

**Supporting Statement
2120-0574, General Aviation Awards Program**

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 and authorizing the collection of information.

The collection of information is done to provide national recognition to private citizens who have made significant voluntary contribution to aviation education and flight safety. Submission of nominations is voluntary on the part of the public, consequently there is no legal or administrative requirement to necessitate the collection. When submissions are received, Federal employees respond according to FAA Order 8900 Volume 15 Chapter 15, Section 6, entitled General Aviation Industry Awards Program. This collection supports the DOT strategic goal of organizational excellence.

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 collected information is reviewed by a selection committee consisting of aviation industry representatives and FAA personnel for the purpose of selecting a winner. The selection committee members will read over the application forms and reach a consensus as to which will receive the award.

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.

The General Aviation Industry Award application is now available electronically, and the nomination form is currently available online. In order to satisfy the Government Paperwork Elimination

Act (GPEA), electronic collection will be further utilized as it becomes available. Each Flight Standards District Office handles their own nomination process individually, and we are working to coordinate with them and standardize the process. At present, roughly 2% of the material can be submitted electronically.

4. Describe efforts to identify duplication. Show specifically why any similar information already available can be used for the purpose described in Item 2 above.

The possibility of duplication of efforts does not apply to this program. Each nominee's application is received in his or her local geographic area, and whereas more than one person may nominate an individual, the FAA district office will only consider an individual, and only persons within its jurisdiction. That is, a nomination of the same person submitted to multiple FAA offices would be accepted only at the office of jurisdiction.

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

There is no significant impact on small businesses.

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.

The collection is conducted annually and is strictly voluntary. Consequently, the burden is minimal. If no one elected to submit an application, no award would be presented.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner inconsistent with 1320.5(d)(2)(i)-(viii).

The Collection is consistent with CFR 1320.5(d)(2)(i)-(viii).

8. 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 data elements to be recorded, disclosed, or reported.

A notice soliciting public comment was published in the Federal Register on June 21, 2011, vol. 76, no. 119, page 36168. No comments were received.

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

Respondents do not receive any payment or gift from the US Government.

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

There is no assurance of confidentiality. The FAA Privacy Officer and the program office subject matter expert completed an initial privacy identification assessing whether this collection requires a Privacy Impact Assessment (PIA). As an existing system with no changes that affect privacy, it does not require a PIA.

11. Provide additional justification for any questions of a sensitive nature.

There are no questions of a sensitive nature.

12. Provide estimates of hour burden of the collection information. This information should: Provide number of respondents, frequency of response, annual burden, and an explanation of how the burden was estimated.

The estimated burden is **150 hours**. Approximately 150 nominations were submitted to our 8 regional offices last year. The estimated time to complete the application is 1 hour.

13. Provide estimates of the total annual cost burden to respondents or recordkeepers resulting from the collection of information.

The estimated cost burden is **\$3,750**. The estimated hourly dollar value of respondent's time is \$25, for 150 annual hours.

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

The estimated cost to the Federal government is approximately \$3,503. This is based on processing approximately 150 forms at 30 minutes per form at the rate of \$42.70/hour (GS-14), plus approximately \$300 for plaques to be given to the national winners.

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

There have been no changes or adjustments since the previous report.

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.

The collected information is not published. The national winner's names are published in an FAA publication and a news release is provided to other major aviation publications.

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.

We are not seeking such approval.

18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-1.

There are no exceptions in Item 19, OMB Form 83-I.