

## SUPPORTING STATEMENT PART A

Title of information collection: NASA Special Events

Type of information collection: Existing collection in use without an OMB Control Number

- 1. Explain the circumstances that make the collection of information necessary.** *Identify any legal or administrative requirements that necessitate the collection. Where applicable, attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.*

In order to organize effective events and registration opportunities for members of the public, it is necessary to collect information from perspective guests. The NASA Special Events System is a tool to allow members of the public to register for and RSVP to NASA event opportunities (launch viewing, agency engagements, etc.).

Because of access restrictions at federal locations – like NASA Centers for events or U.S. Space Force facilities that host launch viewings, very specific information from guests is required to gain access and participate (such as passport information from international guests). When the level of specificity is not required, such as an event in a public location or virtually, we won't seek to collect the unneeded information.

NASA Special Events allows guests to track their status at events and to view/update their information as needed. Acceptance of an invitation and submission of any information is completely voluntary.

- 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 purpose of collecting this information is to allow Agency staff members with Guest Operations responsibilities to appropriately plan for guest attendance, communicate needed information of guests, and to organize the clearance of guests at NASA and other facilities.

- 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.*

Registration and application process screen shots and forms, as they will appear in the web-based application, can be found in Appendix A for NASA Special Events PRA (8.2024).

The NASA Special Events tool is a web-based application that enables the NASA Guest Operations team to manage guest information, communication, and reporting agency-wide. The intent of using electronic collection techniques is to increase the accuracy of information gathered and to streamline the process for guests and workforce alike.

- 4. Describe efforts to identify duplication.** *Show specifically why any similar, already available, information cannot be used or modified.*

There is no duplication as there are no other sources available to collect this information.

5. **If the collection of information impacts small businesses or other small entities, describe the methods used to minimize burden.** *If the collection does not have a significant impact on small business, you may state something to the effect that “Collection of this information does not have a significant impact on small businesses.”*

The collection of information does not affect small businesses or other small entities.

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.**

If this data collection is not conducted, NASA will not be able to assess participant eligibility or program effectiveness. Less timely and complete information will adversely affect the quality and currency of all endeavors.

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

All data will be collected in a manner consistent with the guidelines in 5 CFR 1320.6.

8. **Provide the date and page number of publication in the Federal Register for the 60-day and 30-day FNRS, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB.**

60-day FRN: 89 FR 1130 on 1/9/2024. Comments were not received.

30-day FRN: 89 FR 79317 on 9/27/2024.

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

There are no payments or gift to respondents.

10. **Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.** *Note: The information collection sponsor must confer with their Privacy Manager/Officer regarding the proposed information collection instrument/form/survey, etc. If NASA has unique confidentiality policies or other privacy policies apply, they should be cited and discussed in terms of what protections will be provided to respondents.*

Any information collected through the NASA Special Events System will be maintained in accordance with the Privacy Act of 1974. All data collected will be available to NASA officials and staff, guest operations contractors, and the contractors hired to manage the data and data collection software. Data are processed according to Federal and State privacy statutes.

The Special Events System application resides in a NASA Enterprise Salesforce Authorization Package and has met the strict requirements relating to Application Security, Network Security, and Backup/Recovery of the NASA CIO security plan.

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.** *This justification should include the reasons why the agency considers the questions necessary, the 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.*

While none of the data collected in the NASA Special System is commonly considered private in the nature outlined in this question, we do collect demographic information to understand the population we're serving. This demographic information is voluntary and is viewed for system users only in the aggregate, not on specific records. Because NASA Special Events is collocated with other applications in a central Salesforce instance, including the demographic information at registration ensures accuracy for all applications on the instance.

**12. Provide estimates of the hour burden of the collection of information.**

*Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance.*

RESPONDENT CATEGORY	NUMBER OF RESPONDENTS	ESTIMATED COMPLETION TIME	ANNUAL BURDEN	ESTIMATED COST/HR	TOTAL COST BURDEN
Site/Profile Registrants	200	4 minutes	13.3 hours	\$65.35/hr	\$869 <sup>1</sup>
Event Nominator Form	100	20 minutes	33 hours	65.35/hr	\$2,157
Event Nominee Form	15,000	12 minutes	3,000 hours	\$33.82/hr	\$101,460 <sup>2</sup>
Nominated Event RSVP Form	15,000	3 minutes	750 hours	\$33.82/hr	\$25,365 <sup>2</sup>
Non-Nominated Event Guest RSVP Form	5,000	3 minutes	250 hours	\$33.82/hr	\$8,455
<b>TOTAL</b>	<b>35,300 (estimated annual average)</b>	<b>8 Minutes avg.</b>	<b>4,046 hours</b>		<b>\$138,306 (estimated cost burden to respondents)</b>

<sup>1</sup> NASA Average Hourly Salary per govsalaries.com

<sup>2</sup> Avg hourly earnings on private nonfarm payrolls - <https://www.bls.gov/news.release/empsit.nr0.htm>

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

Other than their time to complete the surveys and forms, which are estimated in the table in section/question 12 above, there are no direct monetary costs to respondents. That is, there are no capital and start-up costs nor are there total operation and maintenance and purchase of services costs.

**14. Cost to the Federal Government: 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, and any other expense that would not have been incurred without this collection of information.*

The estimated cost to the government for the development of the event registration system is \$942,818 over an eleven-month period. This cost includes Information Technology (IT) contract costs and direct employee costs for the hardware, software, design, development time, testing, defect resolution and release hardening for the registration system.

The estimated annual licensing and O&M is \$371,109.

**15. Changes in Burden: Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I, if applicable.**

Not applicable.

**16. Publication of Results: 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.**

Not applicable.

**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.**

Not applicable.

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

Not applicable.

*The NASA Sponsor to this information collection must address the certification below and enter their name and position title. The NASA Office of the Chief Information Officer must concur on any exceptions requested by the information collection sponsor, or the package will not be forwarded to OMB.*

*The proposed collection of information –*

*(a) is necessary for the proper performance of the functions of NASA, including that the information to be collected will have practical utility;*

*(b) is not unnecessarily duplicative of information that is reasonably accessible to the agency;*

*(c) reduces to the extent practicable and appropriate the burden on persons who shall provide information to or for the agency, including with respect to small entities, as defined in the Regulatory Flexibility Act (5 U.S.C. 601(6)), the use of such techniques as:*

*(1) establishing differing compliance or reporting requirements or timelines that take into account the resources available to those who are to respond;*

*(2) the clarification, consolidation, or simplification of compliance and reporting requirements; or*

*(3) an exemption from coverage of the collection of information, or any part thereof;*

*(d) is written using plain, coherent, and unambiguous terminology and is understandable to those who are targeted to respond;*  
*(e) indicates for each recordkeeping requirement the length of time persons are required to maintain the records specified;*  
*(f) has been developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected, including the processing of the information in a manner which shall enhance, where appropriate, the utility of the information to agencies and the public;*  
*(g) when applicable, uses effective and efficient statistical survey methodology appropriate to the purpose for which the information is to be collected; and*  
*(h) to the maximum extent practicable, uses appropriate information technology to reduce burden and improve data quality, agency efficiency and responsiveness to the public; and*  
*(i) will display the required PRA statement with the active OMB control number, as validated on [www.reginfo.gov](http://www.reginfo.gov)*

**The NASA office conducting or sponsoring this information collection certifies compliance with all provisions listed above. (Certifying individual must be a civil service employee)**

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