



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

<b>1. Title of information collection</b>	PPBE 26 Feedback Survey
<b>2. Purpose</b>	Survey results will help to identify opportunities for improvement, implement process changes, and provide lessons learned.
<b>3. Description of respondents</b>	Stakeholders involved in the PPBE process from start to finish relevant to OCIO.

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

<input type="checkbox"/> Customer comment card/complaint form	<input checked="" type="checkbox"/> Customer satisfaction survey
<input type="checkbox"/> Usability testing (e.g., website, software)	<input type="checkbox"/> Small discussion group
<input type="checkbox"/> Focus group	<input type="checkbox"/> Other:

**5. Personally identifiable information**

Will PII be collected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>If yes:</b> will any information that is collected be included in records that are subject to the Privacy Act of 1974?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If yes:</b> has an up-to-date System of Records Notice (SORN) been published?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**6. Gifts or payments**

Is an incentive provided to participants? (e.g., money, reimbursement of expenses, token of appreciation)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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**7. Burden time per response**

Category of respondent	Number of respondents, per year	Participation time (list in minutes)	Total burden time (in hours)
Private Sector (NASA HQ Contractors)	50	10	8.3
Federal Government (NASA HQ Civil Servants)	80	10	13.3
<b>Totals</b>	<b>130</b>	<b>20</b>	<b>21.6 hours</b>

**8. Federal cost** (If any, typically listed as the total burden time in hours x \$30 = federal cost. This includes: printing, shipping, IT, contracting, and does not include salaries)

The estimated annual cost to the federal government is: 21.6 hours x \$30 = \$648
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**9. The selection of your targeted respondents**

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?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If yes,</b> please provide a description of both below (attach a sampling plan if available). Risk Management Working Group (a mix of contractor and civil servant), enterprise business services coordinators (mix of contractors and civil servants), strategy team (civil servants), IT Management Board Members (civil servants), Senior Advisory Team (civil servants).		
<b>If no,</b> please provide a description of how you plan to identify your potential group of respondents and how you will select them.		



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

<input checked="" type="checkbox"/> Web-based or email (SurveyMonkey, MS Forms, etc)	<input type="checkbox"/> Telephone	<input type="checkbox"/> In person	<input type="checkbox"/> Snail mail
<input type="checkbox"/> Other, please list: M365 Forms			
Will interviewers or facilitators be used?		<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
Please provide the URL: <a href="https://forms.office.com/pages/responsepage.aspx?id=WNQFcL5FrkiBQnQ9qW3Re3Ta4wrWvW1BplixstU_nKVUQTY1WTg1U0g5U1FSWEFQMFWVDNQNjLLMi4u">https://forms.office.com/pages/responsepage.aspx?id=WNQFcL5FrkiBQnQ9qW3Re3Ta4wrWvW1BplixstU_nKVUQTY1WTg1U0g5U1FSWEFQMFWVDNQNjLLMi4u</a>			

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

<input checked="" type="checkbox"/> The collection is voluntary.
<input checked="" type="checkbox"/> The collection is low-burden for respondents and low-cost for the Federal Government.
<input checked="" type="checkbox"/> The collection is non-controversial and does not raise issues of concern to other federal agencies.
<input checked="" type="checkbox"/> The results are not intended to be disseminated to the public.
<input checked="" type="checkbox"/> Information gathered will not be used for the purpose of substantially informing influential policy decisions.
<input checked="" type="checkbox"/> 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: Branan Roys (branan.e.roys@nasa.gov)
Center, division, & program: Enterprise Program Project Management Office (EPMO)

12. **Besides completing this fast-track form, return the following to the PRA Team:**

Please provide as Word files:

- Completed fast-track form
- Screenshots of your collection instrument
- Text of your collection instrument
- Include any transmittal email, or other mechanisms, that you plan to inform recipients with