

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

TITLE OF INFORMATION COLLECTION: Sixth National Climate Assessment (NCA6) Onboarding Form

PURPOSE: To onboard participants into the NCA6 process. Many of these questions are necessary to gather appropriate personal information to ensure the Program has accurate names, affiliations, chapter assignments, expertise, and many other elements of qualifications for tracking purposes.

DESCRIPTION OF RESPONDENTS: We anticipate all participants (currently estimated at roughly 700-900 solicited respondents, up to half of whom will likely be federal employees) will be asked to fill out the form. Respondents are largely from academia, some from the private sector, some from various Federal agencies.

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>Registration</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.
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: Dan Barrie

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, 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 Hours
Federal	225	0.25	56.25
Business & Other For Profits	675	0.25	168.75
Totals	900		225

FEDERAL COST: The estimated annual cost to the Federal government is _\$1,227_
Cost was calculated using the Rest of U.S. locality rate for a ZA-2 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

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 the respondents.

There is no sampling plan, as the survey will be sent to all engaged participants in the NCA6 process. All people filling out this survey are known individuals who have been invited or assigned to participate in NCA6's development.

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

Required Additional Information

1. Line of Business: Natural Resources
2. Subfunction: Conservation, Marine and Land Management
3. Privacy Act System of Records: COMMERCE/DEPT-23
4. Federal Registration citation information: 78 FR 42038
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 and Expiration Date: 07/31/2026