

**Request for Approval under the “Generic Clearance for the Collection of
Routine Customer Feedback” (OMB Control Number: 1880-0542)**

TITLE OF INFORMATION COLLECTION:

2015 Manufacturing Webinar Series Participant Satisfaction Survey

PURPOSE:

The purpose of the survey is to measure participant satisfaction with the content, quality, and presentation of the Office of Career, Technical, and Adult Education’s (OCTAE) Manufacturing Webinar series. The webinars provide stakeholders with information about strengthening local and regional partnerships in manufacturing. The feedback garnered from the survey will be used to enhance future webinars.

DESCRIPTION OF RESPONDENTS:

The target audience will be applicants to the Department of Commerce's Investing in Manufacturing Communities Partnership competition and applicants to similar recent competitions. Participants may include employers, representatives from colleges and schools, local and state government staff, and leaders of civic organizations. Fewer than 400 individuals will attend each of up to six webinars in the series.

TYPE OF COLLECTION: (Check one)

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

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

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? [] Yes [x] No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? [] Yes [] No
3. If Applicable, has a System or Records Notice been published? [] Yes [] No

Gifts or Payments:

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

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Manufacturing sector stakeholders	400	5 minutes	33.3 hours
Totals	400	5 minutes	33.3 hours

FEDERAL COST: The estimated annual cost to the Federal government is Not applicable

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?
[] Yes [x] 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?

Individuals who attend the webinar will be asked to follow a link to the survey at the close of the webinar. They will have the option to click the link and complete the survey or exit the webinar.

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