

## Supporting Statement A

### The William T. Pecora Award Application and Nomination Process

OMB Control Number: 1028-NEW

#### Terms of Clearance:

None. This is a new Collection

#### General Instructions

A completed Supporting Statement A must accompany each request for approval of a collection of information. The Supporting Statement must be prepared in the format described below, and must contain the information specified below. If an item is not applicable, provide a brief explanation. When the question "Does this ICR contain surveys, censuses, or employ statistical methods?" is checked "Yes," then a Supporting Statement B must be completed. OMB reserves the right to require the submission of additional information with respect to any request for approval.

#### Specific Instructions

#### Justification

1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection.

In 1974, William T. Pecora Award was established to recognize the achievements of organizations or individuals that make significant contributions to remote sensing science and technology and/or make significant contributions to society through the application of remote sensing science and data. The award is sponsored jointly by the Department of the Interior (DOI) and the National Aeronautics and Space Administration (NASA).

With primary administrative responsibility for the Pecora Award, The U.S. Geological Survey (USGS) is responsible for managing the Pecora Award web site where nomination information, deadlines and contact information is made available to the public. The USGS communicates with the public concerning the nomination process and collects the nominations via email. The nominations contain information required select finalists and winners of the William T. Pecora Award.

The Pecora Award was established in compliance with the following authorities:

- Department of the Interior's Appropriations Act of 1992 (Sec. 115 of H. R. 2686, Department of the Interior and Related Agencies Appropriations Act, 1992)
- Chapter 45 of title 5, United States Code (USC)
- President Obama's "[Guidance for the use of Challenges and Prizes to Promote Open Government](#)" March 8, 2011
- NASA [http://nodis3.gsfc.nasa.gov/displayDir.cfm?Internal\\_ID=N\\_PR\\_3451\\_001B\\_&page\\_name=Preface](http://nodis3.gsfc.nasa.gov/displayDir.cfm?Internal_ID=N_PR_3451_001B_&page_name=Preface)
  - o Agency-Funded and Agency-Administered Prizes. NASA (42 U.S.C. § 2459f-1)
  - o 42 U.S.C. § 2457, The National Aeronautics and Space Act of 1958, as amended.

- o 42 U.S.C. ° 2458, The National Aeronautics and Space Act of 1958, as amended.
- o 5 U.S.C. ° 9813, The NASA Flexibility Act of 2004.
- o 5 C.F.R. Part 451, Awards.
- o 14 C.F.R. Part 1240.1, Awards for Scientific and Technical Contributions.

**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. Be specific. If this collection is a form or a questionnaire, every question needs to be justified.**

The information collected will be used to select the recipients of the annual William T. Pecora Award. Individuals, organizations/ groups can nominate themselves for an award or be nominated by a third party. The nominations are first received by USGS program administrative staff then passed on to the Pecora Nomination Committee (Committee). The Committee is comprised of three senior scientists from DOI, three senior scientists from NASA, the DOI Executive Secretary and the NASA Executive Secretary.

The six senior scientists will review each application to evaluate the relative technical, scientific and societal merits of the nominees using the criteria stated in the Pecora Award eligibility requirements. Upon completion of the review process, final recommendations will be forwarded to the NASA Administrator and the Secretary of Interior for approval.

Nomination packages will include three sections: (A) Cover Sheet, (B) Summary Statement, (C) Supplemental Materials. Detailed information concerning the content and format of the three sections follow.

**Cover Sheet.** The name of nominated individual or organization/ group will be used to identify and to confirm the proper name of the individual or organization/ group and to verify. This information is used in publicizing the award and is printed on all official materials related to the awards. Nominators will submit a cover sheet with the specific information listed below.

<p><b>NOMINEE:</b>  Name  Title  Employer  Business Mailing address  Business Telephone  Business FAX  Business E-mail address</p>	<p><b>NOMINEE (Team):</b>  Team or Group Name  Team or Group Lead  Sponsoring Organization(s)  Team/Group Lead Business Mailing address  Team/Group Lead Business Telephone  Team/Group Lead Business FAX  Team/Group Lead Business E-mail</p>
<p><b>NOMINATED BY:</b>  Your name  Business Mailing address  Business Telephone  Business FAX</p>	<p><b>NOMINATED BY:</b>  Your name  Business Mailing address  Business Telephone  Business FAX</p>

Business E-mail address	Business E-mail address
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**Summary Statement:** Respondents will prepare a brief written statement in support of the nomination describing the nominee's contributions to the understanding of the Earth by means of remote sensing. For individual nominations, the respondents will be asked to describe achievements in the scientific and technical remote sensing community, as well as contributions leading to successful practical applications of remote sensing. Consideration will be given to sustained career achievements or singular contributions of major importance to the field of remote sensing.

