

1SUPPORTING STATEMENT
U.S. Department of Commerce
National Telecommunications and Information Administration
NTIA Internet Use Survey
OMB Control No. 06XX-XXXX

Abstract

The National Telecommunications and Information Administration (NTIA) respectfully requests OMB's review and approval of a new information collection to support the collection of data through the Space Launch coordination portal. The purpose of this portal is to streamline the collection process of data submitted by commercial space launch entities. The current information collection is through an e-mail submission and a subsequent coordination of spectrum requests through multiple federal agencies. The Space Launch portal will replace the e-mail system with a centralized location where data is collected, reviewed, and subsequently approved or revised. NTIA estimates approximately 1,000 responses annually submitted by 15 respondents. The legal authority by which this data is collected under is Executive Order 12046, 47 CFR Part 300, 47 U.S.C. § 902(b)(2), the Launch Communication Act, and Public Notice -ET Docket No. 13-115.

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

Commercial space launch entities continue to grow their capabilities and expand their technologies to support multiple space launches a year. The spectrum utilized in these launches must be coordinated amongst several federal agencies. This includes NASA, FCC, NOAA, and DOD as well as NTIA who provides the final approval of a spectrum request. Additionally, these requests must be timely to enable commercial entities to successfully perform launches and be able to utilize spectrum for their launch. The current process by which these spectrum requests occur is via an e-mail request system.

The proposed portal will collect the information submitted via e-mail through an online portal. This information will be routed through the portal and reviewed by NTIA and other federal agencies. A dashboard will provide transparency on where the request is in the portal. This system will replace an outdated e-mail process and expedite processing time.

NTIA seeks OMB's permission to undertake this data collection pursuant to NTIA's authority to serve as the President's principal advisor on telecommunications policies and manage the use of the radio-frequency spectrum by federal agencies. See 47 U.S.C. § 902(b)(2). This portal ensures compliance with Executive Order 12046, which establishes NTIA's spectrum oversight role, and 47 CFR Part 300, which requires that federal systems must adhere to the NTIA manual's procedures and data formats. Additionally, the Launch Communications Act [PUBL085.PS](#) directs the FCC in coordination with NTIA to increase the automation of coordination of spectrum coordinating processes and increase the speed by which launch

applications occur. The FCC issued Public Notice-ET Docket No. 13-115 [DA-25-270A1.pdf](#) that outlines the data to be collected in the portal and procedure by which the data will be collected.

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 data will be collected through an online portal. A commercial entity will submit their request prior to a launch. The data will consist of licensee details, call sign, points of contact, launch site information, transmitter characteristics for each transmit station, emission details for each designator of each transmitter, and launch details. After an entity submits their request, the request is routed to NTIA through the portal. NTIA performs an initial review and then routes the request to other agencies. These agencies can then concur, not concur, or concur with comments. The process is finalized with a final review by NTIA. Throughout this process, the portal records where a request is located and the commercial entity has access to this information.

NTIA utilizes this data in its role of managing federal spectrum use. It utilizes this data to assess availability of spectrum amongst federal stakeholders as well as assessing interference in the utilization of spectrum for a space launch. The details collected in spectrum requests are utilized primarily to prevent harmful interference among federal and non-federal users of this spectrum.

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.

One of the primary requirements for the creation of the portal is increasing the speed of requests for spectrum users. Spectrum requests will be automated once submitted and the process will create higher accountability for reviewers. Federal reviewers will be issued reminders for action. A secondary requirement for the creation of this portal is to eliminate the e-mail process by which requests are made. E-mail creates a lack of uniformity in both the assemblage and review of data and can be difficult to track. This portal's central dashboard includes a tracking mechanism for both commercial and federal users.

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 Question 2 above.

The data collected is unique to each launch. A commercial entity must indicate these details specific to a launch and typically these will be non-duplicative. However, there are possibilities of requesting a bulk request that may contain similar data pertinent for a launch. A commercial entity will have the possibility of elimination of duplication in multiple launches where possible.

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

Not Applicable.

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 NTIA is unable to conduct this information collection, current processes will stay in place for conducting commercial space launches. These processes are inefficient and add to the processing time for a request. Information collection would not be in compliance with the Launch Communication Act, which requires us to automate and streamline these processes where possible. Additionally, we would place an additional burden on commercial entities by requiring them to add additional data as required in the FCC issued public notice via e-mail. The portal will streamline this process and identify what is essential for collection in a commercial space launch frequency request.

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

- **requiring respondents to report information to the agency more often than quarterly;**

The information collection requires that respondents submit a request prior to launch. If a respondent has multiple launches more often than quarterly, they would be required to submit a request per launch.

- **requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**

The information collection does not impose such requirement.

- **requiring respondents to submit more than an original and two copies of any document;**

The information collection does not impose such requirement.

- **requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;**

The information collection does not impose such requirement.

- **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;**

The information collection is not connected with such a statistical survey that is not designed to produce valid and reliable results that can be generalized to the universe of study.

- **requiring the use of a statistical data classification that has not been reviewed and approved by OMB;**

The information collection does not impose such requirement.

- **that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or**

The information collection does not include such a pledge.

- **requiring respondents to submit proprietary trade secret, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law**

The information collection does not impose such requirement.

8. **If applicable, provide a copy and identify the date and page number of publications in the Federal Register of the agency'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 agency in response to these comments. Specifically address comments received on cost and hour burden.**

The Federal Register Notice soliciting public comment was published on October 1, 2025 (Vol. 90, 188 p. 47301,47302). NTIA received two comments in response to the notice. NTIA received comments from SpaceX about requesting that NTIA utilize APIs (Application Programming Interfaces) in the design of their system as well as shortening coordination times by allowing data to be transmitted rapidly to agencies involved in coordination.

