

## Supporting Statement Part A

**Title of information collection:** NASA Special Events

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

**Abstract:** This collection is to setup the NASA Special Events System, a tool for the public to register for and RSVP to NASA event opportunities.

### **1. Explain the circumstances that make the collection of information necessary.**

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 an online 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 an open to the 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 and 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.**

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 event 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.**

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 (6.2025).

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.**

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.**

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 gather and communicate information with guests to organize their attendance at events and clearance at federal locations.

**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 publications 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. No comments were received on the 60-day.

30-day FRN: 90 FR 34521 on 7/22/2025

**A previously 30 day notice was published (89 FR 79317 published on 9/27/2024) and a comment was received, #NASA\_FRDOC\_0001-0937: “NASA's way of collecting information is a proper way in which they are using the Space Act Section 203(a)(3) to properly communicate with the public while also trying to reduce their paperwork in using web-based applications. Even though the information is necessary the way of collection is out of convenience in which they are trying to minimize time in register and check-in as well as increase accuracy of information. This way of using a web-base will help in reducing paperwork and is a convenient way of registering information.”**

**Agency response:** we thank the contributor for their input.

**Changes based on comment:** no changes suggested or required.

**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.**

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 in accordance with NASA 10SECR, Security Records System.

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.

SORN: NASA 10SECR at <https://www.federalregister.gov/documents/2023/08/08/2023-16900/privacy-act-of-1974-system-of-records>

**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 questions of a sensitive nature are included. No data is collected on sensitive matters.

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

<b>Respondent category</b>	<b>Number of respondents</b>	<b>Estimated completion time</b>	<b>Annual burden</b>	<b>Estimated Cost/hr</b>	<b>Total cost burden</b>
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>
Event RSVP Form	6,000	3 minutes	300 hours	\$33.82/hr	\$10,146 <sup>2</sup>
Site/Profile Registrations	21,000	3 minutes	1,050 hours	\$33.82/hr	\$35,511 <sup>2</sup>
<b>TOTAL</b>	<b>42,100</b> (estimated annual average)	<b>7 Minutes</b> avg. (total mins/total average respondents)	<b>4,383</b> hours		<b>\$149, 274</b> (estimated cost burden to respondents)

<sup>1</sup> NASA Average Hourly Salary per [govsalaries.com](https://www.govsalaries.com)

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

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 Operation and Maintenance is \$269,160.

**15. Explain the reasons for any major program changes or adjustments to burden hours or annualized costs to respondents.**

Not applicable.

**16. Publication of Results: For collections of information whose results will be published, outline plans for tabulation and publication.**

Collections of information will only be published internally for use in planning events and clearing guests for access to centers and facilities.

**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 any exception to the below certification statement.**

No exceptions.

*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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