

## **Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number 0690-0030)**

**TITLE OF INFORMATION COLLECTION:** Smart Manufacturing Survey

**PURPOSE:**

The purpose of the Survey is to gain the advance input of workshop participants (and other invited participants who were unable to attend in person) at the forthcoming NIST Workshop: “*Smart Manufacturing Systems Design and Analysis for enabling American Competitiveness*” to be held on June 16 and 17 in Gaithersburg MD. The primary objective of this workshop is to bring together experts and various stakeholders to identify and discuss measurement and standards’ enablers to advance Smart manufacturing for American Competitiveness. In the context of manufacturing, “Smart” systems are adaptive systems with differing levels of autonomy. In order to gain insights into the range of challenges faced by manufacturers, suppliers, and regulators, this workshop will feature participants from across the value chain, including industry, academia, governmental organizations and non-governmental organizations and from a variety of sectors.

With the short 9 question survey, we would like to gather the opinions of the respondents on the following themes and questions which will also be explored in the workshop:

- Current activities and initiatives focused on Smart Manufacturing
- Barriers to implementing Smart Manufacturing in the US
- Existing and needed solutions to those barriers
- The extent to which survey participants expect that Smart Manufacturing will enable US competitiveness in the coming 10 years
- Hear what workshop participants would most like to get out of the workshop.

By asking respondents ahead of the workshop, we hope to stimulate their thinking and build a richer conversation at the workshop itself; to gather some evidence on initiative and relevant research; and report to workshop participants the aggregate views of the larger group at the event based on the survey results.

**DESCRIPTION OF RESPONDENTS:**

Approximately 60 respondents will be sent an invitation to participate in the survey via email with a web link to an online tool (Survey Monkey). These individuals are expert in the workshop topic of Smart Manufacturing and/or standards development and/or sustainability in manufacturing. They have been selected based on their reputation in the field. The following types of organizations will be represented in the respondent group:

- Federal Government Agencies
- Voluntary Consensus Standards Organizations and Certification/Testing bodies
- Academics
- Companies with US operations
- Consultants

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

- Customer Comment Card/Complaint Form
- Usability Testing (e.g., Website or Software)
- Focus Group

- Customer Satisfaction Survey
- Small Discussion Group
- Other: Online Opinion Survey

**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: Sudarsan Rachuri

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 Hours
State, Local Government	20	15 minutes	5
Private Sector	20	15 minutes	5
Federal Government	20	15 minutes	5
<b>Totals</b>	<b>60</b>		<b>15</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is \$0

**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**

1. 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?  
[ X ] 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?

Sample is not intended to be statistically relevant. Was gathered based on the combined contacts of NIST staff and consultants. All are recognized subject matter experts.

**Administration of the Instrument**

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

**Please submit all instruments, instructions, correspondences (emails, letters, etc.) to respondents, and scripts as separate documents along with this request document.**

**Attached**

**Every instrument must have the following displayed –**

**OMB Control No. 0690-0030**  
**Expiration Date: 06/30/2017**

**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 program, system, or product offered to customers, 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 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 responses and the participation time and 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.**

**Required Additional Information (check ROCIS in IC List for this info --- needed for OCIO staff to complete request)**

1. Line of Business:

2. Subfunction:

3. Privacy Act System of Records: Title:
4. Federal Registration citation information: Volume Pg. No.
5. Number of respondents for small entities:
6. Percentage of respondents reporting electronically: