

Supporting Statement A
National Flight Data Center (NFDC) Web Site
OMB 2120-0754

This information collection is submitted to the Office of Management and Budget (OMB) to request a renewal of the information collection entitled “National Flight Data Center Web Site”. It includes the addition of a new form titled “Call Signs.”

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

49 USC 40103, “Sovereignty and Use of Airspace,” authorizes and directs the FAA to develop plans and policy for the use of the navigable airspace.

FAA Order 1100.1C “FAA Organization –Policies and Standards” section 2.a.(2)(b) assigns Air Traffic Organization (ATO) the following functions: airspace management and redesign, aeronautical information management, mapping, charting, planning, performance-based navigation, instrument flight procedures, and flight inspection.

The National Flight Data Center (NFDC) is the authoritative government source for collecting, validating, storing, maintaining, and disseminating aeronautical data concerning the United States and its territories to support real-time aviation activities. The information collected ensures the safe and efficient navigation of the national airspace. The information collected is maintained in the National Airspace System Resources (NASR) database which serves as the official repository for National Airspace System (NAS) data and is provided to government, military, and private producers of aeronautical databases, charts, publications, and flight management systems. Failure to submit the information in this collection could result in incomplete or obsolete data in the aforementioned charts, publications and flight management systems.

This information collection supports the Department of Transportation’s strategic goal of safety.

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 collection includes three different forms: the Aeronautical Data Change (ADC) form, the Aeronautical Chart Change (ACC) form, and the new Call Sign form. The information collected by the ADC and ACC forms is used by specialists at NFDC to manually update the NASR database. They hand type the information into the NASR GUI data fields. When the NASR database is updated, a corresponding entry in the National Flight Data Digest (NFDD) is automatically generated. The NFDD is a daily electronic (.pdf) publication of FAA aeronautical data changes that is disseminated at no

charge to the general public at the following website:

https://www.faa.gov/air_traffic/flight_info/aeronav/aero_data/NFDD/) This published NFDD information is then used by government, military and private companies to produce aeronautical database, charts, publications, and flight management systems. One of the primary government publications of aeronautical data is the FAA Chart Supplement. The Chart Supplement contains comprehensive information about all public airports in the United States. It is disseminated in both paper and digital forms. The digital version is available to the public at no charge via the following website: https://www.faa.gov/air_traffic/flight_info/aeronav/digital_products/dafd/.

The information collected by the Call Sign form will be used by specialists at NFDC to update FAA Order JO 7340.2 Contractions. This will be done by hand typing the collected information into a spreadsheet which is then uploaded to the 7340.2. The 7340.2 is disseminated at no charge to the public at the following website:

https://employees.faa.gov/tools_resources/orders_notices/. NFDC specialists also issue GENOTs (General NOTAMs) for each new, revised, or cancelled call sign. GENOTs are disseminated at no charge to the public at the following website:

https://www.faa.gov/regulations_policies/orders_notices/index.cfm/go/document.list/?documentTypeID=GENOT. This information is subsequently used by government, military and private companies to produce listings of current aviation call signs and in-flight tracking products.

The FAA office of Aeronautical Information Services (AJV-A) will retain control over the information contained in these three forms and safeguard it from improper access, modification, and destruction, consistent with FAA standards for confidentiality, privacy, and electronic information.

The ADC form is used by airport managers, owners, and operators to submit airport data changes that appear in the Chart Supplement. These are primarily remarks concerning associated city, facility use, runway lighting information, traffic pattern information, deactivation, and general remarks. The form is composed of a space for the location identifier of the airport and text blocks allowing the user to specify an addition, deletion or revision from/to the existing data. Examples of ADC form changes include the following:

- Example of Addition:
KJST. John Murtha Johnstown/Cambria County, Johnstown, PA.
"ARNG, All tfc to ARNG ramp ct Keystone Ops: 138.55, 241.35, 46.75, ramp deconfliction 46.75 PPR ct ARNG 1300-2130z 814-532-7720."
- Example of Revision:
15Z. McCarthy Airport. McCarthy, AK
From: "Unattended. Irregular winter maintenance. Rwy condition not maintained, recommend visual inspection prior to landing. Wildlife invof rwy. Apch to Rwy 01 over old McCarthy Arpt."
To: "Unattended. Rwy condition not monitored, recommend visual inspection prior to landing. Wildlife invof rwy. Apch to Rwy 01 over old McCarthy Arpt."
- Example of Deletion:

CEW. Bob Sikes Airport. Crestview, FL.
Deletions: Remove "VGSI PCL for runway 17 and 35."

