

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

A. JUSTIFICATION

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

This request is for revision and extension of a current information collection. The change is that an Excel spreadsheet used by one of the participating organizations, United States Coast Guard Auxiliary (USCGAUX), has been replaced by an online form.

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 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 the necessary information. Both natural forces and the activities of man produce the periodic changes that take place and may thus require chart adjustments. NOS evaluates the data supplied and uses acceptable data to revise and otherwise change the charts and related publications.

Both organizations use a Web site. 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.

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 Web site ([CCWEB](#)). The USGAUX submits their information to the Chart Updating Web site (CUWEB) (url not provided, as the site is restricted). The purpose of these Web sites is to provide a seamless mechanism for handling the field data collected by the USPS and USGAUX members.

4. Describe efforts to identify duplication.

NOAA and NOS are the only bureau and office 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. The frequency of reporting is determined by the respondents. 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.

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 June 12, 2014 (79 FR 33725) solicited public comments on the information collection; no comments were received.

Three users were polled about the Cooperative Charting Program and were asked: "Please take a look at the Cooperative Charting Website and let me know if the instructions are clear and that the time estimate of 2-3 hours to do a report is accurate."

Two of the users responded.

Responder #1

For the most part I think the instructions are clear on the CCWEB. My only comment is I think on the Report Header page it should read "Support Doc" rather than "Support Label". We use Support Label on the observation page for the individual item which is part of a document. If have noticed people entering both letter and number in the Report Header.

Two hours may be a little light for some of the complex reports that require a lot of research for the documentation. However, sometimes our system can take a little more time to prepare the information.

Response: We will take the suggestion under consideration. And re the response time, understood. Two hours is the overall average that covers easy and complex reports.

Responder #2

Based on my experience with the Cooperative Charting Website (CCWEB), the instructions are clear and detailed for any person with basic computer knowledge.

Entering reports, on the average, takes about 2 hours. Inquiries and explanations to persons new to CCWEB take usually no more than 20 to 30 minutes either face to face or on the phone.”

Response: Thank you for your comments.

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

No payments or gifts are provided.

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 a total of 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 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 2 hours/response = 420 burden hours.

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

	Respondents	Responses Per Respondent	Total Responses	Time Per Response	Hours
CUWEB (USCGAUX)	70	2	140	2 hours	280
CCWEB (USPS)	530	2	1060	2 hours	2,120
TOTALS	600		1,200		2,400

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	\$ 2,000
15% of 1 FTE (GS-13)	<u>\$18,000</u>
TOTAL	\$20,500.

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

Program Change: Previously, with the USCGAUX Excel form, response time was estimated at 3 hours; with the Web application, response time is estimated to average 2 hours. This has resulted in a burden reduction of 140 hours, for the same number of respondents and responses.

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.