

**Supporting Statement A
for Paperwork Reduction Act Submissions**

**Education Reservation Request Form
OMB Control Number 1024-0288**

Terms of Clearance: None.

A. Justification

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

This collection of information is authorized by the 2016 National Park Service Centennial Act (Public Law 114–289 § 301) and the Protection, Interpretation, and Research in System provision (54 U.S.C. 100701). Nearly all units within the National Park Service (NPS) system conduct educational programs designed for diverse audiences, including school groups, scouting organizations, extracurricular programs, and homeschool groups. These programs directly support the NPS mission to provide for the enjoyment, education, and inspiration of current and future generations.

The NPS Washington Support Office (WASO) Division of Interpretation, Education, and Volunteers (IEV) is requesting an extension of a currently approved information collection to continue the service-wide process for submitting applications for reservations in park education programs.

Collecting this information is essential for effective program management. Group leaders provide key details such as name, address, contact information, number of students attending, and date of visit. These details allow park staff to:

- Coordinate schedules and allocate limited staff and facility resources.
- Ensure program capacity aligns with group size and educational objectives.
- Provide advance preparation to enhance educational experience and visitor safety.
- Track participation levels to measure demand and improve program delivery across the park system.

By maintaining this collection, NPS can uphold its responsibility to deliver meaningful and well-organized educational opportunities to the public, while also supporting the broader goals

of conservation education, cultural resource stewardship, and public engagement mandated by Congress.

- 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. Be specific. If this collection is a form or a questionnaire, every question needs to be justified.**

The service-wide **Education Reservation Request Form** will be used by all National Park Service (NPS) units that offer education programs, including but not limited to:

- In-park education programs,
- Ranger-led classroom visits, and
- Online distance learning programs.

The purpose of the form is to standardize and streamline the reservation process across the NPS system, ensuring that each unit has the information necessary to effectively plan, schedule, and deliver high-quality educational experiences. By gathering this information in advance, NPS can improve operational efficiency, allocate staff and resources appropriately, and enhance the learning opportunities provided to diverse audiences.

Specifically, the form will collect information to allow managers to determine:

1. The individual(s) or organization(s) requesting education program services
2. The type of program requested (in-park visit, ranger in classroom, or distance learning)
3. Logistical details such as preferred date and time, grade level, and number of students
4. Technology available to groups for distance learning participation; and
5. Eligibility for an academic fee waiver where applicable

What is requested...	So that we can...
Type of program requested	Provide the correct information for the type of program requested by educators.
SECTION 1: Contact Information	
School/organization name, educator/contact name, title/position, school email address, school contact number, school mailing address, city, state, zip code	Contact the applicant during the application process and after scheduling an education program.

Special accommodation description	Plan for special accommodation needs of students and educators including, but not limited to, physical and programmatic accessibility.
SECTION 2: PARK VISIT/FIELD TRIP PROGRAM	
Proposed date of visit, arrival time, and alternative date(s)	Determine staffing availability and operational feasibility of scheduling an education program for the requested date and time.
Mode of transportation	Determine on-site operational (parking, traffic flow) logistics of accommodating the number of cars, vans, and school buses on site during the requested date and time.
Number of adults	Determine appropriate staffing needs to support an educational experience for students and teachers, while balancing the need to protect park resources.
Teacher name	Secure the individual's name who will serve as the day-of point of contact.
Grade	Schedule a grade appropriate curriculum aligned education program.
Number of students and classrooms	Determine operational impact of group size, including but not limited to, staffing needs, carrying capacity of buildings and structures, programmatic flow to accommodate various size groups.
Program start time	Determine staffing availability and operational feasibility of scheduling an education program for the requested start time.
Program or subject requested/self-guided	Determine staffing availability and operational feasibility of scheduling the requested education program or subject.
Teacher learning goals for program	To adapt the program to better meet the learning goals of the teachers and students to maximize the value of their visit.
Additional information about visit agenda	Plan for group needs such as space to each lunch or time to travel between multiple programs.

SECTION 3: RANGER-IN-CLASSROOM PROGRAM	
Proposed date of visit, arrival time, and alternative date(s)	Determine staffing availability and operational feasibility of scheduling an out-of-park education program for the requested date and time.
How much time will the ranger have for the presentation?	Determine the appropriate education program structure and delivery.
Teacher name	Secure the individual's name who will serve as the day-of point of contact.
Grade	Schedule a grade-appropriate curriculum aligned education program.
Number of students	Determine the appropriate in-classroom education program structure and delivery.
Number of adults	Determine appropriate staffing needs to support an educational experience for students and teachers, while balancing the need to protect park resources.
Program start time	Determine staffing availability and operational feasibility of scheduling an education program for the requested start time.
Program or subject requested	Determine staffing availability and operational feasibility of scheduling the requested education program or subject.
Does your classroom have digital presentation hardware/software?	Determine appropriate education program delivery techniques.
Teacher learning goals for program	To adapt the program to better meet the learning goals of the teachers and students to maximize the value of their visit.
SECTION 4: GROUP DETAILS – VIRTUAL/DISTANCE LEARNING PROGRAM	
Date of proposed learning and alternative date(s)	Determine staffing availability and operational feasibility of scheduling a virtual/distance learning education program for the requested date and time.
How much time will the ranger have for the presentation?	Determine the appropriate education program structure and delivery.
Teacher name	Secure the individual's name who will serve as the day-of point of contact.
Grade	Schedule a grade-appropriate curriculum aligned education program.
Number of students	Determine the appropriate education program structure and delivery for virtual learning and group size.

