

SUPPORTING STATEMENT PART A

TITLE OF INFORMATION COLLECTION: NASA Science Mission Directorate
Workplace Climate Survey

TYPE OF INFORMATION COLLECTION:

A. JUSTIFICATION

1. Explain the circumstances that make the collection of information necessary.

The Science Mission Directorate (SMD) within NASA is undertaking an Inclusion, Diversity, Equity, and Accessibility (IDEA) change effort. NASA SMD began these efforts as a response to their 2019 FEVS results by choosing Diversity and Inclusion as a focus area. As part of a comprehensive approach to IDEA that seeks to advance these principles in all SMD programs and activities, the effort aligns with the objectives of White House direction as articulated in Executive Orders 13985 and 14035. This survey will be used as an evidence-building tool to baseline SMD staff (civil servants and contractors) views on the SMD culture, then periodically (approximately annually) re-assess to determine whether the culture is improving as IDEA efforts are implemented. This survey will assist SMD to better understand employee concerns. Data obtained is intended for SMD internal use only and will not be publicly released; it will be used to design its IDEA initiatives and improve its internal environment. SMD has created an IDEA Working Group that will be implementing IDEA-related efforts with the goal of improving the culture within SMD. This survey will assist the working group and SMD leadership in two facets: 1) it will provide insights that the IDEA Working Group will consider to form, refine and prioritize their initiatives, and 2) it will serve as an evaluation mechanism to determine if implemented initiatives have had positive effects by comparing this baseline to future assessments. This survey will be given to approximately 350-380 individuals, a small portion of NASA's workforce. The survey respondents will be kept anonymous.

2. Indicate how, by whom, and for what purpose the information is to be used.

The information collected will be used to improve NASA SMD's IDEA change efforts and measure the baseline for and changes to the SMD cultural climate. The survey will be voluntary and anonymous (the identity of survey respondents will not be collected).

Data obtained is intended for SMD internal use only and will not be publicly released. The data will be used to inform and substantiate IDEA strategy, initiatives, and design. This insight will be hyper-focused on customizing the IDEA strategy approach and implementation to improve SMD's internal environment.

The data will be collected via an SMD-administered electronic-based survey. Identity of respondents will not be collected; respondent-provided demographics will be voluntary. Analysis will be performed by SMD contractor who will aggregate responses to further

ensure anonymity.

- 3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection.**

The data will be obtained electronically. SMD staffing (including contractors) will receive an email with the link to the survey. The survey will be administered via NASA internal systems that permit access only to NASA personnel. The link will be a general, not personalized, link so that no identification of the respondent is available.

Electronic collection process streamlines data collection and analysis as all data will be acquired and kept within a single system. There will be only a single input data stream.

- 4. Describe efforts to identify duplication.**

SMD coordinated across internal NASA offices tasked with human-capital focused survey deployment and management. None had or planned to conduct a survey with a similar scope and audience. Although some IDEA-related questions have been included in surveys such as the Federal Employee Viewpoint Survey (FEVS) and internal survey, none were a comprehensive survey on evaluating the cultural climate and none included contractors. SMD staff has a large proportion of contractors and to obtain a clear picture of its IDEA situation requires surveying this broader audience than done under other surveys.

- 5. If the collection of information impacts small businesses or other small entities (Item 5 of the OMB Form 83-I), describe the methods used to minimize burden.**

There is no impact on small businesses or other small entities. Survey respondents are individuals, not business entities.

- 6. Describe the consequence to federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

This survey and SMD IDEA efforts support the DEIA objectives by Executive Orders 13985 and 14035. Without the ability to survey the SMD staff, SMD will be less able to develop an effective strategy, assess progress and fine-tune its IDEA initiatives.

- 7. Explain any special circumstances that would cause an information collection to be conducted in an exceptional manner:**

There are no special circumstances.

- 8. Provide the date and page number of publication in the Federal Register for the 60-day and 30-day FNRS, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB.**

60-day FRN: Federal Register Volume 87, Number 010, on 01/14/2022. No comments were received.

30-day FRN: Federal Register Volume 87, Number 076, on 04/20/2022

- 9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.**

No payments or gifts are provided to respondents.

- 10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.**

The survey responses shall not be associated with an individual. The link to the survey will be a general, not personalized, link so that no identification of the respondent is available. Then the survey tool shall be set to NOT identify respondents; with this setting, respondents are identified as anonymous1, anonymous2, etc. No user identifying information is captured.

