

**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:** Regulations Team Training Course Feedback Survey

**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 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 take part in the drafting, processing, support, and coordination of DoD regulatory actions.

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

- |  |  |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form          | <input type="checkbox"/> Customer Satisfaction Survey                        |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group                              |
| <input type="checkbox"/> Focus Group                                   | <input checked="" type="checkbox"/> Other: <u>Training Course Evaluation</u> |

**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: Kayyonne Marston

**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 Contractors	120	5 min	10 hours
<b>Totals</b>	<b>120</b>	5 min	<b>10 hours</b>

**PUBLIC COST:** The estimated annual cost to the public is \$520

**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

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 participant list is initially derived from the Regulatory Directorate's intranet website. The course offerings are announced via email and Microsoft Teams, and potential participants decide whether or not they would like to attend. The Regulatory Directorate will build the participant list based on who attends the training.

### **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