

**Supporting Statement for Renewal of  
Paperwork Reduction Act Submission  
OMB #2120-0668**

Justification for  
FAA Form 1200-5  
National Airspace System (NAS) Data Release Request

***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 or authorizing the collection of information.***

This information must be collected to enable the FAA to evaluate the validity of a user's request for NAS data from FAA systems and equipment. The information provided by the requestor is used by the FAA NAS Data Release Board (NDRB) to approve or disapprove requests for NAS data, consistent with FAA Order 1200.22E External Requests for National Airspace System (NAS) Data (attached).

***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 information will be used by the FAA National Airspace System (NAS) Data Release Board (NDRB) to evaluate the validity of a user's request for NAS data from FAA systems and equipment. The information submitted by the requestor is and has been used by the NDRB to evaluate whether the requestor may receive FAA NAS data. This includes: whether the requestor currently receives NAS data, the authority to access NAS data, the type of data requested, the proposed method for acquiring data (to ensure this is compliant with FAA policy and regulations), the purpose of the request, the process for filtering sensitive data (to ensure this is compliant with FAA policy and regulations), and who at the requestor's organization will be used for the data request, including the scope and nature of work the employee will perform. All of the information is collected for a practical and necessary purpose. The information collected is and has been used to evaluate the validity of the request for NAS data. The information collected is not and will not be disseminated to the public.

This information collection is required to obtain or retain a benefit, which is to obtain NAS data from the FAA. The entities who must provide the information are anyone requesting NAS data from the FAA. The collection is an application form, and collection frequency is as needed, depending on how often requests for NAS data are submitted to the FAA. The information that is maintained in FAA records is any information collected on 1200-5. The only people who receive the information are FAA personnel who evaluate the validity of the request; information is not otherwise disclosed or shared.

**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, and the basis for the decision for adopting this means of collection. Also, describe any consideration of using information technology to reduce burden.**

The collection form is provided by the NDRB Secretariat to the requestor in PDF format. The PDF is online at <https://www.faa.gov/documentLibrary/media/form/faa1200-5.pdf>. The completed form may be submitted to the NDRB Secretariat in PDF format and by email, or it can be returned in hard copy by regular mail. Any additional supporting documentation may also be submitted in electronic format by email. If additional supporting documentation cannot be provided electronically, the requestor must provide the supporting documentation in hard copy by regular mail. However, allowing the form and the supporting documentation to be submitted electronically is consistent with the Government Paperwork Elimination Act (GPEA). The results of the information collection are not made available to the public.

**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.**

Each request for NAS data is unique, by need and by requestor. Therefore, the specific information collected is also unique to each request. There are no other similar information collections that can be modified for the purposes described in Item 2 since the information collected must be specific to each unique request for NAS data. This type of information does not exist in any other form since the FAA does not routinely release data to any parties unless a specific need is cited and justified. The FAA only releases NAS data for specific needs, on a case-by-case basis.

No other agencies are collecting information that is specific to each unique request for NAS data. The FAA is the only government agency authorized to release FAA NAS data to requestors for commercial use and application. No other federal, state, or local agency is authorized to release NAS data. Accordingly, no other entity that is conducting a data collection for the purposes of addressing a unique request for NAS data. There is no other data collection that is a duplication of this data collection.

The FAA policy authorizing this release is FAA Order 1200.22E (attached). The policy specifies that the FAA AJR is the OPR for this data collection; no other office within the FAA collects this data, as specified by this policy. Therefore, there is no duplication of this data collection effort within the FAA.

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

The burden of data collection has been minimized by ensuring that the level of effort to complete the form is reasonable for a small business. The data requestor will need approximately one hour to supply the information requested on Form 1200-5. The data requestor will fill out the form him/herself and provide the requested additional documentation from her/his company records. The form comes with instructions to provide clear guidance to the requestor. This eliminates the need for the requestor to contact the NDRB Secretariat for guidance, a step that would increase the time and effort needed to submit the request.

***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 FAA has always had the requirement to collect information from requestors of NAS data. The information collection is necessary to determine the validity of a request, in accordance with FAA Order 1200.22E. The FAA must determine on a case-by-case basis if the requestor is making a reasonable, valid request for FAA NAS data. The FAA will not release NAS data to any party that will not provide the required information in FAA Form 1200-5. Data requestors are only asked to provide information pertinent to their request, to reduce the burden on the requestor.

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

This information collection is consistent with the guidelines in 5 CFR 1320.5(d)(2).

***8. Describe efforts made to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and record keeping, disclosure, or reporting format (if any) and the data elements to be recorded, disclosed, or reported.***

A Federal Register Notice published on September 22, 2020 (85 FR 59600) solicited public comment. No comments were received.

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

The FAA does not provide any gifts or make any payments to the respondents for information submissions.

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

The only people who receive the information are FAA personnel who evaluate the validity of the request; information is not otherwise disclosed or shared. All requests for

NAS data are handled consistent with FAA Order 1370.121 FAA Information Security and Privacy Program & Policy and FAA Order 1600.75 Protecting Sensitive Unclassified Information (SUI). Since the information collected is for a business or organization, not for an individual, an FAA Privacy Act Statement is not required for the form. Information provided by requestors that is marked as business sensitive, confidential, proprietary, or trade secret must be protected from unauthorized disclosure, consistent with FAA Order 1600.75.

