

**SUPPORTING STATEMENT
COOPERATIVE CHARTING PROGRAMS
OMB CONTROL NO. 0648-0022**

A. JUSTIFICATION

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

In accordance with [33 U.S.C Sections 883a and b](#), NOAA's National Ocean Service (NOS) produces the official nautical charts of the United States. Of prime concern is the safe navigation on our nation's waterways, of both commercial as well as recreational vessels. For the last 48 years, NOS has had a Memorandum of Agreement (MOA) with both the United States Power Squadrons (USPS) and the United States Coast Guard Auxiliary (USCGAUX). According to the terms of these MOAs, members of both organizations voluntarily provide NOS with valuable chart correction data.

2. Explain how, by whom, how frequently, and for what purpose the information will be used. If the information collected will be disseminated to the public or used to support information that will be disseminated to the public, then explain how the collection complies with all applicable Information Quality Guidelines.

Members of the USPS and the USCGAUX who observe chart inconsistencies in the field that should be added, corrected or modified on the navigation charts submit information. Both natural forces and the activities of man produce the periodic changes that take place. NOS evaluates the data supplied and uses acceptable data to revise and otherwise change the charts and related publications.

The NOAA Form 77-5 is used by members of the USCGAUX. Members of the USPS use a website. The same information is reported; the only difference is how the members are identified: USPS members are identified by district and squadron, while the USCGAUX members are identified by member number.

Awards in the forms of plaques, or stars and stripes for USGAUX uniforms, are given to individuals, squadron and Districts who submitted the most data, evaluated as acceptable, in the Cooperative Charting programs; an awards ceremony is held as part of an NOS annual meeting each February. The rankings are determined by a Standard Operating Procedure that provides a formula in order to calculate the winners.

As explained in the preceding paragraphs, the information gathered has utility. NOAA will retain control over the information and safeguard it from improper access, modification, and destruction, consistent with NOAA standards for confidentiality, privacy, and electronic information. See response to Question 10 of this Supporting Statement for more information on confidentiality and privacy. The information collection is designed to yield data that meet all applicable information quality guidelines. Prior to dissemination, the information will be subjected to quality control measures and a pre-dissemination review pursuant to [Section 515 of Public Law 106-554](#).

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological techniques or other forms of information technology.

The USPS submits their information to the Cooperative Charting Website ([CCWEB](#)). The purpose of this website is to provide a seamless mechanism for handling the field data collected by the USPS members. The USGAUX uses an Excel form which can be downloaded from the [Coast Guard Auxiliary website](#), completed and sent as an email attachment, or mailed.

4. Describe efforts to identify duplication.

NOS is the only agency collecting information for its navigational charts.

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

Not applicable.

6. Describe the consequences to the Federal program or policy activities if the collection is not conducted or is conducted less frequently.

With the reduction of the presence of NOAA field staff, volunteers from USPS and USCGAUX provide a very high percentage of the field checking done on our products. This activity helps to insure that the navigational products produced by NOS are providing accurate and timely information to navigators of our nation's waterways. Without this information, NOS could not fulfill the production of accurate, comprehensive and timely nautical charts, which is one of our agency's primary missions.

The frequency of reporting is determined by the respondents.

7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.

The collection is consistent with the OMB guidelines.

8. Provide information on the PRA Federal Register Notice that solicited public comments on the information collection prior to this submission. Summarize the public comments received in response to that notice and describe the actions taken by the agency in response to those comments. Describe the 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.

A [Federal Register](#) Notice published on April 5, 2011 (76 FR 18724) solicited public comments on the information collection; no comments were received.

9. Explain any decisions to provide payments or gifts to respondents, other than remuneration of contractors or grantees.

No payments or gifts are provided (awards are not considered gifts, as they are based on merit).

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

No confidentiality is promised or provided.

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.

No sensitive questions are asked.

12. Provide an estimate in hours of the burden of the collection of information.

Based on the response rates of the last few years, NOS expects about 600 USPS and USCGAUX members to submit a total of 1,200 reports per year. Respondents have indicated that it takes an average of 2-3 hours to complete all the reporting actions, although this varies by the amount of information being reported.

(USPS) 530 respondents x 2 responses (average)/year x 2 hours/response = 2,120 burden hours.
(USCGAUX) 70 respondents x 2 responses (average)/year x 3 hours/response = 420 burden hours.

Broken down by website and form, the responses and burden hours would be:

	Respondents	Responses Per Respondent	Total Responses	Time Per Response	Hours
NOAA Form 77-5 (USCGAUX)	70	2	140	3 hours	420
NOAA Website (USPS)	530	2	1060	2 hours	2,120
TOTALS	600		1,200		2,540

At an estimate of \$20/hour, the cost of respondents' time would be \$50,800.

13. Provide an estimate of the total annual cost burden to the respondents or record-keepers resulting from the collection (excluding the value of the burden hours in #12 above).

There is no cost to the respondent. Virtually all information is emailed or submitted via CCWEB.

14. Provide estimates of annualized cost to the Federal government.

The annualized cost to the Federal Government would be:

Printing, mailing, etc.	\$ 500
Associated expenses (stars and patches for the USPS Cooperative Charting Program, awards and Honor Roll certificates for both programs)	\$ 2,000
15% of 1 FTE (GS-13)	<u>\$18,000</u>
TOTAL	<u>\$20,500</u>

15. Explain the reasons for any program changes or adjustments.

The decrease in burden hours from 4,400 to 2,540 is based on fewer responses being received in the past three years than was estimated in 2007: previous estimated responses of 2,050 minus current estimate of 1,200 makes a difference of 850 responses – 690 fewer for USPS and 160 fewer for USGAUX. Saving 2 hours each on the 690 responses, and 3 hours each on the 160, results in a total decrease of $1,380 + 480 = 1,860$.

16. For collections whose results will be published, outline the plans for tabulation and publication.

The information received will be incorporated into revised charts and associated publications, but is not published separately.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons why display would be inappropriate.

N/A

18. Explain each exception to the certification statement.

There are no exceptions.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

This collection does not employ statistical methods.