Justification of Non-Substantive Change

Collection of Information for Planning and Executing National and Regional Veterans Day Observances

OMB 2900- 0921

Summary of Changes from the Previously Approved Collection

- Change to the title of VA Form 0918E.
- No changes to the burden hours.
- No other changes.

To insure proper and widespread observance of Veterans Day, the Veterans Day National Committee (VDNC) was established by Presidential Proclamation in 1954. This committee coordinates the planning and execution of the national Veterans Day Observance and supports Department of Veterans Affairs (VA)-approved regional Veterans Day events. VA's National Veterans Outreach Office assists the VDNC through the collection of membership applications from Veteran-serving organizations seeking to join the VDNC.

While are no legal requirements for this collection, VA must gather sufficient information to evaluate these organizations for potential membership on the committee. VA Form 0918E (OMB Control Number 2900-0921) is the collection instrument for this purpose.

The Department of Veterans Affairs (VA) is submitting a request for non-material change to VA Form 0918E (OMB Control Number 2900-0921). Specifically, VA requests to remove the word "Associate" from the application. This change will allow the VDNC to consider applicants for other categories of membership. This does not constitute a new collection of information as there is no material change in the data requested from the public.

The collection does not constitute a reporting burden, as there are no documentation or record-keeping requirement from the public. We anticipate no change in the total number of responses (10), annual public burden hours (3) or total cost to all respondents ($110).

Estimate of the hour burden and cost 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 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