**11. Provide 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 questions of a sensitive nature are asked.

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

This form has been in use since 2002. Based on the history of using this form, we estimate that the data requestor will need approximately one hour to supply the information requested on Form 1200-5. The data requestor will fill out the form him/herself and provide the requested additional documentation from her/his company records. Based on the history of using this form, we estimate that we will receive 15 requests per year for NAS data using Form 1200-5. **The annual burden on these requests is approximately 15 hours total.** This is consistent with estimates of the burden for the information collection for previous OMB information collection renewals.

Summary (Annual numbers)	Reportin g	Recordkeepin g	Disclosur e
<b># of Respondents</b>	15		
<b># of Responses per respondent</b>	1		
<b>Time per Response</b>	1 hour	N/A	N/A
<b>Total # of responses</b>	15		
<b>Total burden (hours)</b>	15	N/A	N/A

There is only one IC for this data collection. Therefore the above burden table is also the total burden summary table for this data collection.

We assume that anyone from a secretary to a vice-president in industry might complete the form. We estimate the labor cost using a mid-grade labor category, roughly halfway between that of secretary and vice-president. This is approximately equivalent to a federal civilian employee payscale of Grade 14, Step 8. From the OPM 2020 General Schedule, this translates to a labor rate of \$54.94/hour<sup>1</sup>. The U.S. Small Business Administration estimates that the actual cost to any organization (not only small businesses) is 1.25 to 1.4 times the labor rate, which includes the cost to the organization of fringe benefits and other overhead costs<sup>2</sup>. The cost to the respondent is estimated at 1.33 X \$54.94/hour which equals \$73.07/hour. **The estimated total annual cost burden to respondents resulting from the collection of information is \$1,096.05 = (15 hours X \$73.07/hour).**

**13. Provide an estimate of the total annual cost burden to respondents or record keepers resulting from the collection of information.**

No additional costs to the respondent are required, outside of the estimates under Question 12.

**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, and any other expense that would not have been incurred without this collection of information.**

Cumulative total cost to the Federal Government: **\$879,741**

The cost breakdown is as follows:

#### **Cost of 1200-5 Form Processing**

The NDRB Secretariat processes the 1200-5 form when it is received from the data requestor to ensure all requested information has been provided. The time to process each form when it is received is approximately 0.5 hours.

0.5 hours X 15 requests = 7.5 hours to process forms

We assume that the NDRB Secretariat labor rate is equivalent to the federal civilian employee payscale of Grade 14, Step 8. From the OPM 2020 General Schedule, this translates to a labor rate of \$54.94/hour. The cost to the FAA is estimated at 1.33 X \$54.94/hour which equals \$73.07/hour. This includes the cost to the FAA of fringe benefits and other overhead costs.

**\$73.07 x 7.5 = \$548.03 = Total Costs of Form Processing**

#### **Cost of NAS Data Release Board (NDRB) Evaluation**

<sup>1</sup> [https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2020/GS\\_h.pdf](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2020/GS_h.pdf)

<sup>2</sup> <https://www.sba.gov/blog/how-much-does-employee-cost-you>

The NDRB meets to approve or disapprove requests for NAS data 12 times per year for one hour per meeting. FAA attendees at the NDRB meetings include the NDRB Secretariat, six NDRB Evaluators, and the NDRB Chair.

Eight attendees X 1 hour X 12 meetings per year = 96 hours per year

In addition, each NDRB Evaluator spends approximately three hours outside of NDRB meetings reviewing each NAS data request.

Six NDRB Evaluators X 3 hours per request X 15 requests = 270 hours per year

We assume that the average labor rate of FAA attendees at NDRB meetings, including NDRB Evaluators, is equivalent to the federal civilian employee payscale of Grade 14, Step 8. From the OPM 2020 General Schedule, this translates to a labor rate of \$54.94/hour. The cost to the FAA is estimated at 1.33 X \$54.94/hour which equals \$73.07/hour. This includes the cost to the FAA of fringe benefits and overhead costs.

**\$73.07 x (96+270) hours = \$26,743.62 = Total Costs of NDRB Evaluation**

**Costs of Contract Support to NDRB Meetings/Evaluation and to Respond to Requests for NAS Data**

We assume that the labor rate of contract support to the FAA to support NDRB meetings and evaluation and to respond to requests for NAS data is approximately equivalent to a federal civilian employee payscale of Grade 13, Step 5. From the OPM 2020 General Schedule, this translates to a labor rate of \$42.73/hour. The cost to the FAA is estimated at 1.33 X \$42.73/hour which equals \$56.83/hour. This includes the cost to the FAA of the contractor fringe benefits and overhead costs. The FAA utilizes approximately 1000 hours of contract support for each request of NAS data.

**\$56.83/hr X 1000 hrs X 15 requests = \$852,450 = Total Costs of Contract Support**

<b>(NDRB)</b>	<b>+</b>	<b>(Contract Support)</b>	<b>+</b>	<b>(Form Handling)</b>	<b>= Total FAA Costs</b>
<b>\$26,743</b>	<b>+</b>	<b>\$852,450</b>	<b>+</b>	<b>\$548</b>	<b>= \$879,741</b>

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

For Form 1200-5, there is no new data collection or changes in data collection requirements. For the existing requirements, the cost burden to both data requestors and to the FAA has been updated to reflect 2020 labor rates. In addition, the costs to the federal government reflect that fewer requests for NAS data come to the FAA (compared to the usage of this form in 2017, when this data collection was last renewed).

**16. For collection of information whose results will be published, outline plans for tabulation and publication.**

The results of this information collection will not be published.

***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.***

No exemption is requested.

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

There are no exceptions to the certification statement identified in Item 19 of the OMB Form 83-1.