The ACC form is used by airport managers, owners and operators to submit changes pertaining to aeronautical charts and related products, primarily Airport Sketches and Airport Diagrams that appear in the Chart Supplement. The ACC form is composed of a space where the submitter specifies the publication in question and a text block to describe the change. Examples of ACC form changes include the following:

- Example of Addition:
Chart Supplement: Northeast U.S., page 52. Manassas Regional Airport.
Add Modification of Standard language to remarks section: "TWY B safety area width 44 feet laterally east side from TWY E to TWY G."
- Example of Revision:
Chart Supplement: East Central U.S., page 148. Walker/Rowe Waterloo Airport.
Change "Clearance Delivery Phone: For CD ctc Chicago ARTCC at 630-906-892" to read "Clearance Delivery Phone: For CD ctc Fort Wayne Approach at 260-479-6571. If unable to reach Fort Wayne, ctc Chicago ARTCC at 630-906-892."
- Example of Cancellation:
ATC Fix. AL: Cancellation of 2 Army owned fixes - LONGR & PAGMY. Fixes are no longer used at Lawson Army Airfield - Ft. Benning (Columbus), GA.

The Call Sign form will be used by airlines and aircraft operators to submit requests for unique aircraft call signs. These call signs are used when filing flight plans and in communication with air traffic control to positively identify aircraft. The primary purpose is to facilitate communication, enhance security, and ensure safety of flight. The information is currently collected via email and phone calls. The new form will consist of fields where the submitter enters: Organization Name, Certification Type (Part 91, 121, 135, 141, or other), a requested 3-letter alphanumeric designator(s) (3LD), a requested Call Sign(s), their FAA-registered aircraft registration number (N-number), or their FAA Air Carrier Certificate. Examples of Call Sign requests include the following:

- New Example:
Organization Name: Longhorn Aviation, LLC
Certification Type: Part 135
Requested 3LD: YKS
Requested Call Sign: Skyshare
N-number: N75GL
- Revision Example:
Old Organization Name: iAero Airways DBA Swift Air, LLC
New Organization Name: Interstate Equipment Leasing, Inc., D/B/A Swift Air
- Cancellation Example:
Organization Name: Southeastern Airways Corp.
3LD: PTM
Call Sign: Postman

In certain limited circumstances, a respondent may upload supplemental documentation to these forms in order to support or help visualize the submitted information.

The National Flight Data Center maintains 15 separate forms for the collection of aeronautical data. Many of these forms also contain data that feeds into the Chart Supplement. However, the ADC, ACC, and Call Sign forms are the only three that are available to members of the public. The ADC and ACC forms may not be used to submit runway changes that affect Instrument Approach Procedures (e.g. runway length or elevation). Submitters may attach supporting documentation if desired. However, that is not required. Public submitters of the ADC and ACC forms are airport managers, owners, and operators. Public submitters of the Call Sign form will be private companies, including airlines and aircraft operators. Submissions by unauthorized sources, e.g. someone who is not a manager, owner or operator for the relevant airport, are rejected by NFDC.

Once submitted, NFDC specialists review the data, using subject matter expertise to validate or correct the inputted information as appropriate.

Reporting of this information is mandatory, i.e. airport operators are required to submit any changes to their facilities that might appear on aeronautical charts or publications. This is considered to be reporting of information (not a survey) vs. recordkeeping or disclosure. Information is collected on an as needed basis.

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.

