

**Request for Approval under the "Generic Clearance for the Collection of  
Routine Customer Feedback" (OMB Control Number: 2700-0153)**

**TITLE OF INFORMATION COLLECTION:** NASA Supply Chain Conference

**PURPOSE:** Registration and visitor information for attending the annual Supply Chain conference at NASA GSFC. Information is used to manage conference registration, provide conference information to registrants and past attendees, and fulfill security requirements for non-NASA visitors attending the conference.

**DESCRIPTION OF RESPONDENTS:** NASA personnel, NASA support contractors, NASA prime contractors and suppliers, other Federal personnel, other US citizens, and foreign nationals.

**TYPE OF COLLECTION:** (Check one)

- |  |   |
|--|---|
| <input type="checkbox"/> Customer Comment Card/Complaint Form          | <input type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group       |
| <input checked="" type="checkbox"/> Focus Group                        | <input type="checkbox"/> Other:                       |

**CERTIFICATION:**

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name:                     *Joneta Rost*                    

To assist review, please provide answers to the following question:

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected?  Yes  No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974?  Yes  No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published?  Yes  No

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants?  Yes  No

**BURDEN HOURS**

Category of Respondent	No. of Respondents	Participation Time	Burden
Individuals or Households	10	4 min	.67 hours
Private Sector	150	4 min	10 hours
State, local or tribal governments			
Federal Government			
Total	160	4 min	10.67 hours

**FEDERAL COST:** The estimated annual cost to the Federal government is less than \$10,000, to be used to develop and test collection form, utilize results, and improve form and process as needed.

**If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:**

**The selection of your targeted respondents**

- Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?  
 Yes  No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

Target audience is NASA prime contractors and space industry suppliers in the private sector. Audience is reached via website, email, and direct contacts. Participation is voluntary, and self-selected upon completion of form.

**Administration of the Instrument**

- How will you collect the information? (Check all that apply)
  - Web-based or other forms of Social Media
  - Telephone
  - In-person
  - Mail
  - Other, Explain
- Will interviewers or facilitators be used?  Yes  No

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**

## **Instructions for completing Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback”**

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**TITLE OF INFORMATION COLLECTION:** Provide the name of the collection that is the subject of the request. (e.g. Comment card for soliciting feedback on xxxx)

**PURPOSE:** Provide a brief description of the purpose of this collection and how it will be used. If this is part of a larger study or effort, please include this in your explanation.

**DESCRIPTION OF RESPONDENTS:** Provide a brief description of the targeted group or groups for this collection of information. These groups must have experience with the program.

**TYPE OF COLLECTION:** Check one box. If you are requesting approval of other instruments under the generic, you must complete a form for each instrument.

**CERTIFICATION:** Please read the certification carefully. If you incorrectly certify, the collection will be returned as improperly submitted or it will be disapproved.

**Personally Identifiable Information:** Provide answers to the questions. Note: Agencies should only collect PII to the extent necessary, and they should only retain PII for the period of time that is necessary to achieve a specific objective.

**Gifts or Payments:** If you answer yes to the question, please describe the incentive and provide a justification for the amount.

### **BURDEN HOURS:**

**Category of Respondents:** Identify who you expect the respondents to be in terms of the following categories: (1) Individuals or Households; (2) Private Sector; (3) State, local, or tribal governments; or (4) Federal Government. Only one type of respondent can be selected per row.

**No. of Respondents:** Provide an estimate of the Number of Respondents.

**Participation Time:** Provide an estimate of the amount of time (in minutes) required for a respondent to participate (e.g. fill out a survey or participate in a focus group)

**Burden:** Provide the Annual burden hours: Multiply the Number of Respondents and the Participation Time then divide by 60.

**FEDERAL COST:** Provide an estimate of the annual cost to the Federal government.

**If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:**

**The selection of your targeted respondents.** Please provide a description of how you plan to identify your potential group of respondents and how you will select them. If the answer is yes, to the first question, you may provide the sampling plan in an attachment.

**Administration of the Instrument:** Identify how the information will be collected. More than one box may be checked. Indicate whether there will be interviewers (e.g. for surveys) or facilitators (e.g., for focus groups) used.

**Submit all instruments, instructions, and scripts are submitted with the request.**

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## Conference / Seminar / Tour Registration for Supply Chain 2012

**NOTE:** Conference registration will close on October 4th for all individuals without a current NASA-issued badge in order to allow time for the processing of temporary badges for visitors to access GSFC during the conference. Registration will continue for those with NASA badges.

