forest System cabin and lookout rental reservations. Decrease in total burden hours are not the result of changes to the information requirements imposed on visitors or applicants.

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

There are no plans to publish the results of this information collection for statistical use.

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.

The Forest Service requested and was exempted from displaying the OMB expiration date on a past Paperwork Reduction Act submission. The primary reason for the request in that submission was the additional expense of redistributing thousands of new forms when the information collection expires though the form remains valid for use. Additionally, individuals may confuse OMB's expiration date with the Forest Service's date that indicates when a form was last revised. Therefore, we are requesting approval to not display the OMB expiration date on forms covered by this information collection (0596-0106).

18. Explain each exception to the certification statement identified in

item 19, "Certification Requirement for Paperwork Reduction Act."

There are no exceptions to the certification statement. The agency is able to certify compliance with all provisions under item 19 of OMB form 83-I.