

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

TITLE OF INFORMATION COLLECTION: NASA OSTEM Speaker Series -- Feedback Survey

PURPOSE:

NASA OSTEM is starting a speaker series to provide the enterprise with opportunities to take in new information on topics around diversity and inclusion. We are focusing these discussions to include practical steps to help OSTEM in both current and future work. This survey helps to assess the effectiveness of the program and provides an opportunity for improvement. It will also help OSTEM determine what speakers would be most useful as OSTEM works on its internal diversity and inclusion plan as part of NASA’s Unity Plan. We are anticipating 12 speakers -- roughly one a month -- over the course of a year.

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 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: 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 [X] No

BURDEN HOURS

I. Category of Respondent	No. of Respondents	Participation Time	Burden
Government Contractors	50	5 min / each	4.1 hrs
Number of responses per respondent	12		
Totals			49.9hrs.

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 x .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

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?
[X] Yes [] No

All members of the OSTEM enterprise will be invited to the speaker series and will be provided an MS forms link to fill out the survey post the event. Data is compiled and sanitized, as necessary, by the speaker series team for team and management review.

Administration of the Instrument

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

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