

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

**TITLE OF INFORMATION COLLECTION:** State of Strategy Conference Questionnaire

**PURPOSE:** The feedback from this survey will be used to improve the quality of State of the Strategy conferences and strategy assessments. The questions are therefore based on, and align with, DoD strategic planning and risk assessment, particularly as it relates to the development and assessment of the current and future National Defense Strategies. The questions are meant to obtain feedback from defense luminaries and academics to frame State of the Strategy conference discussions and strategy assessment and development.

**DESCRIPTION OF RESPONDENTS:** Individuals who may participate in state of the strategy conferences, which could include former administration officials and senior academics.

**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: Feedback survey administered to inform State of the Strategy conference discussions and strategy assessments

## 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: Paul Avey

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**

<b>Category of Respondent</b>	<b>No. of Respondents</b>	<b>Participation Time</b>	<b>Burden</b>
Individuals or households	25	15 minutes	6.25
<b>Totals</b>			

**FEDERAL COST:** The estimated annual cost to the Federal government is: \$3,300.00

**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

Due to the small cohort (potential state of the strategy conference attendees) there is no sampling plan. The total number of attendees, and therefore recipients of the survey will typically not exceed 25 individuals per year.

**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, Email (Sample email uploaded to ROCIS)
2. Will interviewers or facilitators be used?  Yes  No