

**Request for Approval under the “Generic Clearance for the Collection of
Routine Customer Feedback”
OMB Control Number: 2120-0772**

TITLE OF INFORMATION COLLECTION:

Survey for soliciting feedback on 2022 Eastern Service Area Stakeholder Engagement Forum

PURPOSE:

This survey is designed to collect quality and relevance data from the participants of the Stakeholder Engagement Forum made by the various presenters. The purpose of the Eastern Service Area Stakeholder Engagement Forum is to strengthen communication between FAA, Airport Sponsors and Airline Representatives and an opportunity for each line of business to share concerning topics such as aviation noise, community engagement, local/stakeholder initiatives and airport user functionalities.

DESCRIPTION OF RESPONDENTS:

The target group for this survey are the invited attendees, (85 total) from the Federal Aviation Administration, Airport Sponsors and Airline Representatives.

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" 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 type="checkbox"/> 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: Colleen D’Alessandro, FAA New England Regional Administrator, ANE-1

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

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? Yes No
3. If Applicable, has a System or Records Notice been published? Yes No

Gifts or Payments:

1. 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 Minutes	Burden (Hours)
FAA Participants	34	4	0.66
Airport Sponsors	17	2	0.33
Airline Representatives	17	2	0.33
Stakeholders	17	2	0.33
Totals	85	10	14.17

FEDERAL COST: The estimated annual cost to the Federal government is \$100.00.

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?

We are not sampling, we will take a census of attendees. See attached ESA Stakeholder Engagement Forum Invitation List.

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.