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

TITLE OF INFORMATION COLLECTION: Goddard on the Green Post-event Survey

PURPOSE: NASA Goddard Space Flight Center hosted its first centerwide employee event on the "Goddard Mall" in several years. This survey will enable us to collect necessary feedback from our workforce to enhance future events of this nature.

DESCRIPTION OF RESPONDENTS: Goddard employees (civil servants, contractors, interns) that participated in the festivities.

interns) that participated in the festivities.	
TYPE OF COLLECTION: (Check one) [] Customer Comment Card/Complaint Form [] Usability Testing (e.g., Website or Software [] Focus Group	[x] Customer Satisfaction Survey[] Small Discussion Group[] Other:
CERTIFICATION:	
 I certify the following to be true: The collection is voluntary. The collection is low-burden for respondents at 3. The collection is non-controversial and does not agencies. The results are not intended to be disseminated Information gathered will not be used for the p policy decisions. The collection is targeted to the solicitation of experience with the program or may have experience 	ot raise issues of concern to other federal I to the public. The public opinions from respondents who have
Name: <u>Leslee Scott</u>	
 Personally Identifiable Information: Is personally identifiable information (PII) coll If Yes, will any information that is collected be Privacy Act of 1974? [] Yes [] No If Yes, has an up-to-date System of Records No 	e included in records that are subject to the
Gifts or Payments: Is an incentive (e.g., money or reimbursement of exparticipants? [] Yes [x] No	xpenses, token of appreciation) provided to

BURDEN HOURS

Category of Respondent	No. of	Participation	Burden
	Respondents	Time	
Private Sector (Goddard Contractors)	6,000	5 minutes	500 hours
		(1/12 hour)	
Federal Government (Goddard Civil Servants)	3,000	5 minutes	250 hours
		(1/12 hour)	
Other (Emeritus and Interns)	1,000	5 minutes	83.33 hours
·		(1/12 hour)	
Totals	10,000		833.33 hours

FEDERAL COST: The estimated annual cost to the Federal government is \$24,999.90 at \$30/user/hour for 10,000 [100% response rate] survey users [multiplied by the burden] 833.33 x \$30 = \$24,999.90.

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 comething similar that defines the universe of potential

Τ.	Do you have a customer list of something similar that defines the universe of potential
	respondents and do you have a sampling plan for selecting from this universe?
	[x] Yes[] No
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Potential respondents will be Goddard employees, approximately 10,000 employees. We will email Goddard's workforce via our distribution listserv in hopes of receiving a 20% response rate. The source of Goddard employees for the distribution listserv is the Global Address List for identity information.

Administration of the Instrument

1.	How will you collect the information? (Check all that apply)
	[] Web-based
	[] Telephone
	[] In-person
	[] Mail
	[x] Other, Explain (Goddard employees will receive an email blaster with the survey link
	(https://docs.google.com/forms/d/e/1FAIpQLSeG0LTZI7FH8qXw0JyIvchjJWScxUKhS
	w1wO2kujFGDzaSgcQ/viewform), which will also be included in our centerwide daily
	newsletter, Dateline, and on our InsideGoddard sharepoint site.

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

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