For group nominations, respondents will be required to describe a team, a group of individuals, or part of an organization that has made major breakthroughs in remote sensing science or technology or developed an innovative application that has a significant impact on the user community or national/international policies. The Summary Statement will be restricted to 2 pages.

**Supplemental Materials:** Nominations may include up to 10 pages of supplemental information (resume, publications list, letters of endorsement, etc.). Specific individual and group achievements should be documented in the peer-reviewed and documented in industry-recognized and scientifically credible publications.

Nominations will be submitted in Portable Document Format (pdf) via email. On an "as needed" basis, nominations may be submitted in alternate formats.

**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. Also describe any consideration of using information technology to reduce burden and specifically how this collection meets GPEA requirements.**

Complete nomination packages will be accepted electronically via e-mail. Hard copy versions will also be accepted via mail.

**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.**

No other Federal agency is authorized to present a similar award recognizing international and national contributions from government, private and academic sectors. No duplication will occur.

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

The collection of information does not have a significant impact on small businesses or other small entities.

**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.**

If we cannot collect nominations from non-Federal individuals and organizations, the nominations will

be biased by activities and individuals within the Federal sphere of influence. Open nominations empower the remote sensing community to determine who should be considered for the award, thereby adding to the prestige and credibility of the award.

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 of data with other agencies for compatible confidential use; or**
  - \* **requiring respondents to submit proprietary trade secrets, 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**

This request contains no special circumstances.

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 in response to the PRA statement associated with the collection over the past three years, 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.**

On Aug 16, 2011, the USGS published a 60-day [Federal Register](#) notice ([76 FR 50753](#)) announcing that we would submit this information request to OMB for approval. In that notice we solicited public comments for 60 days, ending on October 17, 2011. We did not receive any comments in response to this notice.

The individuals listed below were contacted for editorial suggestions and feedback concerning the clarity

of the procedure and approximate length of time it would take to complete the nomination process, based on their previous experiences with similar applications. The respondents concurred with our estimated burden time for the process to be about 10 hours. We believe that this estimate reflects the time it takes each applicant to prepare the narrative and provide the additional information needed to complete the process. This estimate also includes the time that it takes to receive supporting feedback. (i.e. resumes and letters of endorsement).

All respondents to the request for feedback said that they found the nomination process and supporting instructions to be straightforward and did not believe the process and requirements placed undue burden on the respondents.

Table 1. Individuals Contacted Outside the Agency (Add rows as necessary)

Individuals	Contact information
Dr. Curtis Woodcock	Professor, Department of Geography and Environment Employer: Boston University Mailing Address: 675 Commonwealth Avenue, Boston, MA, 02215 Telephone: (301) 614-6049 FAX: (301) 614-5666 E-mail address: curtis@bu.edu
Dr. Susan Moran, Hydrologist	USDA ARS Southwest Watershed Research Center 2000 E. Allen Rd., Tucson, AZ 85719 Phone: 520 647 9104; Fax: 520 670 5550 Susan.Moran@ars.usda.gov
Amy Budge Manager, Clearinghouse Services	MSC01 1110 1 University of New Mexico Albuquerque, NM 87131-0001 505-277-3622, ext. 231 abudge@edac.unm.edu
Lt Col Timothy D. West Commander, 631st Electronic Systems Squadron	11 Barksdale St Hanscom AFB, MA 01731 Phone: 781-266-0500 <a href="mailto:timothy.west@hanscom.af.mil">timothy.west@hanscom.af.mil</a>
Dr. Rolando Raqueño	Rochester Institute of Technology, Chester F. Carlson Center for Imaging Science Digital Imaging and Remote Sensing Laboratory, 54 Lomb Memorial Drive, Rochester, NY 14623 Phone: 530-727-8366 Fax: 585-475-5988 Email: Rolando@CNY-ASPRS.org

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

The respondents will not receive payment for their participating in the nomination process. However, the recipients of the award will receive a citation and plaque, which will be presented at an appropriate public forum determined by the Secretary of the Interior and the NASA Administrator or their representatives. The name(s) of the recipient(s) will be inscribed on permanent plaques, which are displayed by the sponsoring agencies.

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

No assurance of confidentiality is given to respondents.

**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.**

The nomination process does not require sensitive information. Nominators are specifically instructed not to include social security numbers or any personal contact information in the application.

**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 hour 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.
- \* 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 under "Annual Cost to Federal Government."

Our estimates are based on our own knowledge plus the outreach described in item 8. We typically receive less than 20 nominations, approximately 7 of which are from the private sector. The nominations take each applicant approximately 10 hours to complete, totaling 200 burden hours. We typically give two awards per year. No additional request of information is made of the recipients or the nominators. We estimate that the total burden for this collection will be 200 hours.

