

**Supporting Statement  
Arbitration Services Personal Data Sheet  
National Mediation Board (NMB)**

**A. JUSTIFICATION:**

1. Section 153 and 183 of the Railway Labor Act, provide for the use of arbitrators in the resolution of disputes concerning the application or interpretation of provisions of a collective bargaining agreement in the airline and railroad industries. The NMB maintains a roster of arbitrators for this purpose. The NMB must have a means for interested individuals to apply for inclusion on this roster. This form is the application for inclusion on this roster.
2. This collection is necessary to provide the NMB with professional experience for arbitrators, so that they can be included on our roster. We need to ensure that the arbitrators that are on our roster are qualified and experienced. The form contains questions that allow the NMB to verify qualifications of each arbitrator prior to inclusion on the roster.
3. There is no improved technological method for obtaining this information. The burden on the parties is minimal in completing the Arbitration Services - Personal Data Sheet.
4. This information does not exist in duplicate elsewhere in the agency; it is received from new arbitrators when they want to be included on our roster.
5. The respondents to this collection are individual contractors and small businesses or entities. However, the submission of this brief collection is necessary in order for the National Mediation Board to comply with Sections 153 and 183 of the Railway Labor Act, 45 U.S.C. The form includes only the pertinent information required for the NMB to verify the professional experience and qualifications of the arbitrator.
6. The collection of this information is vital for the NMB to comply with the Railway Labor Act which requires that the NMB provide arbitrators to resolve disputes concerning the application or interpretation of provisions of a collective bargaining agreement in the airline and railroad industries. The NMB is required to provide experts in this field and without this collection would not be able to validate qualifications.
7. The information requested by the NMB is consistent with the general information collection guidelines of C.F.R. 1320.8 (b) (3). The burden on the individuals is minimal in completing the Arbitration Services - Personal Data Sheet. We do not require submission of more than one copy of any document. Information requested of respondents is confidential in nature and is protected by internal procedures to the extent permitted by law.
8. A notice regarding the Arbitration Services - Personal Data Sheet was published in the Federal Register on April 28, 2006, page 25249, for public comment. The NMB did not receive any comments on this published notice. There have been no recent consultations regarding the form. (See attached copy of notice.)

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9. No payments or gifts have been provided by the NMB to any respondents of the form.

10. The information collected is confidential in nature and is protected by internal procedures to the extent permitted by law.

11. There are no questions of a sensitive nature on the form.

12. The total **time burden on respondents** is 25 hours annually – this is the time required to collect information. After consulting with a small sample of people involved with the collection of this information, the time to complete this information collection is estimated to average 1 hour per response, including gathering the data needed and completion and review of the information.

1. Number of respondents per year	25
2. Estimated time per respondent	1 hour
3. Total Burden hours per year (25 submissions x 1 hour)	25

13. The total **collection and mail cost burden on respondents** is estimated at **\$948.00** annually (\$937.50 time cost burden + \$10.50 mail cost burden.)

- a. The respondents will not incur any capital costs or start up costs for this collection.
- b. Cost burden on respondents – detail:

**(1) The total time burden annual cost is \$937.50**

The salary that the NMB pays arbitrators is \$37.50 per hour; it is estimated that it takes one hour to complete the Arbitration Services - Personal Data Sheet form. The total burden is estimated at 25 hours, therefore the total time burden cost is estimated at \$937.50 per year.

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Time Burden Basis: total hourly burden per year = 25  
\$37.50 per hour – based on arbitrator’s hourly rate  
\$37.50 x 25 hours per year = \$937.50

**(2) The total annual mailing cost to respondents is \$10.50**

Number of requests mailed per year 25

Total estimated cost \$10.50  
(25 x .42 stamp)

14. The total **annualized Federal cost is \$892.06** – this involves printing, mailing the form upon request of the arbitrator and processing the Arbitration Services - Personal Data Sheet , (see a., b., and c. below).

**a. Printing cost \$ .75** (estimated cost per copy is .25 x 3 = \$.75)

**b. Mailing costs \$ 8.31**

**Mailing costs basis:** Forms are requested approximately 3 times per year, (most requestors obtain the form from the internet, few actually request that we provide the form to them) - it takes 5 minutes to print out the form and prepare it for mail.

Postage cost = \$1.26

3 (times per year) x .42 (cost of postage)

Staff cost = \$7.05

\$.47 per minute (GS 9 \$58,318 = \$27.94 per hr. ÷ 60)

\$.47 x 5 minutes per mailing = \$2.35

\$2.35 x 3 times per year = \$7.05

Total Mailing Costs = \$8.31

**c. Processing Costs = \$883.00**

**Processing costs basis** (processing cost): Arbitration Services - Personal Data Sheets are submitted approximately 25 times per year and it takes 1 hour for the Arbitration Department to process each application

Staff cost = \$679.00

\$35.32 per hour (GS 12 \$73,720 = \$35.32 per hr.)

\$35.32 x 25 times per year = \$883.00

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15. Item 13 Program Change & 14 Adjustments – this collection was not previously included in the Paperwork Reduction Act process.

16. The information collected by the request will not be published.

17. The NMB will display the OMB expiration date on the form.

18.

19 (c) – the form does not reduce the burden on small entities; however, the burden is minimized and voluntary. The submission of this brief collection is necessary in order for the National Mediation Board to comply with Sections 153 and 183 of the Railway Labor Act, 45 U.S.C. The form includes only the pertinent information required for the NMB to verify the professional experience and qualifications of the arbitrator.

19 (f) – the form does not indicate the retention period for record keeping requirements.

19 (i) - the form is not part of a statistical survey.

**B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS**

Not applicable to this collection.