

**U.S. Department of Agriculture
Request for Geospatial Products and Services
USDA-FPAC-BC Geospatial Enterprise Operations
OMB Number: 0560-0176**

The name of the collection has changed to “Request for Geospatial Products and Services”. The “Request for Aerial Photography” was an original name for collection. FPAC-BC is requesting for an OMB approval on the revised approved information collection request (OMB control number-0560-0176).

Justification

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

The information collection is needed to enable the Department of Agriculture to effectively administrate the Geospatial and Aerial Photography Programs. GEO has the responsibility for acquiring and conducting coordination of the FPAC’s geospatial datasets and the aerial imagery flying contracts, and remote sensing programs. The geospatial data and digital aerial imagery secured by FPAC-ISD is public domain and reproductions are available at cost to any customer with a need. All receipts from the sale of geospatial products and services are retained by FPAC-ISD.

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. CFR Title 7 Section 1387 provides as follows:

“The Secretary may furnish reproductions of information such as georeferenced data from all sources, 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 data processing, updating, revising, reformatting, repackaging and furnishing the reproductions and information), 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 Farm Service Agency (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.

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 Geospatial and Aerial Photography Program in sales section by the customer 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

The form numbers remained but the Agency form changed from “FSA” to “FPAC-ISD” due to the reorganization.

The form FPAC-ISD-441B, Custom Digital Print form is for the customers for placing an order for custom aerial imagery products and services. The FPAC-ISD-441C Service Quality survey is used for the customers to evaluate the quality of our products and services. The form FPAC-~~ISD-441~~, Request for Geospatial Products and Services, is the form supplies to the customers for placing an order for aerial imagery products and services. The customers currently have the option of placing orders by mail, email, fax, telephone, or as walk-in customers. Use of the form FPAC-~~ISD-441~~, Request for Geospatial Products and Services is not necessary and not required when placing an email or telephone order. The new form FPAC-~~ISD-441D~~ is used for the one-time credit card payment authorization form requesting credit card information.

3. Use of Information Technology.

The plan is underway for the customers to be able to place their order via web interface (as a part of the e-government initiatives); the implementation target date 2024 for this initiative. Furnishing this information requires the customer to research and prepare their request before submitting it to FPAC-ISD-APFO. The online ordering system is getting closer and closer to fruition and plan to implement it when ready. FPAC-ISD-APFO is currently in an application evaluation between different applications.

Also, all the fillable and printable PDF forms (FPAC-ISD-441, FPAC-ISD-441B and FPAC-ISD-441-C and FPAC-ISD-441-D) are also available on the FSA Form Site and the FPAC-ISD-APFO Public website. Forms can also be downloaded and completed at the desktop. Data from these forms are not collected until submitted by the customer in person, email, fax or the postal service. The FPAC-ISD-441C survey is also available for the respondent to complete online.

4. Describe efforts to identify duplication.

The USDA-FPAC-BC Geospatial Enterprise Operation is the only source, or sole source providing USDA Service Centers with aerial imagery needed to administer federal farm programs. The operation is also with other federal agencies in cooperative photography programs and is the official distribution point for USDA related aerial imagery which include 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 800 small businesses or entities in this information collection.

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 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's 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 no longer process U.S. Treasury refund checks that required additional information.

There are no other special circumstances.

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

The Federal Register-60-day Notice was published on Wednesday, September 23, 2021 at 86 FR 52872. There were no comments received on the information collection request.

The following customers were contacted for their comments on the forms:

- Historical Information Gatherers
David Hodnefield
1589 Highway 7
Hopkins MN 55305 952-253-2004
Look forward to using the larger file size hard drives.
- AERO-DATA, Laurie Bourgeois
8280 YMCA Plaza Drive – Building 11
Baton Rouge LA 70810 225-767-5725
The new payment form is an improvement.
- Chris Dunn
4201 Defoe Drive
Columbia MO 65203 816-752-0449
I like the digital delivery method.

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 program manager has informed employees of their responsibility for computer and data security.

Reference to the “Note” located on the bottom of FPAC-ISD-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 office posted a reference to Agency legal information and disclaimers and the privacy policy on the web site. The office complies with all security standards prescribed by the Agency.

11. Questions of a sensitive nature.

The office does not request any information of a sensitive nature and does not anticipate a change to this policy.

12. Estimates of burden.

The burden on the estimated 2,477 respondents is averaged 25 minutes per response for a total of 542 hours. Number of respondents who travel as walk-in customers are included in form and non-form requests.

Respondent cost:

Respondent cost per hour was derived by using U.S. Bureau of Labor Statistics Occupational Employment and Wages, May 2020, 11-9013-Farmers, Ranchers, and Other Agricultural Managers. The U.S. mean household income, as measured by the Bureau of Labor, is \$41.35. Fringe benefits for all private industry workers are an additional 29.9 percent,¹ or \$12.36, resulting in a total of \$53.71 per hour. The estimated cost is \$29,111 ($\53.71×542 burden hours).

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

There are no capital/startup costs associated with this information.

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

The cost of form development, printing and distribution is minimal because the forms are computer generated. The employee is handling the average 3 responses per 1 hour, so the estimated Federal Government employee average hourly wage is \$48.75 based on the 2021 General Schedule, Grade 12, Step 6. Fringe benefits for all government workers are an additional 31 percent, or \$8.43, resulting in a total of \$57.18 per hour. The total annualized cost to the Federal Government is \$144,112 ($\$57.18 \times 2,477$ responses).

15. Reasons for changes in burden

The burden hours have increased by 109 due to the new form FPAC-ISD-441D, One Time Credit Card Payment Authorization for the credit card information. The number of respondents and responses are 2,477 that increases by 1,012 from the last OMB approval, 1,465 responses/respondents. The annual burden hour is 542 which increases by 109 hours from the last OMB approval, 433 hours.

16. Tabulation, analysis, and publication plans.

Operational costs are evaluated annually. Data is collected and reviewed daily on employee activities such as research, processing orders, reproduction, quality inspection,

¹ U.S. Bureau of Labor Statistics. "Employer Costs for Employee Compensation." News release. March 19, 2020. <https://www.bls.gov/news.release/ecec.htm>.

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 office. This report is distributed to USDA personnel and is available to the public from the website.

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

We displayed the OMB expiration date on the form FSA-441-Request for Geospatial Products and Services.

18. Exceptions to 83-I certification statement.

There are no exceptions to 83-I.