There are no fees for the conference, tour or seminar, but all participants (including NASA employees) must register. Space is limited for the GSFC tour and the seminar, which are offered concurrently during the morning of October 18th.

Conference registration information will be used as entered (no all caps!) in the form for conference and visitor badges so please ensure that your registration form is accurate, fully completed and submitted. Required fields are marked with an asterisk (\*) All those that register will receive confirmation and further conference information via email.

Please contact the [GSFC Supply Chain Management Team](#) or call 301-288-2405 if you have questions.

Step 1: Name Information

<b>PREFIX</b>	<b>SUFFIX</b>
<input type="text"/>	<input type="text"/>
<b>FIRST NAME</b>	<b>LAST NAME</b>
<input type="text"/>	<input type="text"/>
<b>MIDDLE INITIAL</b>	<b>DESIRED NAME FOR CONFERENCE BADGE</b>
<input type="text"/>	<input type="text"/>
<b>ORGANIZATION NAME FOR CONFERENCE BADGE</b>	
<input type="text"/>	

## News & Updates

17 JULY 2012  
[Sign-up for the guided GSFC tour or the new seminar!](#)  
 Sign-up for the guided GSFC tour or the new seminar when registering for the conference. Space is limited!

18 JULY 2012  
[Supply Chain 2012 builds upon the success of last year's conference.](#)  
 Supply Chain 2012 builds upon the success of last year's conference.

18 JULY 2012  
[Welcome – Supply Chain 2012 Registration Now Open!](#)  
 Supply Chain 2012, the 6th annual NASA Supply Chain Quality Assurance conference, will be held October 16 – 18, 2012 at GSFC in Greenbelt, Maryland. The conference includes two full days of speakers and panel sessions (October 16 – 17th) along with a guided tour of GSFC facilities and a workshop (October 18th). There is no fee for the conference, but all participants (including NASA employees) must register. Registration is open. Reserve your spot now!

Step 2: Business/Work Contact Information

<b>E-MAIL ADDRESS</b>	<b>CONFIRM E-MAIL ADDRESS</b>
<input type="text"/>	<input type="text"/>
<b>TITLE</b>	<b>ORGANIZATION/MAIL CODE</b>
<input type="text"/>	<input type="text"/>
<b>STREET ADDRESS (WORK)</b>	<b>CITY</b>
<input type="text"/>	<input type="text"/>
<b>STATE/PROVINCE</b>	<b>ZIP CODE</b>
<input type="text"/>	<input type="text"/>
<b>COUNTRY</b>	<b>WEBSITE ADDRESS</b>
<input type="text"/>	<input type="text" value="http://"/>
<b>PHONE NUMBER</b>	
<input type="text"/>	

Step 3: Important Details

**DO YOU HAVE A CURRENT NASA CENTER BADGE? (FOR ANY CENTER)**

No

**WHICH NASA CENTER ARE YOU AFFILIATED WITH?**

HQ

**Are you a Foreign National? (Not a US citizen)**

NO  YES

**Or are you a U.S. Citizen?**

NO  YES

**Are you a U.S. Citizen representing a Foreign Entity?**

NO  YES

**COMMENTS / QUESTIONS / REQUESTS**

**Would you like to sign up for the following?**

- TOUR (9AM TO NOON) OF GODDARD SPACE FLIGHT CENTER
- SEMINAR (9:00 AM TO NOON): WORKMANSHIP STANDARDS FOR SPACE FLIGHT HARDWARE
- NO THANKS

**SPACE IS LIMITED FOR THE TOUR AND THE SEMINAR, TAKING PLACE CONCURRENTLY DURING THE MORNING OF OCTOBER 18TH.**

**PARTICIPATION IN THE TOUR / SEMINAR IS LIMITED TO THOSE REGISTERED FOR SUPPLY CHAIN 2012.**

**Are you a confirmed speaker?**

YES  NO  N/A

**IF YOU HAVE ANY QUESTIONS REGARDING REGISTRATION, PLEASE CONTACT THE GSFC SUPPLY CHAIN MANAGEMENT OR CALL 301-286-2405**

**SUBMIT**



- + Freedom of Information Act
- + The President's Management Agenda
- + Privacy Policy and Important Notices



NASA Official: Jonathan Root  
Technical Contact: Peter Legowski