

Justification of Non-Substantive Change

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

OMB 2900- 0921

Since 1954, the U.S. Department of Veterans Affairs (VA) has overseen the National Veterans Day Observance at Arlington National Cemetery (ANC) to honor the men and women who have served and continue to serve in the U.S. Uniformed Services during war and peacetime. Hundreds of military Veterans from communities throughout America and leaders from across the federal government, including the President of the United States or his designee, participate in the National Veterans Day Observance at ANC each year. In addition, tens of thousands of others participate in VA-approved regional Veterans Day events.

There are no legal requirements for this collection; however, VA must gather information from Veterans Service Organizations (VSOs), state and local governments, and non-profit organizations to facilitate the successful execution of the National Veterans Day Observance and regional celebrations. The information is used by the National Veterans Outreach Office as part of the planning and execution of a national and regional Veterans Day observations. The collection requires the public to provide only the information necessary to support the planning efforts.

The Department of Veterans Affairs (VA) is submitting a request for non-substantive change to OMB Control Number 2900-0921 to update VA Forms 0918d, 0918e, 0918f, and 0918g with the September 31, 2026 OMB expiration date and 2024 form deadlines. Additionally, VA 0918f has an update to the Attention line, although the mailing address remains the same. These changes do not constitute a new collection as the updates do not introduce new concepts or measures that have not received public comment and there is no material change in the information requested from the public.

The changes to the collection tools do 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 (158), total public burden hours (28) or total cost to all respondents (\$930).

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 Associate 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