

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

General public participants are pre-existing members of a commercial panel. They receive small rewards in the form of points worth less than \$5 for completing a survey of this length.

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Employees (full, part, or self employed)	7,200/year	10 minutes avg	1,200 hrs
Employers (business benefits decision makers)	1,600/year	10 minutes avg	267 hrs
Totals	8,800/year	10 minutes avg	1,467 hrs

FEDERAL COST: The estimated annual cost to the Federal government is not known at this time.

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 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?

The protocol for employees is designed to screen from an existing cross-section sample (online panel) of online-active individuals generally representative of U.S. adults with online access. Sampling, data collection monitoring and analysis will compare participant mix to known employed-population numbers based on gender, age, Hispanic ethnicity, race, education, and employment status.

For employers, the sample framework is based on the company. Companies will be drawn from a Dun & Bradstreet business file that allows sorting of businesses by size and industry. This is a standard protocol for business surveys because Dun & Bradstreet manages one of the largest and most accurate data bases of businesses in the United States, has data that allows sorting and selection of companies by size and industry sectors (using NAICS codes), and includes contact information that makes telephone surveying feasible.

The survey instrument includes a screening protocol once a respondent has been contacted to assure that the respondent has decision-making authority that covers decisions about benefits programs for employees.

Target quotas have been established to assure that the sample includes specific numbers of respondents in small (10-99 employees), medium (100-499 employees) and larger (500+ employees) companies. Response rates by size/sector will be monitored to assure a distribution of respondents that corresponds to the sectors targeted.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)

Web-based or other forms of Social Media

Telephone

In-person

Mail

Other, Explain

2. 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”

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 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.