

**Supporting Statement**  
**2120-0738**  
**New England Region Aviation Expo Database**

**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 New England Region Aviation Expo is an aviation expo geared towards delivering aviation safety information to pilots and non-pilots.

The collected data is necessary so that we can contact the participants if there is a cancellation or changes needed in the classes for which they have pre-registered.

49 USC § 40123 gives the Expo Committee the authority to collect the information. This collection falls under the strategic goal of safety.

**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 data will be used by a collaboration of volunteers from different Lines of Business within the FAA to form a committee. The committee members consist of Regions and Center (ARC), Airports (ARP), Air Traffic Organization (ATO), and Aviation Safety (AVS). The committee members will use the data to help plan the courses and expo itself. The New England Region Aviation Expo database performs conference registration and helps plan logistics and non-pilot courses.

**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.**

50% of the data will be collected electronically via a form on [www.faa.gov](http://www.faa.gov) web server.

**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.**

We cannot have duplication due to the amount of space available for each of the classes. Therefore with each download we will closely review for any duplication of information.

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

N/A

**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.**

This information will be collected once a year to help plan for the yearly expo event.

**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).**

We don't have any special circumstances that would call for this.

**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 60 day notice for public comments was published in the Federal Register on September 23, 2011, vol. 76, no. 185, page 59186. No comments were received.

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

N/A

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

The New England Region Aviation Expo website links to the FAA Privacy Policy, which illuminates the policies the agency undertakes according to the Privacy Act of 1974.

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

Name: to eliminate duplicate registrations  
Physical address: to mail save the date cards  
Phone and email address: to contact if last minute changes to the event

**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 data collected is for a one day event. Pre-registration will be online for approximately 4 weeks and will collect approximately 250 registrations. The day of the event, we will have approximately 250 walk-ins that register at the event. The grand total of registrations for the event is will be approximately 500. During that time we will receive 4 to 5 downloads which take on average 15 minutes to do. Burden = 125 hours total.

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

None.

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

\$75.00 is the cost of 2 hours of an FTE.

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

The annual hourly burden has been adjusted based on the number of responses and time per response.

**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.**

N/A

**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 approval to not display the expiration date.

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

We are in compliance with these provisions.