

**Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 1601-0014)**

**TITLE OF INFORMATION COLLECTION:** Area Contingency Plans-Functionality & Improvements

**PURPOSE:** Collect feedback from Area Contingency Plan Stakeholders nationwide, to accurately gauge usability and identify areas of improvement.

**SEE ATTACHED PAPER FOR MORE DETAIL/DISCUSSION**

**DESCRIPTION OF RESPONDENTS:** Target would include the entire response community spectrum, including (but not limited to):

- Federal agencies with a nexus to the national response system
- Tribal representatives
- State and local agencies (LEPCs, emergency managers, response personnel)
- Oil Spill Removal Organizations and environmental consultants
- Non-profit and voluntary organizations
- Industry plan holders
- Generally speaking, all organizations active in area committee functions

**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: Jonathan R. Smith

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 [X] 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
Federal, State and Local Government	125	08 mins each	17 hrs
Private Sector	500		67 hrs
<b>Totals</b>	<b>625</b>		<b>84 hrs</b>

The average estimated completion time for the survey is 8 minutes.

It is estimated that there will be 625 respondents. Of these it is anticipated that 500 will be "public" (non federal employees) and 125 will be federal employees.

The median income in the United States is \$51,939 per year. Factoring in a 1.4 multiplier, this equates to a total median compensation package of \$72,714 per year per respondent. This translates to a median hourly rate of \$34.96 per hour (assuming a 40 hour work week). This amounts to a median pay rate of 58.26 cents per minute.

At an average of 8 minutes per survey this translates to a financial burden of \$4.66 per survey (assuming the voluntary survey is completed during work hours). If 500 of the 625 respondents were "public" (non federal employees), this results in an estimated national public burden of \$2,330. Assuming 125 of the 625 respondents are federal employees, this equates to a federal burden of \$585 for individual survey completions.

Cost of Collection Activities.

USCG-MER will be using its contractor to distribute survey and collect associated data. We will Scope of work includes (with estimated hours noted):

- 1. Providing a QA/QC scrub on the survey (8 hours)
- 2. Posting onto the Survey Monkey Platform (4 hours)
- 3. Downloading and aggregating the data (16 hours)

Hourly rates:

Senior Analyst = \$128.00  
Analyst = \$88.27

Assuming project will be split evenly between analysts and senior analysts, the average hourly rate = \$108/hr

Total hours for "collection activity" = 28 hours

Total cost for "collection activity" = 28 x \$108 = \$3,024

**FEDERAL COST:**

The estimated annual cost to the Federal government for collection activities is: \$3,024

**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?

See attached paper. This will be an open/online survey. This will be open to anyone that desires to complete. A weblink will be established and aggressively advertised by multiple agencies (DOT, DOI, DHS/USCG, EPA, COMMERCE, and other National Response Team member agencies) utilizing routine communication mechanisms such as MSIBs.

**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.** NOTE: This survey will be an official product of the National Response Team (NRT), which is comprised of 16 federal agencies. The USCG is leading the NRT workgroup charged with conducting the survey. Final questions will be formulated approved by the NRT members prior to release.