

Paperwork Reduction Act Burden Disclosure Statement

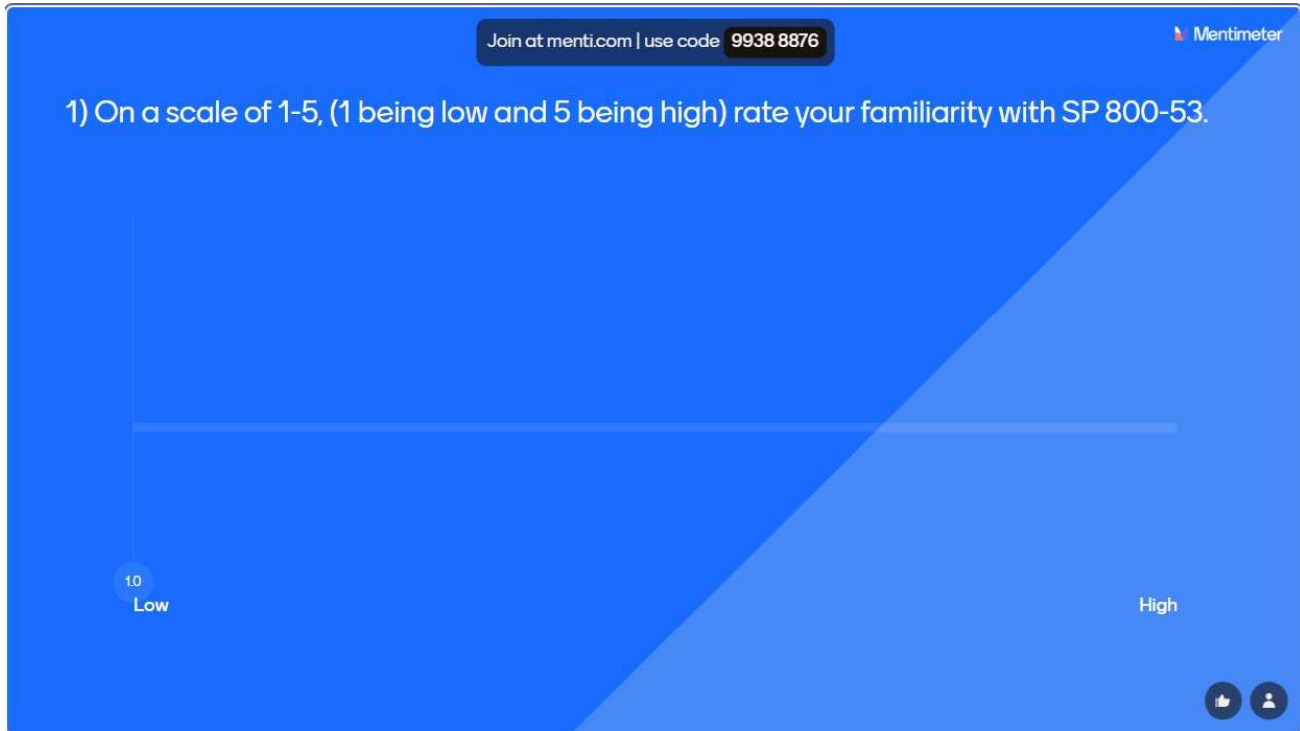
This data is being collected to gather feedback and test knowledge of attendees for their understanding of the topic during the training session. The data you supply will be used for understanding where more training is needed and how to shape the content for future training sessions. The data will be collected through Mentimeter, which is an online tool that is free for users and easy to use. This tool is also interactive, which is one of the goals of the training team to spark discussion and engagement with the content presented in the training.

Public reporting burden for this collection of information is estimated to average 1 minute per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of the Chief Information Officer, Enterprise Policy Development & Implementation Office, IM-22, Information Collection Management Program (1910-5160), U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC 20585; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project (1910-5160), Washington, DC 20503.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB control number.

Submission of this data is voluntary.

NIST Risk Management Framework (RMF) polling questions.