100% of the data is collected electronically via the NFDC Web Site at https://www.faa.gov/air_traffic/flight_info/aeronav/aero_data/. (While this link leads to the website, passwords are required to access all entry forms to ensure the integrity of the data collected.) The collection of the information involves the use of digital forms that are completed and submitted electronically online, by public airport managers, owners/operators, airlines, and aircraft operators. Once submitted, the data goes into a queue and is assigned to an NFDC specialist, based on the geographic location. For the ADC and ACC forms, the specialist evaluates the submission and manually types the changes into the NASR database as needed. (The NASR database is a separate distinct system from the Portal where the ADC and ACC forms are submitted.) Once the database changes have been made, the specialist types a response to the submitter noting the NFDD number and date that the change will be published in and closes the submission. An automated email is then sent to the submitter notifying them that the submission has been closed and containing the final response from the NFDC specialist. A NFDD entry is created when the NASR database is changed. The NFDD is then disseminated to the public over the Internet, as described above.

For the new Call Sign form, the NFDC specialists will evaluate the information and update a master tracking spreadsheet. The spreadsheet will be uploaded to the next

edition of FAA Order JO 7340.2 Contractions. The NFDC specialist will also generate a General NOTAM (GENOT) that is published online as noted above. Once that has been done, the specialist will type a response to the submitter noting the date that the change will become effective and closes the submission. An automated email will then be sent to the submitter notifying them that the submission has been closed and containing the final response from the NFDC specialist.

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. disseminate

There is no duplication. NFDC is designated as the single authoritative source within the FAA to collect, validate, store, and aeronautical data.

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

The implementation of the NFDC web site minimizes the burden on small entities by eliminating the need to fax or mail changes/updates to aeronautical data and by permitting the information to be submitted electronically through the online site.

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.

Since aeronautical data is always changing, the collection of aeronautical data is a continual process. Not being able to conduct the collection would result in missing data on aeronautical databases, charts, publications, flight management systems, and aircraft tracking systems. This would adversely affect the safety of the NAS. Conducting the collection on a less than continual basis would result in old/obsolete data being portrayed on aeronautical databases, charts, publications, flight management systems, and aircraft tracking systems. This would, again, adversely affect the safety of the NAS.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner:

There are no special circumstances that would require this collection to be conducted in a manner inconsistent with the points presented in 5 CFR Chapter III Subchapter B 1320.5(d)(2)(i-viii) "Controlling Paperwork Burdens on the Public" "General Requirements".

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 26, 2023 (vol. 88, no. 121, page 41464) solicited public comment. No comments were received.

In addition, twenty emails were sent to non-FAA stakeholders soliciting feedback on the forms. One response was received, regarding the Aeronautical Data Change (ADC) form, as follows:

“Thanks. The form is useful. The form is mostly self-explanatory. However, the instructions seriously lacking. Such as, for the Airport Location Identifier, I wasn’t sure whether to put AMA or KAMA. Also, although I didn’t need to use the Revisions From section or the Revisions To section, if I had needed to use those sections, it would really be unclear to me as to what information I would need to put in those boxes on the form. 20 minutes is more than enough time to complete the form. I had a positive outcome from using the form. I hope this helps.”

In response to this, we are revising the instructions that pertain the Airport Location Identifier and the Revisions From/To section, to clarify what is needed.

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

No payments or gifts are provided to respondents.

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

No assurance of confidentiality is 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 information is collected.

12. Provide estimates of the hour burden of the collection of information. The statement should:

Aeronautical Data Changes (ADCs):

The number of respondents is the total number of U.S. public civil airports (5,211). Based on the averages from 2020-2022, NFDC receives approximately 5,443 ADC forms annually. Based on consultations with respondents and by performing submissions in our test environment, we estimate that each form takes approximately 20 minutes to complete. Therefore the annual hourly burden is approximately 1,814 hours. The annual hourly burden prior to this renewal was estimated at 1,924 hours.

