



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>	ARC Electric Vehicle Charging Survey
<b>2. Purpose</b>	Surveying the Ames workforce for personal electric vehicle use, parking and charging station needs. Results will inform planning, quantity, and location of chargers around the Center. These chargers are to be installed by ChargePoint at no cost to the government.
<b>3. Description of respondents</b>	Ames Civil Servants and Contractors, NASA Research Park tenants

**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: structured 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 (best estimate)**

Category of respondent	Number of respondents, per year	Participation time (list in minutes)	Total burden time (in hours)
Individuals	500	2	16.7

**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
<b>If yes,</b> please provide a description of both below (attach a sampling plan if available). Announcement will be sent to the all employees center-wide daily newsletter		
<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.		

**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
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<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://forms.office.com/g/1a1bxemhnY">https://forms.office.com/g/1a1bxemhnY</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 of Gov't Civil Servant SME: Lauren Wibe
Center, division, & program: ARC, JQ, Environmental Management Division, Sustainability