

**U.S. Department of Agriculture
Farm Service Agency
Request for Aerial Photography
OMB Number: 0560-0176**

Purpose:

FSA is requesting an approval on an extension of a currently approved information collection request associated with Request for Aerial Photography. FSA has modified the forms to add APFO logo and a current Privacy Act statement; however, there are no changes to the burden hours since the last OMB approval. This information collection request contains 585 small businesses or entities.

The USDA FSA Aerial Photography Field Office (APFO) has the authority to coordinate aerial photography work in USDA, develop and carry out aerial photography and remote sensing programs and the Agency's aerial imagery flying contract programs.

The Film APFO secures is public domain and reproductions are available at cost to any customer with a need. All receipts from the sale of aerial photography products and services are deposited and sent to the U.S. Treasury.

The FSA-441 Request for Aerial photography is the form APFO asks customers to use when placing an order for aerial imagery products and services. The forms are also included in this request: FSA - 441B Custom Digital Print form and FSA-441C APFO Service Quality Survey. FSA-441B is for the customers for placing an order for custom aerial imagery products and services. The service quality survey is for the customers to evaluate the quality of our products and services provided by the APFO. Survey results will be used internally only and will not distribute to any other entity.

Supporting Statement for Paperwork Reduction

Justification

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

Memorandum No. 755, Revision 2, Sales of Reproductions of Aerial or other Photographs, Mosaics and Maps dated September 10, 1945 and Section 387 of the Act of February 16, 1938, provides as follows:

“The Secretary may furnish reproductions of such aerial or other photographs, mosaics, and maps as have been obtained in connection with the authorized work of the Department to farmers and governmental agencies at the estimated cost of furnishing such reproductions, and to persons other than farmers at such prices (not less than estimated cost of furnishing such reproductions) as the Secretary may determine, the money received from such sales to be deposited in

the Treasury to the credit of the appropriation charged with the cost of making such reproductions. This section shall not affect the power of the Secretary to make other disposition of such or similar materials under any other provisions of existing law.”

Delegations of FSA Authority to the APFO are as follows:

- FSA Management Authorities – Agency Administration
- CA-266 12/28/71 Administrator – Coordinate aerial photography work in USDA
- ASCS delegation of authority 5/9/89 DAM – Develop and carry out Agency’s aerial photography flying contract programs

To perform this function the FSA-441 form historically has been used to collect the necessary customer and photography information needed for the USDA-FSA-Aerial Photography Field Office (APFO) to produce and ship various digital and photo products and services ordered from our office.

2. Indicate how, by whom, and for what purpose the information is to be used.

Some or all of the following personal information is furnished to the APFO Sales Section by the customer whenever they place a Work Order or Request for Information for aerial imagery products and services;

- Customer Name
- Street / PO Box Address
- City, State, Zip Code
- Contact Name
- Agency Code
- Purchase Order Number
- Telephone, Fax, Email
- Customer Code
- Credit Card Number & Expiration Date
- Amount Remitted / PO Amount

APFO customers currently have the option of placing orders by mail, email, fax, telephone, or as walk-in customers. Use of the FSA-441 and FSA-441C Request for Aerial Photography forms are not necessary and not required when placing an email or telephone order. Furnishing this information requires the customer to research and prepare their request before submitting it to APFO.

The forms are also included in this request: FSA - 441B Custom Digital Print form and FSA-441C APFO Service Quality Survey. FSA-441B is for the customers for placing an order for custom aerial imagery products and services. The survey is used for the customers to evaluate the quality of our products and services provided by the APFO.

Each APFO product and service is assigned a Product Code and Price. The information collected becomes the customer and work order portion of the Work Order Entry System (WOES) Tracking and Reporting Systems.

Information collected is used to process fiscal obligations, communicate with the customer, process the request, and ship the requested products. Production, cost analysis, and service reports are derived from collected data. No specific reference is made to an individual customer; rather the data reflects a common customer group, such as Public, State and/or Federal Agency. References to distinct Federal Agencies are common, such as U.S. Forest Service or U.S. Geological Survey. These reports track cost share efforts with State and Federal Agencies, product and service preferences, service and process time, cost recovery, production goals, and resource requirements.

Credit card information is collected on hardcopy only and not entered into any computer system or database. Hardcopy files are stored in locked cabinets with access to Customer Service staff only.

3. Use of Information Technology.

All the fillable and printable PDF forms (FSA-441, FSA-441B and 441-C) are available on the FSA Form Site and the APFO Public website. Forms can also be downloaded and completed at the users desktop or printed and pen-and-inked by the customer. Data from these forms are not collected until submitted by the customer to APFO in person, email, fax or the postal service. APFO Aerial Imagery Specialist personnel enter customer data from the completed FSA-441, Request for Aerial Photography form, and FSA-441B, Custom Digital Print form, into a relational database system, Work Order Entry System (WOES). Only data required to complete a customers request, communicate with the customer, and process fiscal obligations is retained.