Time zone and program start time	Determine staffing availability and operational feasibility of scheduling a virtual/distance learning education program.
Program or subject requested	Determine staffing availability and operational feasibility of scheduling the requested education program or subject.
Teacher learning goals for program	To adapt the program to better meet the learning goals of the teachers and students to maximize the value of their visit.
SECTION 5: ACADEMIC FEE WAIVER	
Authorized signature, title, date	Document that the signee understands the Code of Federal Regulations pertaining to academic fee waivers for educational purposes.

- 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 and specifically how this collection meets GPEA requirements.**

The application is 100 percent electronic in an online fillable/fileable form or fillable/printable format. The application will be available on participating park web pages to download or complete online. Once completed, the application can be returned online, by email or postal mail to the park specific address provided on the website or form. We estimate 90 percent of submissions are returned electronically and the remaining 10 percent are submitted by postal mail.

- 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.**

There is no known duplication of effort.

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

There is no impact on small businesses or other small entities.

6. Describe the consequences 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.

Without a formalized registration process, parks will remain inconsistent in how they collect the information necessary to register schools and other groups for education programs that support the NPS mission of providing for the enjoyment, education, and inspiration of this and future generations. Such inconsistencies can lead to scheduling conflicts, inefficient use of staff and resources, and missed opportunities to deliver meaningful educational experiences to students.

A standardized, service-wide information collection process is essential to ensure that all parks are gathering complete and accurate data in a consistent manner. This allows parks to identify potential challenges in program planning, improve program development, and generate quantifiable reports that inform decision-making and accountability. Additionally, using electronic forms streamlines the process, reducing the administrative burden on both staff and participants by eliminating manual data entry and minimizing errors. Without this process, NPS risks reduced program efficiency, lost opportunities to serve the public, and an inability to measure and report the true impact of its education programs nationwide.

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;
- * requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;
- * requiring respondents to submit more than an original and two copies of any document;
- * requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records, for more than three years;
- * 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;
- * requiring the use of a statistical data classification that has not been reviewed and approved by OMB;
- * 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
- * requiring respondents to submit proprietary trade secrets, 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.

There are no circumstances that would cause this information to be collected in a manner inconsistent with OMB guidelines.

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 in response to the PRA statement associated with the collection over the past three years, and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.**

Describe 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.

Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every three years — even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

On July 9, 2025, we published a Federal Register Notice (90 FR 30260) informing the public of our intent to ask OMB for approval of this new information collection. We solicited comments for a period of 60 days, ending on September 8, 2025. We did not receive any comments in response to this notice.

In addition to the Federal Register Notice, we contacted nine educators and schoolteachers to provide feedback. They were provided with copies of the application forms and instructions requesting feedback on the questions below. We received feedback from six of the nine individuals contacted. Specifically, we asked for comments on the following questions:

“What is your estimate of the amount of time it takes to complete each form in order to verify the accuracy of our estimate of the burden for this collection of information?”

Comment: Respondents indicated 6, 8, 10, 15, 17, minutes as the amount time to complete the form. One respondent did not answer.

NPS response/Action Taken: We averaged the responses from feedback to estimate the respondent burden of 11 minutes.

“Do you have any suggestions for us on ways to enhance the quality, utility, and clarity of the information to be collected?”

Comment: “Criteria Two – Educational Purpose: *Verify how this visit supports a specific curriculum for which academic credit is offered.* For example, attach a course syllabus/description, course catalog, lesson plan, letter detailing the educational purpose, etc., and/or describe below. You might want to include that they could list the "state standard" they are covering in the field trip, as an option.”

NPS response/Action Taken: Based on this comment we clarified the language to better meet the learning goals and objectives of the teachers and students to maximize the value of their visit.

“Ways to minimize the burden of the collection of information on respondents”

Comment1: I wonder if it would be possible to indicate that section 2 only needed to be filled out if it was different from Section 1- that would save time and repetition of information?

NPS response/Action Taken: We removed the requirement to complete Section 2 if the information in Section 1 would be duplicative.

Comment 2: It would be nice if the section that asks "Program Name, Subject Requested, or Self-Guided Visit" had all the programs, and other options, listed with a check box to select one.

NPS response/Action Taken: None. Individual parks cannot independently modify the form because of requirements under the Paperwork Reduction Act (PRA). To maintain compliance with the PRA and ensure efficiency, consistency, and reduced burden on the public, the form must remain standardized across all park units.

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

We do not provide payments or gifts to respondents.