**Table 2. Estimated Dollar Value of Annual Burden Hours**

Description of Respondents	Number of annual Responses	Estimated Completion Time per	Total Annual Burden	Hourly Pay Rate (\$/hr est.)	Hourly Rate Including Benefits	Total Dollar Value of Annual
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		Response (minutes)	Hours		(1.5 x hourly pay rate)	Burden Hours*
Individuals or households.	1	10 hours	10	\$40.56	\$56.78	567.80
State and Local Governments (Universities)	12	10 hours	120	\$25.86	\$38.79	\$4,654.00
Private	7	10 hours	70	\$29.64	\$44.46	3,112.20
					Total Burden	8,335.00

\* **Note:** Total dollar value of burden hours are rounded to agree with figures generated in ROCIS.

We estimate the dollar value of the annual burden hours to be \$8,335.00 based on the National Compensation Survey: Occupational Wages in the United States May 2010 published by the Bureau of Labor Standards Occupation and Wages, May 2010. (<http://www.bls.gov/oes/current/oes193092.htm>) The particular values utilized are:

- State and Local Government. Hourly mean wage is \$ 25.86 multiplied by 1.5 to account for benefits (\$38.79).
- Management, Scientific, and Technical Consulting Services. Hourly mean wage is \$29.64 multiplied by 1.5 to account for benefits (\$44.46).
- Individuals or households (value utilized is Scientific Research and Development Services). Hourly mean wage is \$40.56 multiplied by 1.5 to account for benefits (56.78).

**13. Provide an estimate of the total annual non-hour cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden already reflected in item 12.)**

\* 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 (including filing fees paid for form processing). 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.

There is no non-hour cost burden to applicants under this collection. There is no fee for application, nor any fees associated with application requirements.

**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.**

The total estimated cost to the Federal Government for processing and reviewing proposals and producing the award material as a result of this collection of information is \$9,666. This includes hourly wages and benefits. Table 4 below shows Federal staff and grade levels performing various tasks associated with this information collection. We used the Office of Personnel Management Salary Table 2008-DCB (<http://www.opm.gov/oca/08tables/html/dcb.asp>) to determine the hourly wages. We multiplied the hourly wage by 1.5 to account for benefits (from the BLS news release December 11, 2007 - USDL 07-1883).

**Amounts do not include burden hours for nominators that are federal employees.**

Table 3. Annualized Operational Expenses and Estimated Costs

<b>Operational Expenses</b>	<b>Estimated Costs</b>
Contractor services USGS	\$500
Contractor Services NASA	\$50
<b>Total</b>	<b>\$550</b>

Table 4. Annual Cost to the Federal Government (Add rows as necessary)

<b>Federal Position</b>	<b>Grade/ Step</b>	<b>Hourly Rate</b>	<b>Hourly Rate incl. benefits (1.5 x hourly pay rate)</b>	<b>Estimated time spent by Federal Employees (annualized hours)</b>	<b>Estimated Federal employee salary/benefit annualized costs</b>
Scientist #1	GS15/5	\$62.62	\$93.93	12	\$1,127.16
Scientist #2	GS15/5	\$62.62	\$93.93	12	\$1,127.16
Scientist #3	GS15/5	\$62.62	\$93.93	12	\$1,127.16
Scientist #4	GS15/5	\$62.62	\$93.93	12	\$1,127.16

Federal Position	Grade/ Step	Hourly Rate	Hourly Rate incl. benefits (1.5 x hourly pay rate)	Estimated time spent by Federal Employees (annualized hours)	Estimated Federal employee salary/benefit annualized costs
Scientist #5	GS15/5	\$62.62	\$93.93	12	\$1,127.16
Scientist #6	GS15/5	\$62.62	\$93.93	12	\$1,127.16
Executive Secretary #1	GS13/5	\$45.05	\$67.58	23	\$1554.34
Executive Secretary #2	GS14/5	\$53.24	\$79.86	10	\$798.60
				<b>Total</b>	<b>\$9,116</b>
				<b>Total Table 3&amp;4</b>	<b>\$9,666</b>

**15. Explain the reasons for any program changes or adjustments in hour or cost burden.**

This is a new request.

**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.**

Notifications of award recipients and copies of the citations presented at the award ceremony are posted to the Pecora web site. Typically the Pecora Award follows the following timeline:

- Requests for nominations via email – Late February to early March.
- Deadline for nomination – Late May
- Nomination evaluations and selection – Early to late June
- Review of nominees and citation information – June to early fall
- Award ceremonies – late fall to early winter. Ceremony times depend on venue agreed upon by recipient and Pecora Committee
- Award Announcements, posting of press releases and citations to web – late fall to early winter
- Identification of new committee members – Late winter.

**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**

The expiration date will be displayed.

**18. Explain each exception to the topics of the certification statement identified in "Certification for Paperwork Reduction Act Submissions."**

There are no exceptions to the certification statement.