In addition to the survey itself being voluntary, for those that chose to participate, demographic questions are also voluntary and can be omitted.

Open-ended questions will be read by SMD contractor analysts and, if necessary and appropriate, purged of identifying information.

- 11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.**

Demographic questions of sex, age, race/ethnic, grade, supervisory status, and functional area will be asked. Sex and Race/Ethnic will conform to the OMB standard approach to asking for these characteristics. As the purpose of the survey is to improve SMD's IDEA efforts and ensure an equitable and inclusive environment for all, these demographic questions are essential for determining if any subgroups feel differently from the other subgroups. This will allow SMD to identify potential areas of improvement to make the environment more accepting and inclusive.

- 12. Provide estimates of the hour burden of the collection of information.**

The following table shows the estimated number of individuals who would be included in the survey data collection.

RESPONDENT CATEGORY	NUMBER OF RESPONDENTS	ESTIMATED COMPLETION TIME	ANNUAL BURDEN
Private Sector (NASA SMD Contractors)	170	15 minutes	42.5 hours
Federal Government (NASA SMD Civil Servants)	230	15 minutes	57.5 hours
TOTAL	400		100 hours

13. Provide an estimate of the total annual cost burden to respondents or record keepers resulting from the collection of information.

Instructions: Provide an estimate for the total annual cost burden to respondents or record keepers resulting from the collection of information. Do not include the cost of any hour burden shown in Items 12 and 14.

There is no burden to respondents other than responding to the survey as noted in question 12. Respondents may complete the survey during working hours. Estimated cost will be \$70/hour for 100 hours totaling \$7,000.

14. Cost to the Federal Government: Provide estimates of annualized costs to the Federal government.

The cost of data collection is negligible as it will be collected electronically with software and systems readily available on NASA systems. The costs to the Federal Government beyond the salaries of those responding to the survey is limited to the design of the survey, analysis of the results, and reporting to management. These functions are done by contractor support. The support is estimated at approximately 80 hours of support at an approximate cost of \$150 for a total of \$12,000.

15. Changes in Burden: Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-1, if applicable.

Not applicable. The information collection is requesting OMB approval.

16. Publication of Results: For collections of information whose results will be published, outline plans for tabulation and publication.

Summary statistics and analysis will be first reported to SMD IDEA working group and SMD leadership; they will then be shared with SMD staff via an internal IDEA website. (<https://nasa.sharepoint.com/sites/smd-idea/>).

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

Not applicable. The expiration date will be displayed within the required PRA Statement.

- 18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.**
The NASA information collection sponsor must address the certification below and enter their name and position title. The NASA Office of the Chief Information Officer must concur on any exceptions requested by the information collection sponsor, or the package will not be forwarded to OMB.

The proposed collection of information –

- (a) is necessary for the proper performance of the functions of NASA, including that the information to be collected will have practical utility;*
- (b) is not unnecessarily duplicative of information that is reasonably accessible to the agency;*
- (c) reduces to the extent practicable and appropriate the burden on persons who shall provide information to or for the agency, including with respect to small entities, as defined in the Regulatory Flexibility Act (5 U.S.C. 601(6)), the use of such techniques as:
 - (1) establishing differing compliance or reporting requirements or timelines that take into account the resources available to those who are to respond;*
 - (2) the clarification, consolidation, or simplification of compliance and reporting requirements; or*
 - (3) an exemption from coverage of the collection of information, or any part thereof;**
- (d) is written using plain, coherent, and unambiguous terminology and is understandable to those who are targeted to respond;*
- (e) indicates for each recordkeeping requirement the length of time persons are required to maintain the records specified;*
- (f) has been developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected, including the processing of the information in a manner which shall enhance, where appropriate, the utility of the information to agencies and the public;*
- (g) when applicable, uses effective and efficient statistical survey methodology appropriate to the purpose for which the information is to be collected; and*
- (h) to the maximum extent practicable, uses appropriate information technology to reduce burden and improve data quality, agency efficiency and responsiveness to the public; and*
- (i) will display the required PRA statement with the active OMB control number, as validated on www.reginfo.gov*

The NASA office conducting or sponsoring this information collection certifies compliance with all provisions listed above.

Name:

Title:

Email address or Phone number:

Date:

(Certifying individual must be a civil service employee)