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

We do not provide any assurance of confidentiality. The information collected is subject to the requirements of the Privacy Act and the Freedom of Information Act. We will maintain the information in accordance with Privacy Act System of Records DOI-16, Learning Management System (83 FR 50682, October 9, 2018).

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.

We do not ask questions of a sensitive nature.

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

- 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.

We estimate that we will receive **39,000 annual responses** totaling **7,150 annual burden hours** (Table 12.1). We multiplied the estimated burden hours by \$48.05 (for individuals or households). This wage figure includes a benefits multiplier and is based on the National Compensation Survey: Occupational Wages in the United States published by the Bureau of Labor Statistics Occupation and Wages, (USDOL-25-1358 September 12, 2025, Employer Costs for Employee Compensation—June 2025)¹.

Table 12.1 Annualized Cost to Respondents

¹ <https://www.bls.gov/news.release/ecec.nr0.htm>

Activity	Number of Annual Responses	Completion Time per Response (Minutes)	Total Annual Hours	Hourly Rate incl. Benefits	\$ Value of Annual Burden Hours*
NPS Form 10-1750 Education Reservation Request Form	39,000	11	7,150	\$48.05	342,578

13. Provide an estimate of the total annual non-hour cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden already reflected in item 12.)

- 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 take into account costs associated with generating, maintaining, and disclosing or providing the information (including filing fees paid for form processing). 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 collection 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 for the government, or (4) as part of customary and usual business or private practices.

There are no non-hour costs associated with this collection.

14. Provide estimates of annualized cost 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.

The annual cost to the National Park Service (NPS) to administer this information collection is \$284,311 (see Table 14.1). Costs vary depending on which employee level processes the forms at individual parks. The total cost is the sum of the following calculations:

- **Interpretive Park Ranger / Education Specialist (GS-5/5)**

- o Average time per form: 10 minutes
- o Annual forms processed: 9,750
- o Total annual hours: $(9,750 \times 10 \text{ minutes}) \div 60 = 1,625$ hours
- o Hourly rate (fully burdened): \$35.04
- o Total annual cost: $1,625 \times \$35.04 = \$56,940$
- **Interpretive Park Ranger / Education Specialist (GS-7/5)**
 - o Average time per form: 10 minutes
 - o Annual forms processed: 19,500
 - o Total annual hours: $(19,500 \times 10 \text{ minutes}) \div 60 = 3,250$ hours
 - o Hourly rate (fully burdened): \$43.41
 - o Total annual cost: $3,250 \times \$43.41 = \$141,083$
- **Interpretive Park Ranger / Education Specialist (GS-9/5)**
 - o Average time per form: 10 minutes
 - o Annual forms processed: 9,750
 - o Total annual hours: $(9,750 \times 10 \text{ minutes}) \div 60 = 1,625$ hours
 - o Hourly rate (fully burdened): \$53.10
 - o Total annual cost: $1,625 \times \$53.10 = \$86,288$

The wage figures used Office of Personnel Management Salary Table 2025-RUS² and the previously mentioned BLS News Release () salary rates including the multiplier (1.6) to account for benefits.

Table 14.1 Annualized Cost to Federal Government

Title	Grade/Step	Hourly Rate	Hourly Rate incl. benefits (1.6 x hourly pay rate)	Total estimated staff time (hours)	Annual Cost*
Interpretive Park Ranger/ Education Specialist	5/5	\$21.90	\$35.04	1,625	\$56,940
Interpretive Park Ranger/ Education Specialist	7/5	\$27.13	\$43.41	3,250	\$141,083
Interpretive Park Ranger/ Education Specialist	9/5	\$33.19	\$53.10	1,625	\$86,288
Total				6,500	\$284,311

* rounded

15. Explain the reasons for any program changes or adjustments in hour or cost burden. Program Changes Affecting This Renewal

1. In the previous request, respondents were separated into public- and private-sector categories, and burden hours were calculated separately based on projected use of a new form. Actual experience with the form has shown that responses come only from private entities, with no participation from the public sector. This program change is reflected in Table 15.1 below.

² https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2025/DEN_h.pdf

2. Updated estimates are now based on actual response data from 2024–2025, providing a more accurate basis for calculating burden.
3. Experience using the form, along with feedback received (see Question 8), indicates that the average time required to complete the form has increased from 5 minutes to 11 minutes. This program change is also reflected in Table 15.1 below.

Together, these program changes ensure that the renewal request reflects actual use of the form, accurate respondent data, and realistic estimates of burden.

Table 15.1 NPS Form 10-1750 Education Reservation Request Form

Respondent Group	Annual Number of Responses			Annual Burden Hours		
	Previously Approved	Current Request	Program Change	Previously Approved	Current Request	Program Change
Private	10,000	39,000	+29,000	833	7,150	6,317
Public	52,000	0	-52,000	4,333	0	-4,333
<i>Total</i>	0	39,000	-23,000	0	7,150	1,984

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.

The information is not intended for publication.

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.

We will display the OMB Control Number and expiration date on the form.

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.

Disclaimer: A representative from the park will follow up to confirm details once this request has been reviewed.