

**Request for Approval under the “Fast Track Generic Clearance for the
Collection of Routine Customer Feedback” (OMB Control Number: 0704-
0553, Expiration: 4/30/2019)**

TITLE OF INFORMATION COLLECTION:

Fast Track Generic for the Collection of Pre-FOCI Conference Questionnaire

PURPOSE:

The purpose of this collection is to build partnerships with industry by providing Outside Directors / Proxy Holders (OD/PHs) and Facility Security Officers (FSOs) of cleared defense contractors (CDCs) under Foreign Ownership, Control or Influence (FOCI) the opportunity to share content and venue input with the FOCI Conference host, the Defense Security Service (DSS). Pre-FOCI Conference questionnaires would be sent to potential Conference attendees to solicit their opinion on the types of presentations they would like the FOCI Conference to cover, areas they would be willing to actively participate in, including nominating guest speakers and participating in panels or industry-specific work groups, and gauge their interest in participating in the FOCI Conference by Video Teleconference Call (VTC) live streaming at a DSS Field Office location, if available. The proposed information collection activity provides a means to garner quality customer input in accordance with the Administration’s commitment to improving service delivery. It will provide useful insights on perceptions and opinions, but is not a statistical survey yielding quantitative results that can be generalized to the population of study. This feedback will provide insights into customer or stakeholder perceptions, and focus attention on areas where communication, training, or changes in operations might improve delivery of products or services. This collection will allow for ongoing, collaborative, and actionable communications between the Defense Security Service and its customers and stakeholders.

The solicitation will target areas such as: conference subject matter, venue, timeliness, appropriateness, and usefulness to improve future conference offerings. Responses will be assessed to plan and improve the quality of upcoming FOCI conference, and provide information on whether and where DSS should plan to conduct live streaming VTCs of the event. If this information is not collected, vital feedback from customers and stakeholders on Defense Security Service’s conferences will be unavailable and the opportunity to deepen our partnership with cleared industry partners hindered.

The survey is voluntary, low-burden for respondents (based on considerations of total burden hours, total number of respondents, or burden-hours per respondent) and low-cost for both the respondents and the Federal Government. The collection is non-controversial and does not raise issues of concern to other Federal agencies, and 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 near future. Personally identifiable information (PII) will be collected on an optional basis only, and will consist of names and contact information of respondents who volunteer to participate as guest speakers, and those who would like to be contacted to participate via VTC live streaming. Received PII will be used by DSS HQs to contact respondents volunteering to be Conference guest speakers or panel discussion participants, and forwarded to appropriate DSS Field Offices to coordinate VTC live streaming event participation. PII collected is not intended for release outside of the Defense Security Service, and will be destroyed when no longer needed. Information gathered will not be used for the purpose of substantially informing influential policy decisions or expected to yield statistically reliable results or used as though the results are generalizable to the population of study.

Feedback collected under this generic clearance provides useful information, but it does not yield data that can be generalized to the overall population. This type of generic clearance for qualitative information will not be used for quantitative information collections that are designed to yield reliably actionable results, such as monitoring trends over time or documenting program performance.

As a general matter, information collection will not result in any new system of records containing privacy information and will not ask questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.

DESCRIPTION OF RESPONDENTS:

Approximately 660 Outside Directors/Proxy Holders and Facility Security Officers at Cleared Defense Contractors under Foreign Ownership, Control, or Influence (FOCI).

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 type="checkbox"/> Focus Group | <input checked="" type="checkbox"/> Other: Pre-conference 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: Jeffrey Cavano

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 N/A

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
Pre-Conference questionnaire			
Private Sector	660	3 mins. (6 Qs)	33 hrs.
Total	660	3 mins	33 hrs

FEDERAL COST:

The estimated annual cost to the Federal government is estimated to be \$630. Of that total, \$480 comes as a result of the estimated 12 hours of processing time required to process the responses multiplied by an estimated hourly wage of \$40 per hour. The remaining \$150 comes as a result of material costs and pre-conference mailing costs.

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 pre-Conference questionnaire will be emailed or mailed to approximately 660 respondents: the Outside Directors/Proxy Holders (OD/PH) and Facility Security Officers (FSO) of cleared defense contractors under FOCI. Responses will be provided to DSS HQs, who will process responses, contact potential participants, incorporate recommendations into the content of the FOCI Conference, and provide Field Offices with names and contact information when there is an expressed interest in participating in a VTC live streaming event.

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 Email

2. Will interviewers or facilitators be used? Yes No