

**Supporting Statement**  
**Arbitration Services - Pay Voucher for Personal Services**  
**National Mediation Board (NMB)**

**A. JUSTIFICATION:**

1. Section 153, First and Second of the Railway Labor Act, 45 U.S.C. 153, First and Second, provide that the National Mediation Board (NMB) shall compensate arbitrators who resolve the resolves under these sections of the Act. After work is performed, the arbitrator must submit a written request for compensation.
2. This form is the vehicle used to request compensation and is necessary for the NMB to fulfill its financial and statutory responsibilities.
3. There is no improved technological method for obtaining this information. The burden on the parties is minimal in completing the Arbitration Services - Pay Voucher for Personal Services.
4. This information does not exist in duplicate elsewhere in the agency; the form is completed and submitted for compensation as services are rendered.
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 NMB to comply with Section 153 of the Railway Labor Act, U.S.C. 45 and to compensate arbitrators for services rendered.
6. The collection of this information is vital for the NMB to comply with section 153 Second of the Railway Labor Act, U.S.C. 45 and to fulfill financial responsibilities. Without this collection we would not be able to reimburse arbitrators for work received and we would not be able to comply with the law.
7. The information requested by the NMB is consistent with the general information collection guidelines of CFR 1320.8 (b) (3). The burden on the individual is minimal in completing the Arbitration Services - Pay Voucher for Personal Services. 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 - Pay Voucher for Personal Services 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.)
9. No payments or gifts have been provided by the NMB to any respondents of the form.

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10. The information requested of respondents is confidential in nature and is protected by internal procedures to the extent permitted by law.
11. There are not questions of a sensitive nature on the form.
12. The **total time burden** on respondents is 156 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 15 minutes per response, including gathering the data needed and completion and review of the information.

- a. Number of respondents per year      624
- b. Estimated time per respondent      15 minutes
- c. Total Burden hours per year      156  
(624 x .25)

13. The **total burden on respondents** is estimated at **\$2,340.00** annually (\$2,340.00 annual time burden cost).

- 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 \$2,340.00**

We are estimating that a mid-level clerical person, with an average salary of \$15.00 per hour will be completing the Arbitration Services - Pay Voucher for Personal Services. The total burden is estimated at 156 hours; therefore, the total time burden cost is estimated at \$2,340.00 per year.

Time Burden Basis: total hourly burden per year = 156 hours  
\$15.00 per hour – based on mid level clerical salary  
\$15.00 x 156 hours per year = \$2,340.00

14. The total **annualized Federal cost is \$20,897.76** - this involves processing the Arbitration Services – Pay Voucher for Personal Services (see a., b., and c. below).

**Processing Costs = \$20,897.76**

**Processing costs basis:** Arbitration Services - Pay Voucher for Personal Services are submitted approximately 624 times per year and it takes about 1.25 hours to process each request.

Staff Cost = **\$20,897.76**

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\$27.94 per hour (Arbitration GS 9 \$58,318 = \$27.94 per hour)

\$27.94 x 624 times per year = **\$17,434.56**

\$.37 per minute (F & A GS7 \$45,225 = \$21.67 per hour ÷ 60)

\$.37 x 15 minutes per form = \$5.55

\$5.55 x 624 = **\$3,463.20**

15. Item 13 Program Change & Item 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) this 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 NMB to comply with Section 153 of the Railway Labor Act, 45 U.S.C.
  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.