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| --- | --- |
| 1. **Title of information collection** | VIP Tour After Action Survey |
| 2. **Purpose** | To gather information from a sampling of people to measure stakeholder satisfaction, access opinions and gain other information about our Stennis events and activities from individuals who might otherwise be less likely to provide feedback. |
| 3. **Description of respondents** | Tour participants |

4. **Type of collection** (check one)

|  |  |
| --- | --- |
| [ ]  Customer comment card/complaint form  | [ ]  Customer satisfaction survey |
| [ ]  Usability testing (e.g., website, software) | [ ]  Small discussion group |
| [ ]  Focus group | [x]  Other: After Action Survey |

5. **Personally identifiable information**

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| --- | --- | --- |
| Will PII be collected? | **[ ]  Yes** | **[x]  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** |

6. **Gifts or payments**

|  |  |  |
| --- | --- | --- |
| Is an incentive provided to participants? (e.g., money, reimbursement of expenses, token of appreciation) | **[ ]  Yes** | **[x]  No** |

7. **Burden time per response**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category of respondent** | **Number of respondents** | **Participation time (list in minutes)** | **Burden time** |
| Tour participants | 150 | 5 | 750 mins or 12.5 hours |

8. **Federal cost** (Typically $30 x total burden hours = federal cost. This cost includes: printing, shipping, IT, contracting, and does not include salaries)

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| There is no cost associated with the surveys because they are being distributed through Google Forms, an internet-based platform. No printing, mailing, graphic design, etc., is associated with this project. However, there is an annual fee for the Google Suite access to utilize google forms ($230).  |

9. **The selection of your targeted respondents**

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| --- | --- | --- |
| Do you have a customer list or similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe? | **[x]  Yes** | **[ ]  No** |
| **If yes**, please provide a description of both below (attach a sampling plan if available). A list will be developed based on event attendees. |
| **If no**, please provide a description of how you plan to identify your potential group of respondents and how you will select them.       |

10. **Administration of the instrument** (check all that apply)

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| --- | --- | --- | --- |
| [x]  Web-based | [ ]  Telephone | [ ]  In person | [ ]  Mail |
| [ ]  Other, please explain:      Google Forms |
| Will interviewers or facilitators be used? | **[ ]  Yes** | **[x]  No** |
| Please provide the URL: [https://forms.gle/qXXjxrGgGmnmgdF96](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.gle%2FqXXjxrGgGmnmgdF96&data=05%7C02%7Cvalerie.d.buckingham%40nasa.gov%7C62f1dbc4cf0846e070ae08dc0c97f603%7C7005d45845be48ae8140d43da96dd17b%7C0%7C0%7C638399093996428615%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=JL1nRhexd6h0fFEI2JjLwlNOtfc8cQDzDAffCraTYeM%3D&reserved=0)  |

11. **Certification.** Please certify the following to be true

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| [x]  The collection is voluntary. [x]  The collection is low-burden for respondents and low-cost for the Federal Government.[x]  The collection is non-controversial and does not raise issues of concern to other federal agencies.[x]  The results are not intended to be disseminated to the public.[x]  Information gathered will not be used for the purpose of substantially informing influential policy decisions.[x]  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: Valerie Buckingham |
| Center, division, & program: Stennis Space Center, Office of Communications |