

**Request for Approval under the “Generic Clearance for the Collection of  
Routine Customer Feedback” (OMB Control Number: 2700-0153)**

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**TITLE OF INFORMATION COLLECTION:** NASA HQ Safety Culture Survey 2022

**PURPOSE:** It is NASA policy to protect the NASA workforce, the public, high-value equipment/property, and the environment from potential harm as a result of NASA activities and operations by featuring safety as an integral to our programs, projects technologies, operations, and facilities. The NASA Office of Safety and Mission Assurance will collect information/feedback from individuals affiliated with NASA (contractors) to assess the status of its safety culture. The information collected will support NASA’s objective to continually improve its safety culture and prevent safety incidents from occurring.

This survey contains the general agencywide questions, as well as questions and demographic information specific to NASA Headquarters (HQ).

**DESCRIPTION OF RESPONDENTS:** Individuals affiliated with NASA, including civil servants, contractors, and other tenants, who work within the security perimeter of NASA Headquarters (HQ).

**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>Safety Feedback Survey</u> |

**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: Dr. Tracy Dillinger

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
Civil Servants	1300	7 min	152 hours
Contractors and/or Tenants	1900	7 min	222 hours
<b>Totals</b>	<b>3200</b>		<b>374 hours</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is \$21,692.00. Cost was estimated using an average of \$58.00 as the hourly rate for the average employee/contractor and multiply it by the burden.

**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?

Source of HQ employees: IdMAX, the source of record for identity information at NASA.

**Administration of the Instrument**

1. How will you collect the information? (Check all that apply)
  - Web-based
  - Telephone
  - In-person
  - Mail
  - Other, Explain
2. Will interviewers or facilitators be used?  Yes  No