The FSA-441C Survey is also available for the respondent to do online at www.surveymonkey.com/s/fsa_441c_apfo_service_quality. They are also allowed to email the pdf form (obtained from the eForm site) directly to apfo.sales@slc.usda.gov by visiting <http://www.apfo.usda.gov>.

The USDA EAI team implemented digital signatures, security, single logon and other digital media requirements needed to secure confidentiality and support for electronic collection of customer data. This is a multi-agency effort involving the Farm Service Agency, Natural Resources and Conservations Service, and Rural Development. Implementation of these services must meet the needs of the participating agencies and their customers. Currently, digital signatures are not a requirement for requesting aerial imagery.

4. Describe efforts to identify duplication.

The Aerial photography Field Office, as part of the Department of Agriculture's Farm Service Agency, is the only source, or sole source providing USDA Service Centers with Aerial imagery needed to administer federal farm programs. APFO joins with other federal agencies in cooperative photography programs and is the official distribution point for USDA related aerial photography which includes Farm Service Agency (FSA), Natural Resource Conservation Service (NRCS), US Forest Service, National High Altitude Photography (NHAP), National Aerial Photography Program (NAPP), and the National Agriculture Imagery Program (NAIP) compressed county mosaics, quarter quad tiles, and FSA common land units.

5. Methods to minimize burden on small businesses or other small entities.

The impact to small business or other small entities is the same for all customers. Because the data is specific to each order, there is no reduction of reporting burden which can be implemented. There are 585 small businesses or entities in this information collection request.

6. Consequence if information collection were less frequent.

The information collected is necessary each time an order is placed for products and services. When the customer has knowledge of their unique Customer Code, only that information is necessary to place orders. There is no consequence to Federal program or policy activities if the collection is not conducted or conducted less frequently. The customer initiates placing an order with our office.

7. Special Circumstances.

Two special circumstances which would cause information collection to be conducted for Work Orders or Requests for Information are as follows:

Requiring written responses in less than 30 days

- The customer wants to make special arrangements for delivery through their courier. They would furnish us with their courier name and account number.
- The customer wants to change any of the ordering information. They would furnish us with their change requests.
- The customer wants to change their mailing address. They would furnish us with their address changes.
- The customer has furnished incomplete ordering information; we would contact the customer and request additional information.

Requiring submission of propriety trade secrets.

- The customer is due a refund. We contact the customer and request additional information, Tax ID or Social Security Number required by the US Treasury.

There are not other special circumstances that require the collection to be conducted in the manner stated above.

8. Federal Register notice, summarization of comments and consultation with persons outside the agency.

A Federal Register Notice was published on June 18, 2012 at 77 FR 36250. FSA received four comments on the information collection request.

Received three responses via FDMS (regulation.gov) and one response via email:

June 18, 2012. Citizen's comment – *“the public wants more information on these requests, instead of the sneaky way american tax dollars are being used by this agency, purely for the benefit of this agency. the photos taken are very very sneaky and usually used for some hidden purpose by those who wish to use them. the public wants the list on the web of who is requesting the service, how much they are paying for this service, what the photos are of, where they are kept, what location is being photographed, etc. i find spurious results coming from some of these flights that are seriously subject to questioning, but these photos always turn up very very surreptitiously. used by those who want them for their own purposes, which may not be in the public's interests. there is no transparency in this agency. that needs to immediately change. we want the web site set up to list all these comers who want these photos and we all want access to what is going on here. this is a very sneaky agency. please advise me when you get this website going. you are hiding your doings from the general public but sending the bill to them.”*

June 20, 2012. Reply by email from APFO Customer Service Section Supervisor – “Thank you for commenting from the Federal Register regarding our request for an extension of a currently approved information collection; Request for Aerial Photography. The USDA Farm Service Agency, Aerial Photography Field Office, is one of a few federal offices recovering costs incurred in providing imagery for federal, state, local, and private customers. Prices for aerial photography are provided at cost to make it reasonably affordable for all US taxpayers. USDA aerial imagery acquired is public domain. You may check our transparency by reviewing the attached ordering instructions for your reference. Customer orders contain personal identifiable information which is not available to the general public. Once aerial imagery is purchased, the customer may resell, distribute, or

publish it. We are required by the Agriculture Adjustment Act of 1933 to provide aerial photographs as a public service. The Farm Service Agency mission is currently utilizing a digital Geographic Information System (GIS) as a method of administering programs. This method has significantly reduced the overall use of aerial photographic reproductions. Our field office website is indicated below. Please contact us with any questions or concerns.
Thank you.” There was no further response or follow up from the citizen.

