# 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:**

DoD Regulatory Program - Training Course Evaluations

**PURPOSE:**

This course evaluation is utilized by departmental stakeholders in the regulatory process to provide feedback on training methods and materials for the DoD Regulatory Program (Action Officer) quarterly training.  This course plays a vital role in preparing Action Officers to participate in the Rulemaking Process. Feedback from these surveys will potentially influence the future development of the regulatory training, and/or assist the regulatory team in identifying areas which need more guidance and attention.

This evaluation has a low burden on the respondent population and is completely voluntary.

**DESCRIPTION OF RESPONDENTS**:

Respondents for this survey are Federal Contractors who work take part in the drafting, processing, support, and coordination of DoD regulatory actions.

**TYPE OF COLLECTION:** (Check one)

[ ] Customer Comment Card/Complaint Form     [X] Customer Satisfaction Survey
[ ] Usability Testing (e.g., Website or Software     [ ] Small Discussion Group
[ ] Focus Group                                                      [X] Other:  Training Course Evaluation

**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:            Shelly Finke _____

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

**Personally Identifiable Information:**
1. Is personally identifiable information (PII) collected?  [  ] Yes  [X]  No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974?   [  ] Yes [ X] No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published?  [ ] Yes  [X] 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**

| Category of Respondent | No. of Respondents | Participation Time | Burden |
|---|---|---|---|
| Federal Contractors | 120 | (5 min) | 10 hrs. |
| **Totals** | **120** | (5 min) | **10 hrs.** |

**FEDERAL COST:**  The estimated annual cost to the Federal government is $150.00
- Estimating 30 minutes each quarter to review the surveys and analyze the feedback (GS-13 at $52/hour).
- Additional cost of paper and printing.

**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?

<div align="center">[X] Yes          [] No</div>

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?

The course offerings are announced via the regulatory team's intranet website.  Respondents request which course they wish to attend.  The regulatory team will build the course list based on the respondent requests and on who attends.

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