NTIA's response to SpaceX's request for APIs to be added to the system is to confirm that the system has these interfaces built into the application. At launch of the system, users will be able to enter their data through a web-based form. However, future releases of the software will allow commercial companies to utilize APIs to enter their data programmatically.

NTIA's response to the request to improve coordination times is that creation of a shared location where all stakeholders can review and comment on requests will expedite coordination reviews and provide transparency to all stakeholders. This will be accomplished through the transfer of coordination of data amongst all federal agencies as well as several reminders to agencies involved in coordination to conduct their reviews in a timely manner.

Blue Origin also submitted comments. These comments included the need to increase transparency in coordination. Blue Origin requests file specifics, target due dates, related/previous authorizations, list of reviewing agencies and the details associated with those agencies, status of review with agencies, details on actionable comments, and preview of conditions recommended. Blue Origin also recommended pre-coordination and a guided approach to pre-coordination utilizing a transparent portal. Blue Origin also commented that metrics in the system could inform future launches to reduce coordination conflicts. Finally Blue

Origin recommended coordination dialogue in the system to increase the ability to resolve issues without re-starting the coordination process, as well as the need to reduce additional approvals for a post-authorization if the change is minor.

NTIA's response to the need for transparency in coordination and the request for specific details is that the primary goal of the portal is to increase transparency. NTIA is designing the system to provide dates, agencies involved in coordination, details of reviews, and details of comments. NTIA will review the additional recommendations provided by Blue Origin and strive to provide further data points in the portal for maximum transparency.

NTIA appreciates the pre-coordination comment, but the commercial space launch does not presently use pre-coordination. However, NTIA does use the process to coordinate various space launches in accordance with Special Temporary Authorizations (STAs) approved by the FCC. This will evolve once the FCC has its licensing system in place for commercial space launch.

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

Not Applicable.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy. If the collection requires a system of records notice (SORN) or privacy impact assessment (PIA), those should be cited and described here.

The Bureau will collect data in compliance with FIPS 199 security categorization of a Moderate system and as such the system that is collecting the data is being designed to meet the requirements of a moderate system and ensure that the confidentiality, integrity, and availability meet this security categorization.

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.

NTIA's proposed supplemental questions are not of a sensitive nature.

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. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. 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. Generally,**

estimates should not include burden hours for customary and usual business practices.

- If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens.
- Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included under ‘Annual Cost to Federal Government’.

NTIA estimates that the total annual respondent burden of the proposed data collection to be 1,000 hours (1 hour per response with number of responses being 1000). Respondents will be submitting a request for each launch.

Estimated Annualized Respondent Burden Hours

Information Collection Instrument	Type of Respondent (e.g., Occupational Title)	# of Respondents (a)	Annual # of Responses/ Respondent (b)	Total # of Annual Responses (c) = (a) x (b)	Burden Hours/ Response (d)	Total Annual Burden Hours (e) = (c) x (d)
A	Commercial Space Launch Providers	15	66.67	1000	1	1000

The total estimated costs to respondents or record-keepers are based on the following:

- The total hour burden is 1,000 hours.
- Respondents are aerospace engineers, so a rate of \$64.82 per hour according to Bureau and Labor Statistics data is used to calculate respondent costs.

Estimated Annualized Respondent Costs

Type of Respondent / Occupational Title	Number of Respondents	Number of Responses per Respondent	Annual Burden per Response (Hrs)	Hourly Wage Rate	Total Burden Costs
Aerospace Engineer	15	66.67	1	\$64.82	\$64,820
Total					\$64,820

13. Provide an estimate of the total annual cost burden to the respondents or record-keepers resulting from the collection of information. (Do not include the cost of any hour burden already reflected in the burden worksheet).

- The cost estimate should be split into two components: (a) a total capital and start-up cost component (annualized over its expected useful life) and (b) a total operation and maintenance and purchase of services component. The estimates should consider costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.
- If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collections services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.
- Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records.

There are no capital/start-up or ongoing operation/maintenance costs associated with this information collection.

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. Agencies may also aggregate cost estimates from Questions 12, 13, and 14 in a single table.

NTIA estimates the costs associated with the portal to be reviewed by one Computer Scientist when a new account is created. The time estimated for this individual is 5 minutes for each account being created. The review and cost that currently occurs with space launch requests is not expected to increase due to the creation of the portal for the telecommunication specialist. However, we estimate about 10 minutes of new time associated with logging into the portal and reviewing a request. This is estimated at a GS-13 rate for a Telecommunication Specialist.

Annualized Costs to the Federal Government

Staff	Grade/Step	Salary	Fringe (if applicable)	% of Effort	Total Annualized Cost to Gov't
Computer Scientist	14/7	\$170,985	N/A	.04	\$68.03
Telecommunication Specialist	13/5	\$136,638	N/A	8.0	\$10,937.49

Total Cost to the Government					\$11,052.52
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15. Explain the reasons for any program changes or adjustments reported in ROCIS.

This is a new information request. There are no adjustments to previous collections.

16. For collections of information whose results will be published, outline the 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.

No data is being published.

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.

We do not seek approval to not display the expiration date.

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

NTIA certifies compliance with 5 CFR 1320.9 and the related provisions of 5 CFR 1320.8(b)(3).