Join at menti.com | use code 9938 8876

Mentimeter

3) On a scale of 1-5, (1 being low and 5 being high) rate your familiarity with the NIST Risk Management Framework.



Join at menti.com | use code 9938 8876

Mentimeter

4) What comes to mind when you hear about NIST SP 800-53 or NIST controls?

fast bold
creative
leader focus
transpiration



Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 1910-5160)

TITLE OF INFORMATION COLLECTION: January 2026 Executive Lunch & Learn: NIST: Risk Management Framework (RMF) guest speaker awareness survey questions.

PURPOSE: This data is being collected to gather feedback and test knowledge of attendees for their understanding of the training provided, as well as gather general statistics and heuristics.

DESCRIPTION OF RESPONDENTS: DOE Federal and contractor employees

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.

Name: **Elena Marcum**

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

Category of Respondent	No. of Respondents	Participation Time	Burden
Federal employees and contractors	150-250	1 minute	250 minutes
Totals			4 hours

FEDERAL COST: The estimated annual cost to the Federal government is \$0. DOE has a license to Microsoft Forms.

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

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 “customer list” includes phishing awareness POCs across DOE who are interested in discussing cybersecurity and phishing awareness topics.

There are 250 recipients, but our events have an average attendance of 200 people.

- dl-immanagementteam@hq.doe.gov
- dl-doe.nl-cisos@hq.doe.gov
- dl-doe.pma-cisos@hq.doe.gov
- dl-doe.pso-cisos@hq.doe.gov
- dl-imfederalstaff@hq.doe.gov
- IM-302@doe.gov
- dl-doe.aos-aodrs@hq.doe.gov
- DL-doe.plant-cisos@hq.doe.gov
- csamadmin@hq.doe.gov
- dl-eits-issos@hq.doe.gov
- dl-im-30issos@hq.doe.gov
- dl-im-32eato@hq.doe.gov
- cyberfire@hq.doe.gov
- cybsectrn@hq.doe.gov
- DL-DOE.ISSOs@hq.doe.gov

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, Explain

2. Will interviewers or facilitators be used? Yes No

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

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

TITLE OF INFORMATION COLLECTION: Provide the name of the collection that is the subject of the request. (e.g. Comment card for soliciting feedback on xxxx)

PURPOSE: Provide a brief description of the purpose of this collection and how it will be used. If this is part of a larger study or effort, please include this in your explanation.

DESCRIPTION OF RESPONDENTS: Provide a brief description of the targeted group or groups for this collection of information. These groups must have experience with the program.

TYPE OF COLLECTION: Check one box. If you are requesting approval of other instruments under the generic, you must complete a form for each instrument.

CERTIFICATION: Please read the certification carefully. If you incorrectly certify, the collection will be returned as improperly submitted or it will be disapproved.

Personally Identifiable Information: Provide answers to the questions. Note: Agencies should only collect PII to the extent necessary, and they should only retain PII for the period of time that is necessary to achieve a specific objective.

Gifts or Payments: If you answer yes to the question, please describe the incentive and provide a justification for the amount.

BURDEN HOURS:

Category of Respondents: Identify who you expect the respondents to be in terms of the following categories: (1) Individuals or Households; (2) Private Sector; (3) State, local, or tribal governments; or (4) Federal Government. Only one type of respondent can be selected per row.

No. of Respondents: Provide an estimate of the Number of respondents.

Participation Time: Provide an estimate of the amount of time required for a respondent to participate (e.g. fill out a survey or participate in a focus group)

Burden: Provide the Annual burden hours: Multiply the Number of responses and the

participation time and divide by 60.

FEDERAL COST: Provide an estimate of the annual cost to the Federal government.

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. Please provide a description of how you plan to identify your potential group of respondents and how you will select them. If the answer is yes, to the first question, you may provide the sampling plan in an attachment.

Administration of the Instrument: Identify how the information will be collected. More than one box may be checked. Indicate whether there will be interviewers (e.g., for surveys) or facilitators (e.g., for focus groups) used.