

**Request for Approval under the “Generic Clearance Collection for Meetings,
Events, Registrations, and Miscellaneous Forms”
(OMB Control Number: 0690-0038)**

TITLE OF INFORMATION COLLECTION:

2024-2026 NOAA Ocean Exploration Explorer-in-Training Application Form

PURPOSE: To gather information about applicants seeking the opportunity to earn a 2024-2026 [Explorer-in-Training Internship Opportunities](#) with NOAA Ocean Exploration. The intent of this application form is to collect enough information to make selections for a competitive internship opportunity from the large, interested applicant pool. Additionally, the NOAA Ocean Exploration outreach and education team intend to use the information collected to assess the geographic and demographic characteristics of the total applicant pool to inform and advise future advertising of the internship opportunity (to reach broader regions) and ensure that our offerings continue to be inclusive and accessible to all potential applicants.

DESCRIPTION OF RESPONDENTS: Those applying for the Explorer-in-Training internship opportunities with NOAA Ocean Exploration include U.S. citizens that are currently enrolled in an undergraduate and graduate school program, or graduated from one within the previous academic year, with a major in a field relevant to NOAA Ocean Exploration’s mission (*e.g. STEM fields, social sciences, communications, education, and/or policy/management*). The application will be posted on the [NOAA Ocean Exploration website](#) and remains open for >1 month. The internship opportunity is promoted widely via office social media platforms, newsletters, and relevant listservs, as well as, email blasts to Universities and professional organizations with programs or foci related to the NOAA Ocean Exploration mission areas.

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> Internship</u> |
| | <u>Application</u> |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is a 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.

- 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: Elizabeth Baker Hoadley (liz.hoadley@noaa.gov)

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

Personally Identifiable Information:

- Is personally identifiable information (PII) collected? Yes No
- If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? Yes No
- 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 Hours
Individuals or Households: Explorer-in-Training Applicants (FY24)	300	45 min (0.75 hrs)	225 hours
Individuals or Households: Explorer-in-Training Applicants (FY25)	300	45 min (0.75 hrs)	225 hours
Individuals or Households: Explorer-in-Training Applicants (FY26)	300	45 min (0.75 hrs)	225 hours
Totals	900	135 min (2.25 hrs)	675 hours

FEDERAL COST: The estimated annual cost to the Federal government is \$1,615. Cost was calculated using the Rest of U.S. locality rate for a ZA-3 at 1% effort.

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

- 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

Those applying for the Explorer-in-Training internship opportunities with NOAA Ocean Exploration include U.S. citizens that are currently enrolled in an undergraduate and graduate school program, or graduated from one within the previous academic year, with a major in a field relevant to NOAA Ocean Exploration’s mission (e.g. *STEM fields, social sciences, communications, education, and/or policy/management*). The application will be posted on

the [NOAA Ocean Exploration website](#) and remains open for >1 month. The internship opportunity is promoted widely via office social media platforms, newsletters, and relevant listservs, as well as, email blasts to Universities and professional organizations with programs or foci related to the NOAA Ocean Exploration mission areas.

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 the respondents.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
 Web-based or other forms of Social Media (*Google Form*)
 Telephone
 In-person
 Mail
 Other, Explain
2. Will interviewers or facilitators be used? Yes No - *With a select number of respondents that make it to a final applicant pool.*

Required Additional Information

1. Line of Business: Natural Resources
2. Subfunction: Conservation, Marine, and Land Management
3. Privacy Act System of Records: COMMERCE/DEPT-18
4. Federal Registration citation information: 72 FR 6200
5. Number of respondents for small entities: 0
6. Percentage of respondents reporting electronically: 100

Please submit all instruments, instructions, correspondences (emails, letters, etc.) to respondents, and scripts as separate documents along with this request document. Every instrument must have the following displayed –

**OMB Control No. 0690-0038
Expiration Date: 07/31/2026**

**Instructions for completing Request for Approval under the
“Generic Clearance Collection for Meetings, Events, Registrations, and
Miscellaneous Forms”**

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.

Submit all instruments, instructions, and scripts that are submitted with the request.