



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>	NASA ARC Center Master Plan Survey
<b>2. Purpose</b>	NASA Ames Research Center (ARC) is preparing for the development of its new facilities master plan. This feedback survey is to gather insights and inputs across the center workforce towards helping inform the vision of the future.
<b>3. Description of respondents</b>	NASA ARC Center Civil Servants and Contractors

**4. 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, software)	<input type="checkbox"/> Small discussion group
<input type="checkbox"/> Focus group	<input checked="" type="checkbox"/> Other: Feedback Survey

**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)
Civil servant (voluntary-not everyone may respond.)	1300	5	108 hours
Contractor (voluntary-not everyone may respond.)	2200	5	183 hours
<b>Totals</b>	<b>3500</b>	<b>5</b>	<b>291 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)

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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
<p><b>If yes,</b> please provide a description of both below (attach a sampling plan if available).          Potential respondents will be the Ames civil servants and contractors (3,500 employees). We will email the entire Civil servant and contractor teams in hopes of receiving 20% to 25% response rate. The ARC Office of Communications maintains the center distribution list that will be leveraged for survey dissemination.</p>		
<p><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.</p>		



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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:			
Will interviewers or facilitators be used?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Please provide the URL: <a href="https://www.surveymonkey.com/r/Preview/?sm=LuloXejAHxG_2BhjlcOVMG7qzxRf14e3HnOal_2BcYt2O9h_2FORT2PHd7KmvUs8qm35Bo">https://www.surveymonkey.com/r/Preview/?sm=LuloXejAHxG_2BhjlcOVMG7qzxRf14e3HnOal_2BcYt2O9h_2FORT2PHd7KmvUs8qm35Bo</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.
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Center, division, & program: Ames Research Center, Center Operations Directorate, Center Master Plan