SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSIONS
UNDER 5 CFR PART 1320
Information Collection: 2133-0505, Voluntary Tanker Agreement (VTA)

A. Justification

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 collection of information supports DOT's Security, Preparedness and Response Strategic Goal.

The Revised Voluntary Tanker Agreement is a voluntary agreement, in accordance with section 708, Defense Production Act, 1950, as amended (50 U.S.C. App. 2158), under which participants agree to contribute, either by direct charter to the Department of Defense (DOD) or to other participants, tanker capacity as requested by the Maritime Administrator at such times and in such amounts as the Administrator shall determine to be necessary to meet the essential needs of DOD for the transportation of petroleum and petroleum products in bulk by sea.

The Maritime Administrator recertifies the need for and the Attorney General approves the agreement every two years.

The Maritime Administration's (MARAD) Revised Voluntary Tanker Agreement asks that each participant, when requested by the Maritime Administrator, submit reports setting forth information on controlled tonnage necessary for the carrying out of the agreement. The information would consist of distribution of tanker capacity necessary to satisfy DOD emergency requirements.

Information on controlled tonnage is fleet inventory information that is maintained routinely for company operation and management purposes. No unique information is required by the Government for the purpose of the agreement and no report format is prescribed for submission of the information. All that is required is that a list of the names of ships owned, chartered or contracted for by the participant, and their size and flags of registry be provided to MARAD on request. Technical data on the tanker is supplied from MARAD files. As a practical matter, we do not foresee a need for the participants to maintain records until the agreement is activated. MARAD will maintain all records of meetings and communication between MARAD and participants.

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.

The information received will be used by MARAD personnel to evaluate tanker capability and make plans for the use of this capability to meet national emergency requirements. This information will be used by both MARAD and Department of Defense to establish overall contingency plans. The contingency plans, with accompanying tanker data, are classified and not available to the general public.

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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. Also describe any consideration of using information technology to reduce burden.

MARAD provides a total electronic option for this collection. The applications are sent by email and returned by email.

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.

An examination of the Catalog of Federal Domestic Assistance and the Catalog of Federal Paperwork Requirements did not reveal any similar information collections.

The input of data from each tanker company will affirm the number of tankers committed to the Voluntary Tanker Agreement and is therefore unique and necessary.

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.

Tanker owners are generally not small business as defined by the Small Business Administration criteria. If small businesses want to apply, there is no restriction.

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.

Collection has been infrequent due to inactivity of the agreement. However, three applications to participate in the VTA were received in the last two years. Prior to that, the Agreement was under revision for several years as the government considered updating and modernizing the VTA document.

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 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 that require the collection of information to be conducted in a manner described above.

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.

- **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 recordkeeping, 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 three 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.

The Maritime Administration published a 60-day notice and request for comments on this information collection in the Federal Register on February 26, 2010, (75 F.R 9014, copy attached) indicating comments should be submitted on or before April 27, 2010. No comments were received.

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

No payments or gifts are provided to respondents.

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

All data collected from individual companies will be maintained and treated by MARAD as confidential and will not be released to the general public. The Voluntary Tanker Agreement requires MARAD to take all necessary steps to protect proprietary or classified data.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and 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.

Not applicable. There are no questions of a sensitive nature.

12. Provide estimates of the hour burden of the collection of information. The statement should:

- **Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated burden and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.**

- **If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in item 13 of OMB Form 83-I.**

- **Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in item 14.**

Number of Respondents		Responses Per Respondent		Total Responses Annually		Hours Per Response		Total Hours Annually
15	x	1	=	15	x	1	=	15

A determination of the estimated number of hours required per response was made after consultation with several respondents.

It is estimated that one employee spends approximately one hour of their time collecting and assimilating the information submitted with each response. Therefore, given an average salary of $22.00 per hour, the total cost to the respondents is as follows:

Number of Respondents		Per Response		Cost Per Hour		Number of Hours		Hours Cost Annually		Other Cost Annually		Total Cost Annually
15	x	1	x	$22	x	1	=	$330	+	$40 *	=	$370

13. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden shown in items 12 and 14).

- **The cost estimate 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. The estimates should take into account costs associated with generating, maintaining and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.**

- **If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or**

contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.

- **Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records for the government, or (4) as part of customary and usual business or private practices.**

(a) Total Capital and Start-Up Costs Estimate: There are no capital or start-up costs associated with this information collection.

(b) Total Operation and Maintenance and Purchase of Services Estimate: There are no operation and maintenance costs associated with this information collection.

14. Provide estimates of annualized cost to the Federal Government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. Agencies also may aggregate cost estimates from items 12, 13, and 14 in a single table.

The total annual cost to the Federal Government for processing the collection is estimated as follows: One GS-7 employee at an hourly wage of approximately $20.00 to collate the 15 responses is estimated to take approximately 1.5 hours to perform these tasks. Postage costs are also included in this collection.

Number of Employees		Hourly Wage		Project Time		Cost Per Letter
1	x	$22.92	x	2 hours	=	$ 45.84
Overhead at 85%					=	$ 38.96
Sub-total					=	$ 84.80
Times 15 responses per year					=	$1,272.06
Plus additional cost for mailings $ 0.00						

Maximum Total Annual Cost to Federal Government: $1,272.06

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

The number of respondents for this information collection has decreased as last reported in 2007. There are fewer tankers participating in the program.

16 For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates and other actions.

Not applicable.

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.

None.

18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.

Not applicable. There are no exceptions to the certificate statement.

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