

Request for Approval under “Fast Track Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0704-0553)

TITLE OF INFORMATION COLLECTION:

OEA Compatible Use Program of Assistance Review

PURPOSE:

As the only Department of Defense entity tasked solely to develop, maintain, and apply the expertise, experience, and tools necessary to assist affected communities and states in concert with the expertise and resources of other Federal agencies, the Office of Economic Adjustment (OEA) seeks to obtain feedback from its customers on the compatible use process and its support to communities to specifically understand how its support assisted or hindered local compatible use efforts. This will be accomplished by in-person focus groups with community leaders, policy committee members, and other stakeholders/practitioners who led or participated in a community-based response to an Encroachment action(s) where OEA financial and/or technical support was provided. No quantitative data will be solicited through this process.

The focus group consultant will prepare an executive summary and a written record of the proceedings for each meeting. Comments will not be attributed to specific individuals, and these reports will not be shared externally. A final report on the overall findings will also be produced and will not be shared externally. This information will improve the DoD and OEA’s current and future service delivery by understanding which tools, resources, and technical assistance have been helpful and what needs to be modified or created to assist communities facing future Encroachment actions. It will be used to inform OEA program changes and may be cited if asked by DoD or others for recommendations on how the Compatible Use process can be improved.

DESCRIPTION OF RESPONDENTS:

Current and former Joint Land Use Study grantees (state/local government).

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 checked="" 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: DAVID R. KENNEDY

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

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

OEA will reimburse participating Joint Land Use Study grantee attendees for their travel expenses within applicable travel regulations.

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
State and Local Governments	60	8 hrs	480 hrs
Totals	60	8 hrs	480 hrs

FEDERAL COST: The estimated annual cost to the Federal government is \$314,926.

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?

Customer list is the specific individuals assigned to the positions responsible for Compatible Use planning and implementation at the local and state government level. All Compatible Use grantees that have active grants will be invited to attend via mail and email. OEA anticipates convening five focus groups with twelve customers in each over the course of Summer 2018. This is a one-time information collection.

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 with the Request for Approval.