

U. S. OFFICE OF GOVERNMENT ETHICS
JUSTIFICATION FOR A GENERIC IC TO EXISTING FAST TRACK ICR
OGE FORM 201 REQUEST FOR ETHICS RECORDS USER SURVEY
AUGUST 2022

OGE currently has approval under the Paperwork Reduction Act for a “Fast Track” generic information collection request. OGE would now like to create an information collection under this approval for a voluntary user feedback survey directed at individuals who have visited the webpage for the OGE Form 201 Request for Ethics Records and/or submitted a request. Users will be directed to the survey, hosted on SurveyMonkey, in two ways: (1) in the email response that they receive from OGE in response to their request and (2) from a link on OGE’s website (which will say “Take a short survey” or something similar).

OGE estimates that the survey will take two minutes to complete, based on a SurveyMonkey tool that is designed to calculate completion time. OGE estimates that 1565 respondents per year will complete the survey, based on a 30% response rate. OGE received 5218 online requests in the 12-month period July 2021 through July 2022. OGE’s research indicates that 30% is on the higher end of an average response rate for this type of survey. Thus, we estimate the annual burden to be 52 hours.

The purpose of the survey is to improve the customer experience of users who submit an OGE Form 201 request and to ensure that OGE is meeting the needs of individuals from underserved communities. Some of the feedback may also be used to improve the instructions on the form itself (for which OGE would seek PRA approval). The questions on the survey were derived from a GSA database of UX questions. The survey is anonymous and will collect no personally-identifiable information. A copy of the questions is provided.