June 19, 2012. Appraiser’s comment – *“Current aerial photos are very important in the appraisal process. This will especially be important in the near future as CRP and pasture land are converted into cropland. Please make current aerial photos available to the public. Myself and many other appraisers use AgriData website for aerial photos as it saves time- please provide current aeriels to AgriData.”*

June 20, 2012. Reply by email from APFO Customer Service Section Supervisor – *“Thank you for commenting from the Federal Register regarding our request for an extension of a currently approved information collection; Request for Aerial Photography. The USDA provides aerial imagery for free downloading (NAIP county mosaics) from the [Geospatial Data Gateway](#). Please refer to the attached instructions for downloading and ordering from our office. Our website is indicated below. Please contact us with any questions or concerns. Thank you.”*

Further responses or follow up from the appraiser are as follows:

June 20, 2012. Appraiser’s response – *“Thanks. It appears that they don’t show the cropland field acreages.”*

June 20, 2012. Reply from APFO Customer Service Section Supervisor – *“The Common Land Unit (CLU) information is a separate GIS layer and has not been available to the public since the 2008 Farm Bill which can only be obtained through a Freedom of Information Act (FOIA) request through our Kansas City office. I believe, the Risk Management Agency (RMA) can provide CLU data to authorized [Crop Insurance Providers](#). The CLU data typically are only provided to FOIA requests involving official USDA programs or projects. Questions concerning access to the Common Land Unit (CLU) records shall be referred to Management Services Division FOIA/PA (MSD FOIA/PA) at the group email Ra.mokansasc2.fsakcfoia@one.usda.gov or via phone to Barbara Clark 816-926-2636 or Amber Ross 816-926-6371.”*

June 20, 2012. Appraiser’s response – *“ AgStar has a crop insurance department but I don’t handle that myself. Do you think I would be able to receive aerial photo field acreage information? I hope that the new Farm Bill allows appraisers to obtain cropland field acreage on aerial photos. Wetland and Highly Erodible land designations are also important value factors. We just need the information to provide accurate appraisals.”*

June 20, 2012. Reply from APFO Customer Service Section Supervisor – “It wouldn’t hurt trying to request the information. It’s worth a try. I’m not sure if you know of any lobbyists or persons of influence that may want to address this issue with Congress as the next Farm Bill is fast approaching. The only time we are currently allowed to provide the information in a digital format or on photographic reproductions are requests that are received from producers themselves of their farm(s).”

July 10, 2012. Appraiser/Farmer’s comment – *“FSA aerial photography information is and has been critical for two specific reasons: 1. Annual air photography has been very helpful to us in management of 304 acre farm in Monroe County, Iowa. We use the air photos to document locations of various wildlife habitat types and then verify how our on-going management of the farm is helping these habitat types. It is most helpful in communication with both FSA and NRCS when we are planning controlled burns for our tall grass native prairie. We also use it to plan for timber stand improvement tree planting plans. 2. I am an associate general real property appraiser and specialize in farmland, ranchland and recreational land (timber and wetlands) appraisals in the South East quarter of Iowa. I use the air photography that is supplied by FSA to Agridata Software. By having annual air photography I can provide high quality and accurate land appraisals for many clients such as farmers, ranchers, landowners, banks, attorneys, State wildlife agencies and non-governmental land management conservation organizations. The annual updates on air photography allow me to analyze what land management practices have been applied to that land for the past several years. This helps provide a higher level of appraisal report for my clients. My partner and I have appraised over 31,000 acres of farmland in SE Iowa in the past two years. Annual COLOR air photography is critical to us providing that service to our clients. Thank you for the opportunity to comment.”*

July 18, 2012. Reply from APFO Customer Service Section Supervisor – “Thank you for commenting from the Federal Register regarding our request for an extension of a currently approved information collection; Request for Aerial Photography. We are glad to hear you are benefiting from the aerial photos with wildlife habitat and tree management along with land use analysis. There is another dataset (GIS Shape Files) called the Common Land Unit (CLU), which includes acreage information that has been restricted to the public since the 2008 Farm Bill. This information has been noted by several appraisers as crucial for their work and have been requesting that the information be made public again. You may want to follow the 2013 Farm Bill proceedings to see if this information will become available to the general public. Please contact us with any questions or concerns. Thanks again.”

July 16, 2012. Appraiser/Farmer’s comment – *“A comment on the Aerial photos from FSA, as a commercial real estate appraiser, farmer and land owner, and former regulator with the Iowa Appraisal Licenses Board, I can not see why FSA*

will not release maps with acre amounts on them. Since FSA stopped doing that at the end of the Bush term, it has made it much more difficult for farm appraisers. We now "estimate" the tillable acres for comparable farms. The reliability of the appraisal with the lack of this information is less credible. As a farmer if FSA wants' to protect privacy they need to stop publicizing my FSA payments, I have no problem with FSA releasing the tillable acres on my farms but my private income it seems FSA has no problem letting everyone know this. FSA needs to get it priorities straight."

