

Supporting Statement for Collection of Information for Planning and Executing National and Regional Veterans Day Observances - OMB Approved Number 2900-NEW

A. JUSTIFICATION:

1. Explain the circumstances that make the collection of information necessary. Identify legal or administrative requirements that necessitate the collection of information.

Since 1954, the U.S. Department of Veterans Affairs (VA) has overseen the National Veterans Day Observance at Arlington National Cemetery (ANC) to honor the men and women who have served and continue to serve in the U.S. Uniformed Services during war and peacetime. Hundreds of military Veterans from communities throughout America and leaders from across the federal government, including the President of the United States or his designee, participate in the National Veterans Day Observance at ANC each year. In addition, tens of thousands of others participate in VA-approved regional Veterans Day events.

There are no legal requirements for this collection; however, VA must gather information from Veterans Service Organizations (VSOs), state and local governments, and non-profit organizations to facilitate the successful execution of the National Veterans Day Observance and regional celebrations. The information is solely for event planning purpose and to keep track of members dues payments by Veterans Day National Committee member organizations.

2. Indicate how, by whom, and for what purposes the information is to be used; indicate actual use the agency has made of the information received from current collection.

The information collected is used to collaborate with regional partners and select VA-approved Veterans Day observances across the country; evaluate Veteran-serving organizations for potential membership onto the Veterans Day National Committee; collected annual dues from Veterans Day National Committee members, per the committee's bylaws; and determine the number of custom Veterans Day lapel pins, National Observance invitations and bench seat tickets are required by each Veterans Day National Committee member organization.

The information is used by the National Veterans Outreach Office as part of the planning and execution of a national and regional Veterans Day observations. The collection requires the public to provide only the information necessary to support the planning efforts.

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, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.

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Collection instruments may be obtained from the VA Internet Website in a fillable electronic format or by emailing Vetsday@va.gov. Electronic submissions are permitted, as this means of collection is the least burdensome on the public. The collection does not constitute a reporting burden, as there are no documentation or record-keeping requirement from 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 above.

There is no duplication, as the U.S. Department of Veterans Affairs is the only federal agency charged with the planning and executing the National Veterans Day Observance and related activities. There is no known department or organization which maintains the necessary information, nor is it available from other sources within our organization. The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source.

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

This information collection does not impose a significant economic impact on a substantial number of small businesses or entities.

6. Describe the consequences 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.

VA must begin collecting information for the 2023 National Veterans Day Observance and start collaborating with regional partners by no later than March 16, 2023, to avoid the risk of cancellation of the National Veterans Day Observance or VA-sanctioned local events for the first time since 1954. The March 16 deadline will enable VA to select approved regional sites and mail letters and certificates from the Secretary of VA to local event organizers for inclusion in their event programs by July 31, 2023. By that date, local partners must also request support from the U.S. Department of Defense for marching bands, military aviator flyovers, and other services for their events. The regional observances are vital because they enable the federal government to bring resources closer to the more than 16 million American Veterans living outside the Washington DC Metropolitan area and thank them for their service. Meeting the March 16 due date is also essential for VA staff to gather information from partner organizations to plan a successful National Veterans Day Observance at Arlington National Cemetery, which will include a presidential wreath-laying ceremony, parade of colors by Veterans Service Organizations, and Veterans Day ceremony.

7. Explain any special circumstances that would cause an information collection to be conducted more often than quarterly or require respondents to prepare written responses to a collection of information in fewer than 30 days after receipt of it; submit

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more than an original and two copies of any document; retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years; in connection with a statistical survey that is not designed to produce valid and reliable results that can be generalized to the universe of study and require the use of a statistical data classification that has not been reviewed and approved by OMB.

There are no such special circumstances.

- 8. If applicable, provide a copy and identify the date and page number of publications in the Federal Register of the sponsor's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the sponsor in responses to these comments. Specifically address comments received on cost and hour burden.**

This is an emergency submission and details will be provided at the time the regular ICR package is created.

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

No payments or gifts to respondents have been made under this collection of information.

- 10. Describe any assurance of privacy to the extent permitted by law provided to respondents and the basis for the assurance in statute, regulation, or agency policy.**

A Privacy Act Statement is not required for this collection because we are not requesting individuals to furnish personal information for a system of records. A System of Record Notice (SORN) is not required for this collection because records are not retrievable by PII. A Privacy Impact Assessment (PIA) is not required for this collection because PII is not being collected electronically.

- 11. Provide additional justification for any questions of a sensitive nature (Information that, with a reasonable degree of medical certainty, is likely to have a serious adverse effect on an individual's mental or physical health if revealed to him or her), such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private; include specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.**

There are no questions of a sensitive nature.

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12. Estimate of the hour burden of the collection of information:

Assumptions: Employees responsible for completing the form will earn the average hourly U.S. wage as determined by the U.S. Department of Labor - [\\$33.03/hour](#)

Collection	Number of Respondents	Frequency of Response	Estimated Completion Time	Annual Burden Hours	Total Cost
Veterans Day Regional Site Application	50	One time	20 minutes	17 hours	\$550
Veterans Day National Committee Associate Member Application	10	One time	20 minutes	3 hours	\$110
Veterans Day National Committee Dues Payment Form	49	One time	5 minutes	4 hours	\$135
Invitation, Bench Seat Ticket, and Lapel Pin Request Form	49	One time	5 minutes	4 hours	\$135
TOTAL	158	One time		28 hours	\$930

There are no expected overhead cost for completing the information collection. VA estimates the total cost to all respondents to be \$930.

13. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14).

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There are no annualized costs to respondents other than the labor burden costs addressed in Section 12 of this document to complete this collection.

- 14. Provide estimates of annual cost to the Federal Government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operation expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. Agencies also may aggregate cost estimates from Items 12, 13, and 14 in a single table.**

VA Employee	Tasks	Annual Burden Hours	Hourly Wage	Total Cost
Program Analyst (GS-13)	<ul style="list-style-type: none"> • Gathering files • Answering questions • Managing and archiving the files 	40	\$66.54	\$2,661.6.
Program Manager (GS-15)	<ul style="list-style-type: none"> • Quality Control 	5	\$84.48	\$422.40
TOTAL				\$3,084.00

VA estimates the total cost of the collection to the Federal Government to be \$3,084.00.

- 15. Explain the reason for any burden hour changes since the last submission.**

There are no changes in burden hours.

- 16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.**

The information collection is not for publication or tabulation use.

- 17. If seeking approval to omit the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.**

We are not seeking approval to omit the expiration date for OMB approval.

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

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This submission does not contain any exceptions to the certification statement.

B. Collection of Information Employing Statistical Methods

No statistical methods are used in this data collection.