

SUPPORTING STATEMENT A

National Transportation Safety Board

NTSB Form: Request for a Medical Exception to the COVID-19 Vaccination Requirement

1. Circumstances that make the collection of information necessary.

To comply with the September 9, 2021, Executive Order (E.O.) 14043 (*Requiring Coronavirus Disease 2019 Vaccination for Federal Employees*) and October 2021 guidance from the Safer Federal Workforce Task Force, the NTSB created the following form: Request for a Medical Exception to the COVID-19 Vaccination Requirement. This form is a new collection for agency employees requesting a medical exception to the vaccine requirements. The agency will use this form to determine whether the employee provided sufficient information to justify the request.

2. How, by whom, how frequently, and for what purpose the information will be used.

The answers provided on the Request for a Medical Exception to the COVID-19 Vaccination Requirement form will help the agency to make determinations on requests from its employees for medical exceptions to the vaccine mandate.

3. Use of automated, electronic, mechanical, or other technological techniques or other forms of information technology.

The agency provides a fillable portable document format (PDF) version of the form by e-mail or through its website. A respondent may either mail or e-mail the completed form. In turn, the agency can extract information from the PDF submissions, reducing the need for agency personnel to manually enter the information. The agency estimates that 20% of respondents will electronically submit this form

4. Efforts to identify duplication.

This information obtained through this collection is unique and is not already available

for use or adaptation from another cleared source.

5. Small businesses or other small entities.

The agency does not anticipate that there will be a significant burden for any small business or entity.

6. Consequences to the Federal program or policy activities if the collection is not conducted or is conducted less frequently.

If the collection is not conducted or is conducted less frequently, the NTSB will be delayed in making determinations on requests from its employees for medical exceptions to the vaccine mandate to meet the requirements of the E.O. and Task Force recommendations.

7. Special circumstances.

There are no special circumstances requiring respondents to retain records, other than health or medical records for more than three years.

8. Federal Register notice, public comments received, and consultation with persons outside the agency.

Part A: PUBLIC NOTICE

The agency is seeking emergency approval to waive the public notice requirements under the Paperwork Reduction Act.

Part B: CONSULTATION

Aside from discussions with OIRA personnel, no additional consultation was conducted for this submission.

9. Gifts or payments to respondents.

The agency will not provide gifts or payments to respondents for completing the form.

10. Assurance of confidentiality.

The agency provides assurance of confidentiality to respondents concerning the completed Request for a Medical Exception to the COVID-19 Vaccination Requirement.

The Privacy Act Statement is located on the first page of the form.

The Systems of Records Notice (SORN) associated with this data collection was published in the Federal Register on October 11, 2012: “Privacy Act of 1974, as Amended; Revisions to the Existing System of Records,” 77 Fed. Reg. 62060 (Oct. 11, 2012). The applicable SORN is NTSB-28, Employee Medical Folders. The SORN is electronically available at [2012-24966.pdf \(govinfo.gov\)](#).

A Privacy Impact Assessment (PIA) is not required for this collection because PII is not being collected electronically.

11. Additional justification for questions of a sensitive nature.

The questions contained in this form are consistent with OMB’s guidance for requesting a medical exception.

12. Estimate in hours of the burden of the collection of information.

The agency estimates that Part 2, which is to be completed by the employee’s medical provider, takes about 60 minutes to complete, resulting in about 20 burden hours per year. The estimated time to complete the form includes the time ascertaining and inputting the information. The form asks for information that is ordinarily maintained by, or readily available to medical providers. Thus, the estimate does not include hours spent maintaining the information.

The Department of Labor, Bureau of Labor Statistics Occupational Employment and Wage Statistics (OEWS) Category 20-0000 (Healthcare Practitioners and Technical Occupations) provides that the median annual salary for healthcare diagnosing or treating practitioners as of May 2020¹ was \$105,220 with an hourly mean wage of \$50.58. Multiplying

¹ The May 2020 OEWS is the current version available. The May 2021 OEWS data will be released in Spring 2022.

this hourly rate by 20 hours equals, when rounded up, \$1,012.

13. Estimate of the total annual cost burden to the respondents or record-keepers resulting from the collection.

Completion of the form does not require any recordkeeping, capital, start-up, or maintenance costs, but only requires approximately 60 minutes of a respondents' time.

14. Estimates of annualized cost to the Federal government.

The agency incurs costs in transmitting and collecting each form, as well as handling and analyzing the information in each completed form. The agency estimates a total of 20 respondents will seek a medical exception annually. And thus the NTSB estimates that the total cost of transmitting and collecting approximately 20 forms annually, when rounded up, will be \$1,278 per year. This amount represents the cost of one hour of processing each form by agency personnel at agency headquarters. According to the U.S. Office of Personnel Management, the average hourly rate when rounded up for step 1 of grades 14 and 15 in Washington, DC is \$63.89.²

In estimating one hour per form, the agency has considered agency personnel's time in duties that include, but are not limited to, the following: reviewing the form; verifying, correcting, and collecting any missing data; scanning, redacting, and loading the form into the agency's database; and adjudicating the request. Accordingly, the agency estimates that the complete annualized cost to the Federal government will be \$1,278.

15. Program changes or adjustments.

No changes or adjustments will occur to any programs.

16. Plans for tabulation and publication of responses.

² [SALARY TABLE 2021-DCB \(opm.gov\)](https://www.opm.gov/policy-data-oversight/salary/).

The results of this information collection will not be published.

17. Display of expiration date.

The agency will display the expiration date of OMB's approval.

18. Exception to certification statement in Form 83-I.

The agency does not request any exception to the certification statement contained in Item 19 of OMB Form 83-I.