July 17, 2012. Reply from APFO Customer Service Section Supervisor – "Thank you for commenting from the Federal Register regarding our request for an extension of a currently approved information collection; Request for Aerial Photography. It has been a long time this information has been made available to the public without having to submit a FOIA request. I've replied to numerous emails over the years regarding this matter and hope the next Farm Bill will address it. Thanks again for the comment and have a good day."
There was no further response or follow up from the citizen.

Randomly, the following customers were contacted for their comments on this form:

- First Search Technology, Jason Hicks No Changes Required
10 Cottage Street
Norwood MA 02062 781-551-0470
- SLR International No Changes Required
Scott O'Neill
405 East 12450 South, Suite K
Draper UT 84070 801-495-9589
- Ace Aerial Photography, Glen Hoskins No Changes Required
132 NW 67th Street
Oklahoma City OK 73116 405-842-3456

9. Explain any decision to provide any payment or gift to respondents.

We do not provide any payment or gift for customer responses nor do we anticipate a change to this policy.

10. Confidentiality provided to respondents.

All information collected is treated as confidential and conforms with the Privacy and Freedom of Information Act.

- The APFO Information System Security Program Manager has informed employees of their responsibility for computer and data security.

Reference to the “Note” located on the bottom of FSA 441 form (Reverse). Use of the data is specified in this remark and confidentiality is implied where indicated, use is limited to what has been identified in this “Note”.

The APFO posts a reference to Agency legal information and disclaimers and the privacy policy on the home page of the APFO web site. The APFO complies with all security standards prescribed by the Agency.

11. Questions of a sensitive nature.

We do not request any information of a sensitive nature. We do not anticipate a change to this policy.

12. Estimates of burden.

The burden on the estimated 12,120 respondents will average 20 minutes per response for a total of 3,770 hours. Number of respondents who travel as walk-in customers are included in form and non-form requests.

Customers collect ordering information for orders they initiate from a variety of sources;

- Mail, email, fax, or telephone information to APFO, APFO makes coverage selections.
- Walk-in customers to our office.
- Customers purchase indexes to make their own coverage selection.
- Customers visit an FSA Service Center for assistance.
- Customers contact other federal agency offices for assistance.

Estimates of burden

The estimated annualized cost to respondents for the hour burdens for collection of information is \$67,860. The formula used to compute this amount is 3,770 hours times \$18.50 (the average hourly wage) equals \$67,860.

The average hourly wage for customers was derived by using U.S. Bureau of Labor Statistics Occupational Employment and Wages, May 2011.

13. Total annual cost burden to respondents or record keepers.

There are no capital and startup costs associated with this information collection.

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

The cost of running this program is estimated at \$37,065.00 per year, based on;

- .07/form x 4,500 forms=\$315.00
- \$24.50/Average Hourly Wage (APFO)
- 3 response forms/hour=1,500 hours
- 1,500 hours x \$24.50 = \$36,750.00
- \$315.00+\$36,750.00=\$37,065.00

15. Reasons for changes in burden

There are no changes in burden since the last OMB approval.

16. Tabulation, analysis, and publication plans.

Operational costs are evaluated annually. Data is collected/reviewed daily on employee activities such as research, processing orders, reproduction, quality inspection, support services. Physical quarterly inventory of imaging supplies and materials is conducted to assure accuracy of data.

All production, support activities, and cost recovery is reported in the Aerial Photography Field Office Annual Report. This report is distributed to USDA personnel and is available to the public from the APFO website.

17. Reasons display of expiration date of OMB approval is inappropriate.

We are not seeking approval to not display the expiration date on the FSA-441, FSA-441 B and FSA-441C forms.

18. Exceptions to 83-I certification statement.

There are no exceptions to 83-I.

19. How is this information collection related to the Customer Service Center: (Will this information collection be part of their one stop shopping?)

Aerial imagery, both digital and photographic, is contracted by Aerial Photography Field Office on a cyclical basis for USDA Customer Programs. These customers use this form to order new and replacement aerial imagery products. Agricultural producers who visit their local Service Center may seek assistance from Service Center personnel to place an order using FSA form 441 and FSA-441B. They will also supply quality service survey (FSA-441C) randomly to the customers who places the orders. They can also complete the survey online.

APFO's customer base extends to other USDA, Federal and State agencies. Products and services are also available to the Public. These requests for imagery are usually placed directly with the Aerial Photography Field Office.