

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback”

TITLE OF INFORMATION COLLECTION: NASA OSTEM Focus Group Questions for Diversity and Inclusion

PURPOSE:

NASA OSTEM is planning on holding a focus group with OSTEM center directors and their staffs to provide the enterprise with opportunities for input on what will be a new diversity and inclusion plan for the enterprise. In addition to presenting the questions during the one-hour session, a subset of questions will be provided as an MS forms link so participants can provide written feedback post each session.

DESCRIPTION OF RESPONDENTS:

This includes NASA government contractors and employees. OSTEM has roughly 300 individuals at both the centers and headquarters, we estimate roughly 50 to be contractors.

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 checked="" 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: hq-stem-engagement@mail.nasa.gov.

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

Gifts or Payments:

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

BURDEN HOURS

I. Category of Respondent	No. of Respondents	Participation Time	Burden
Government Contractors	50	1 hr for focus group meeting and 15 minutes for an optional form with a subset of questions post the meeting	50 hrs for the meeting and 12.5 for the optional post survey
Number of responses per respondent			
Totals			62.5

FEDERAL COST: The direct employee costs were calculated by multiplying estimated aggregate hours spent on the project (26 weeks) by the annual pay of one GS-15 Step 10 employee $\$170,800 \times .5 = \$85,400$. Indirect or overhead costs associated with the project are calculated as 20 percent of the above at \$16900.

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

- 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

All members of the OSTEM enterprise will be invited to the focus group where they will have an opportunity to provide a verbal answer. Then a subset of questions will then be sent out should individuals want to expand on any points. Data is compiled and sanitized, as necessary, by the speaker series team for team and management review.

Administration of the Instrument

- How will you collect the information? (Check all that apply)
 - Web-based or other forms of Social Media
 - Telephone
 - In-person
 - Mail
 - Other, Explain:
- Will interviewers or facilitators be used? Yes No

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