

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

TITLE OF INFORMATION COLLECTION:

NASA Goddard Sustaining Women in STEM (SWIS) Roundtable Discussion & Policy Forum Speakers & Breakout Sessions – Feedback Survey

PURPOSE:

NASA seeks to collect feedback on Goddard Space Flight Center’s *Sustaining Women in STEM: Making the Shift Roundtable Discussion and Policy Forum* held on November 7, 2019. This will enable *Sustaining Women in STEM (SWIS)* staff to enhance content for future policy forums. Links to the 2019 *Sustaining Women in STEM Forum* report and webcast video recording are available below:

Link to the 2019 report:

https://www.nasa.gov/sites/default/files/atoms/files/sustaining_women_in_stem_-_making_the_shift.pdf

Link to the 2019 webcast video recording:

<https://livestream.com/viewnow/sustainingwomeninstem/videos/198693102>

DESCRIPTION OF RESPONDENTS:

The target population is approximately 200 individuals, which includes representatives from the following organizations:

1. NASA (Goddard, Headquarters, Wallops, etc) ~105 participants
2. Other Federal Government Agencies (Dept. of ED, NSF, OMB, etc.) ~ 10 participants
3. Private Industry/Nonprofit Organizations ~ 40 participants
4. Academia (College Professors, Administrators & Students) ~ 35 participants
5. Other (High School Educators & Students) ~ 10 participants

TYPE OF COLLECTION: (Check one)

- Customer Comment Card/Complaint Form
 Usability Testing (e.g., Website or Software)
 Focus Group

- Customer Satisfaction Survey
 Small Discussion Group
 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.

Contact Person(s).

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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

Respondent Burden Hours:

	Respondents Per Event (Excludes Federal Government Employees)	Minutes	Burden Hours
Participant Surveys	85	30 minutes (0.50 hours)	(85 X 0.50) = 42.50 hours

Total respondent burden hours over the entire collection cycle is 42.50 hours.

Respondent Burden Costs (\$2,295)

The Women in STEM forum participants fall into a variety of job categories – including private industry top executives and engineers, college professors, staff and students, and other businesses and organizations. Thus, estimates of the annualized cost burden to respondents for this collection of information are based on the Department of Labor Bureau of Labor Statistics “May 2018 National Occupational Employment and Wage Estimates, United States” available at the following link: https://www.bls.gov/oes/current/oes_nat.htm#19-0000.

The OPM locality hourly rates for the DC/MD/MD are available at the following link: https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2020/DCB_h.pdf.

The final mean hourly wage rate was calculated by adding the following: (\$93.20 + \$37.28 + \$54.04 + \$31.70) and divide by four or (\$54/hour).

Estimation of Respondent Burden Costs – (\$54 hourly wage X 42.50 hours (30 minutes) = \$2,295)

Job Categories	Department of Labor 2018 National Occupational Employment and Wage Code Hourly Wage Rate	Respondent Burden Costs
Chief Executives – \$193,850/year	11-1011 - (\$93.20)	
Academia (Life, Physical & Social Science) Education Administrators Postsecondary	19-1000 - (\$37.28) 11-9033 - (\$54.04)	
Secondary High School Educator	25-2031 – (\$31.70)	
		\$2,295

Cost to the Federal Government (\$9,822)

The Women in STEM staff (Administrative Support Specialist) employee costs were calculated by multiplying the mean estimated GS 8 Step 5 hourly rate of \$29.27 multiplied by total hours spent on development and administering the survey instrument (16 hours) multiplied by 1.4 to account for benefits (Estimated cost of \$656).

The OSTEM Detailee employee costs were calculated by multiplying the estimated mean GS 15 Step 7 through GS 15 Step 10 hourly rate of \$81.84 multiplied by total hours spent on development of the survey instrument, collecting and analyzing responses (80 hours) multiplied by 1.4 to account for benefits (Estimated cost of \$9,166).

Estimation of Costs to the Federal Government – (\$656 + \$9,166 = \$9,822)

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 participants will be provided an electronically (web-based) link to complete the 2019 *Sustaining Women in STEM (SWIS) Forum* survey questions. Data will be compiled by the SWIS staff and feedback will be anonymous. However, participants will have the option of including their name, title and organization if they would like attribution attached to their success story.

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.