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

TITLE OF INFORMATION COLLECTION: AFRC Safety Day 2023 Feedback Survey

PURPOSE: To collect customer satisfaction data and suggestions from the workforce on our center-wide safety day event. We use the feedback to improve and get ideas for upcoming safety days (for example: what kind of safety presentations, safety training, and other safety activities would be beneficial to our workforce).

DESCRIPTION OF RESPONDENTS: Center workforce (both Civil Servants and Contractors) who attended Safety Day 2023.

TYPE OF COLLECTION: (Check one)
[ ] Customer Comment Card/Complaint Form   [ ] Customer Satisfaction Survey
[ ] Usability Testing (e.g., Website or Software   [ ] Small Discussion Group
[ ] Focus Group   [X] Other: Safety Day Feedback Survey

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: Carol-Ann Thomas

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

Personally Identifiable Information:
1. Is personally identifiable information (PII) collected? [ ] Yes [X] 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 [X] No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Individuals – AFRC Contract Personnel	803	5 minutes	66.9
Individuals – AFRC Civil Servant Personnel	570	5 minutes	47.5

			hours
Totals	**1373**	5 minutes	**114 hours**

FEDERAL COST:
The estimated annual cost to the Federal government is $6,082 at $55/user/hour for 1,328 [100% response rate] survey users. We are hoping for a 16% response rate, which would result in 212 users that take the time to complete the survey, at an estimated annual cost to the government of $970.96.

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?
                                                                    [X] 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?

Our Center Executive Assistant has a global list of the Center employees, AFRC-DL-Public, (both Civil Servants and contractors) that is owned by the AFRC Help Desk. This distribution list is comprised of all users at AFRC with a Nomad (email) account that have been added (to the list) by the help desk. There are currently 1373 total users at AFRC with a Nomad account, verified by running a NASA Access Management System (NAMS) report. The Civil Servant DL has 570 entries, leaving 803 contractor personnel. I craft the e-mail with the link to the survey and send it to our Center's Executive Assistant to forward to the entire Center workforce using AFRC-DL-Public after they have attended the event.

Administration of the Instrument
1. How will you collect the information? (Check all that apply)
        [X] Web-based or other forms of Social Media
        [ ] Telephone
        [ ] In-person
        [ ] Mail
        [ ] Other, Explain

    https://forms.office.com/g/JmWqkMRpH7
2. Will interviewers or facilitators be used? [ ] Yes [X] No

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