

**Request for Approval under the “Generic Clearance for the Collection of  
Routine Customer Feedback” (OMB Control Number: 1670-0027)**

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**TITLE OF INFORMATION COLLECTION:**

NICCS Vendor Vetting Form

NICCS Mapping Tool

NICCS Training Catalog Batch Data/Course Catalog Submissions\_Provider

Name\_Date\_Aug2021

**PURPOSE:**

The NICCS website is a national online resource for cybersecurity awareness, education, talent management, and professional development and training. Its mission is to provide comprehensive cybersecurity resources to the public. To promote cybersecurity education, and to provide a comprehensive resource for the Nation, NICCS developed the Cybersecurity Training and Education Catalog. The NICCS Education and Training Catalog is a central location to help cybersecurity professionals of all skill levels find cybersecurity-related courses online and in person across the nation. All of the courses are aligned to the specialty areas of The Workforce Framework for Cybersecurity (NICE Framework).

Note: Any information received from the public in support of the NICCS Cybersecurity Training and Education Catalog is completely voluntary. Organizations and individuals who do not provide information can still utilize the NICCS website and Catalog without restriction or penalty. An organization or individual who wants their information removed from the NICCS website and/or Cybersecurity Training and Education Catalog can e-mail the NICCS Supervisory Office. There are no requirements for a provider to fill out a specific form for their information to be removed; standard email requests will be honored.

NICCS uses the collected information from the NICCS\_Course Catalog Submission form and displays it on a publicly accessible website called the National Initiative for Cybersecurity Careers and Studies (NICCS) website (<https://niccs.cisa.gov>). Collected information is included in the Cybersecurity Training and Education Catalog that is hosted on the NICCS website.

The NICCS Supervisory Office will use information collected from the NICCS Vendor Vetting Form to primarily manage communications with the training/workforce development providers; this collected information will not be shared with the public and is intended for internal use only. Additionally, this information will be used to validate training providers before uploading their training and certification information to the Training Catalog.

The NICCS Supervisory Office will use information collected from the NICCS Mapping Tool Form to provide an end user with information of how their position or job title aligns to the new Cybersecurity Framework 1.1. This collection of inputs and output (in the form of a report) will be savable by the end user on their computer to be uploaded at a later time for further use if required. This collected information will not be shared with the public and is intended for internal use only.

**DESCRIPTION OF RESPONDENTS:**

Private sector users; Federal, State, Local, and Tribal government employees; International users; the general public; and any user of CISA products.

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

Customer Comment Card/Complaint Form  
 Usability Testing (e.g., Website or Software)  
 Focus Group  
 above \_\_\_\_\_

Customer Satisfaction Survey  
 Small Discussion Group  
 Other: NICCS Forms listed

**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: Shannon Nguyen, DHS/CISA/OCLO/NICCS

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, 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:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants?  Yes  No

**BURDEN HOURS**

Survey	No. of Respondents	Participation Time (hours)	Burden (hours)	Annual Burden Cost
NICCS Vendor Vetting Form	50	0.25	12.5	\$507.49
NICCS Mapping Tool	300	0.25	75	\$3,044.92
NICCS Training Catalog Batch Data/Course Catalog Submissions_Provider Name_Date_Aug2021	100	0.25	25	\$1,014.97
<b>Totals</b>	<b>450</b>		<b>112.5</b>	<b>\$4,567.39</b>

*The above Average Hourly Wage Rate is the [May 2021 Bureau of Labor Statistics](#) average wage for “All Occupations” of \$28.01 multiplied the wage rate benefit multiplier of 1.449 (to account for fringe benefits) equaling \$40.60. The benefit multiplier is calculated by dividing total compensation by salaries and wages. According to the BLS Employer Cost for Employee Compensation, the total compensation for*

civilian employees is \$41.86 and salaries and wages are \$28.88 ( $\$41.86/\$28.88=\$1.44945$ )<sup>1</sup>. The selection of “All Occupations” (for example) was chosen as the expected respondents for this collection could be expected to be from any occupation.

**FEDERAL COST:** The estimated annual cost to the Federal government is \$3,112

It is estimated that 1 analyst at a GS level 13, Step 1 will be spending approximately 40 hours annually to review, analyze, and assimilate survey responses.

Using the FY23 (Washington-Baltimore-Northern Virginia) GS pay scale, the fully-loaded wage rate for a GS13, Step 1 is \$ 77.79 ( $\$ 53.67 \text{ hourly rate}^2 \times 1.449 \text{ benefit multiplier} = \$ 77.79 \text{ fully-loaded wage rate}$ ).

The annual government cost is estimated to be \$ 3,112 (40 hours annually x \$77.79).

### **STATISTICAL METHOD:**

**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?

Recipients are determined by standard distribution lists dependent upon product type.

#### **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  
 [ Email] Other (email response)

Vendors are asked to complete the vendor vetting form online if they are interested in participating in our catalog. Once we validate that they are a legitimate business, they will then complete the NICCS Training Catalog Batch Data/Course Catalog Submissions\_Provider Name\_Date\_Aug2021 form with their list of courses included that they would like to include in the NICCS Training catalog and they email that to NICCS.

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<sup>1</sup> Employer Cost for Employee Compensation, [Employer Costs for Employee Compensation Summary - 2022 Q03 Results \(bls.gov\)](#) Data from September 2022, released on December 15, 2022.

<sup>2</sup> [Pay & Leave : Salaries & Wages - OPM.gov](#)

The NICCS Supervisory Office will use information collected from the NICCS Mapping Tool Form to provide an end user with information of how their position or job title aligns to the NICE Framework. This collection of inputs and output (in the form of a report) will be savable by the end user on their computer to be uploaded at a later time for further use if required. This collected information will not be shared with the public and is intended for internal use only.

2. Will interviewers or facilitators be used? [ ] Yes [X] No

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