Summary (Annual Numbers)	Reporting
# of Respondents	5,211
# of Responses per respondent <i>(# of Responses divided by # of Respondents)</i>	1.04
Time per response (minutes)	20
# of Responses per year	5,443
Total annual burden (hours) <i>(Time per response x # of responses per year)</i>	1,814

Aeronautical Chart Changes (ACCs):

The number of respondents is the total number of U.S. public civil airports (5,211). Based on the averages from 2020-2022, NFDC receives approximately 977 ACC forms annually. Based on consultations with respondents and by performing submissions in our test environment, we estimate that each form takes approximately 20 minutes to complete. Therefore the annual hourly burden is approximately 326 hours. The annual hourly burden prior to this renewal was estimated at 312 hours.

Summary (Annual Numbers)	Reporting
# of Respondents	5,211
# of Responses per respondent <i>(# of Responses divided by # of Respondents)</i>	0.19
Time per response (minutes)	20
# of Responses per year	977
Total annual burden (hours) <i>(Time per response x # of responses per year)</i>	326

Call Sign Changes

The number of respondents is the total number of unique Call Signs currently in use (1,169). Based on the averages from 2020-2022, NFDC receives approximately 75 Call Sign requests annually. Based on estimates using a draft of the form, we estimate that each form will take approximately 24 minutes to complete. Therefore the annual hourly burden is approximately 30 hours. Since this is a new form, there was no annual hourly burden prior to this.

Summary (Annual Numbers)	Reporting
# of Respondents	1,169
# of Responses per respondent <i>(# of Responses divided by # of Respondents)</i>	.06
Time per response (minutes)	24
Total # of Responses per year	75
Total annual burden (hours) <i>(Time per response x # of responses per year)</i>	30

Total Annual Hours for ADC, ACC, and Call Sign forms: 2,170 hours

	Responses	Time to Fill (Minutes)	Total Annual (Hours)
Aeronautical Data Changes (ADC)	5,443	20	1,814
Aeronautical Chart Changes (ACC)	977	20	326
Call Signs	75	24	30
Total Annual	6,495		2,170

Annualized Respondent Labor Costs for ADC and ACC Forms:

Source: U.S. Bureau of Labor Statistics
Occupational Outlook Handbook (2022)

Wage Rate Category: Airfield Operations Specialists

Mean Hourly Wage	\$30.79
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Total Burden (Hours) <i>(Annual hourly burden of ADC + ACC forms)</i>	2,170
Total Burden (Dollars) <i>(Hourly wage x Total burden)</i>	\$66,814.30
1-year Wage Inflation Rate (5.1%) <i>(Source: U.S. Bureau of Labor Statistics, Employment Cost Index Summary, USDL-23-0798)</i>	0.051
Conversion to 2023 Dollars <i>(Total Burden x 1-year Wage Inflation Rate)</i>	\$70,221.83
Fringe Multiplier (31%) <i>(Source: U.S. Bureau of Labor Statistics, News Release, USDL-23-0488)</i>	0.31
Burden x Fringe Multiplier	\$21,768.77
Overhead Multiplier (17%) <i>(Source: U.S. Environmental Protection Agency, "Wage Rates for Economic Analysis of the Toxics Release Inventory Program")</i>	0.17
Burden x Overhead Multiplier	\$11,937.71
Total Respondent Burden (Dollars) <i>(2023 Total Burden + Fringe + Overhead)</i>	\$103,928.31

Annualized Respondent Labor Costs for Call Sign Form:

Source: U.S. Bureau of Labor Statistics
Occupational Outlook Handbook (2022)

Wage Rate Category: Air Transportation Workers

Mean Hourly Wage	\$64.65
Total Burden (Hours) <i>(Annual hourly burden of Call Sign form)</i>	30
Total Burden (Dollars)	\$1,939.43

(Hourly wage x Total burden)	
1-year Wage Inflation Rate (5.1%) (Source: U.S. Bureau of Labor Statistics, Employment Cost Index Summary, USDL-23-0798)	0.051
Conversion to 2023 Dollars (Total Burden x 1-year Wage Inflation Rate)	\$2,038.35
Fringe Multiplier (31%) (Source: U.S. Bureau of Labor Statistics, News Release, USDL-23-0488)	0.31
Burden x Fringe Multiplier	\$631.89
Overhead Multiplier (17%) (Source: U.S. Environmental Protection Agency, "Wage Rates for Economic Analysis of the Toxics Release Inventory Program")	0.17
Burden x Overhead Multiplier	\$346.52
Total Respondent Burden (Dollars) (2023 Total Burden + Fringe + Overhead)	\$3,016.75

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

No cost.

14. Provide estimates of annualized costs to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information.

Processing times for the forms are estimated to be the following: ADC form: 12 minutes, ACC form: 10 minutes, Call Sign form: 18 minutes

Estimates of the processing times were made by interviewing specialists who process the forms and by processing sample data in our test environment.

ADC form: Total annually processed 5,443 x 12 minutes. Total: 1,089 hrs.

ACC form: Total annually processed 977 x 10 minutes. Total: 163 hrs.

Call Sign form: Total annually processed 75 x 18 minutes. Total: 23 hrs.

Total time: 1,089 hrs. + 163 hrs. + 23 hrs. = 1,275 hrs.

Annualized Government Costs

Source: U.S. Office of Personnel Management

Position Classification Standard for Navigation Information Series, GS-1361

Position: Aeronautical Information Specialist, GS-1361-12

Hourly Base Pay (GS-12 Step 5) <i>(Source: U.S. OPM 2023 Salary Table)</i>	\$38.61
Hourly Locality Pay Adjustment - Washington, DC Area <i>(Source: U.S. OPM 2023 Salary Table Washington, DC Area)</i>	\$51.15
Total Burden (Hours)	1,275
Total Burden (Dollars) <i>(Hourly pay x Total burden)</i>	\$65,216.25
Fringe Multiplier (69%) <i>(Source: Congressional Budget Office, "Comparing The Compensation of Federal and Private-Sector Employees, 2011 to 2015" (https://www.cbo.gov/publication/52637))</i>	0.69
Burden x Fringe Multiplier	\$44,999.21
Overhead Multiplier (31%) <i>(Source: U.S. Dept. of Health & Human Services, "Guidelines for Regulatory Impact Analysis (2016)" (https://aspe.hhs.gov/system/files/pdf/242926/HHS_RIAGuidance.pdf))</i>	0.31
Burden x Overhead Multiplier	\$20,217.04
Total Government Burden (Dollars) <i>(Total Burden + Fringe + Overhead)</i>	\$130,432.50

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

The annual hourly burden for respondents is roughly the same as for the previous renewal (2,170 total hours now vs. 2,236 total hours previously). The new Call Sign form has a relatively low burden compared to the ADC and ACC forms (only 30 hours

annually). The Call Sign form is being added in order to ease the process for submitters to request Call Signs. Currently this is done via emails and phone calls. The new Call Sign form automates the process and allows for better tracking of submissions.

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.

For the ADC and ACC forms, NFDC collects the data received from the web site submissions and manually enters this data into the National Airspace System Resources (NASR) database. In turn, NASR automatically generates a daily output report called the National Flight Data Digest (NFDD). The NFDD is available to the general public at no cost via this website: https://www.faa.gov/air_traffic/flight_info/aeronav/aero_data/NFDD/ . In addition to the daily output, NASR subscriber files are compiled each 28-day cycle and are disseminated at no cost to the general public via the following website: https://www.faa.gov/air_traffic/flight_info/aeronav/aero_data/NASR_Subscription/

For the new Call Sign form, NFDC will manually enter the data received into a master spreadsheet. The information in the spreadsheet is then uploaded to FAA Order JO 7340.2 Contractions. The 7340.2 is updated every 112 days and is disseminated at no cost to the public at the following website: https://employees.faa.gov/tools_resources/orders_notices/. NFDC specialists will also issue GENOTs (General NOTAMs) based on the information received in the form. GENOTs are disseminated on an as needed basis at no cost to the public at the following website: https://www.faa.gov/regulations_policies/orders_notices/index.cfm/go/document.list/?documentTypeID=GENOT.

Information for all three forms is collected on an as needed basis; there is no collection schedule.

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.

NFDC is not seeking approval to not to display the expiration date.

18. Explain each exception to the topics of the certification statement identified in “Certification for Paperwork Reduction Act Submissions.”

There are no exceptions to the certification statement.