



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

1. Title of information collection	NASA Sustainability Culture Assessment Survey
2. Purpose	Executive Order 14057 requires federal agencies develop, conduct, support and promote training, education, and engagement activities that equip their workforce with skills and tools necessary to achieve the sustainability objectives of the E.O. This survey is an important step for understanding the workforce's understanding of and engagement with sustainability.
3. Description of respondents	NASA 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: Engagement Survey

5. Personally identifiable information

Will PII be collected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes: 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
If yes: 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	Participation time (list in minutes)	Burden time
Private Sector (NASA Contractors)	14,210	6	1421 hours
Federal Government (Civil Servants)	6,300	6	630 hours
Total	20,510	6	2051 Hours

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

\$61,530

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>If yes, please provide a description of both below (attach a sampling plan if available). Potential respondents will be NASA Contractors and NASA Civil Servants. We will e-mail the entire universe of employees in hopes of receiving a 35%- 50% response rate. Source of Employees: NASA's Website says it employees 18,000 employees and center fact sheets total all employees to be 58,600. Subtracting the 18,000 civil servants leaves 40,600 contractors. Numbers above represent 35% of the totals</p>		
<p>If no, please provide a description of how you plan to identify your potential group of respondents</p>		



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and how you will select them.

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

<input type="checkbox"/>	Web-based	<input type="checkbox"/>	Telephone	<input type="checkbox"/>	In person	<input type="checkbox"/>	Mail
<input checked="" type="checkbox"/>	Other, please explain: A link will be e-mailed for the survey to be complete						
Will interviewers or facilitators be used?				<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Please provide the URL: https://survey.nssc.nasa.gov/Blue/fg-eng.aspx?lang=eng&pid=75a3085d-a0d5-4637-a5a3-56cf9c32be8f&for=206656f17a019d738708b24b77b7f4b1&gid=6e0b7b1e-eb57-426b-a66c-1b1fca45beb0&sid=1885f2de909f998fe2ef2217910b2ca97ff38d543dd3da68cdffa062a03e29d4343ffb816b891916627470af6c447572&tid=c0ce9c2703e6a301d89f3a91b23910c&uid=206656f17a019d738708b24b77b7f4b1&regl=en-US&fold=b30d8c17-b5f5-45da-8fa2-69605edca586							

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 <u>not</u> raise issues of concern to other federal agencies.
<input checked="" type="checkbox"/>	The results are <u>not</u> intended to be disseminated to the public.
<input checked="" type="checkbox"/>	Information gathered will not be used for the purpose of <u>substantially</u> informing <u>influential</u> 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: Nicholas Murdock, Agency Sustainability Program Manager	
Center, division, & program: Environmental Management Division, Office of Strategic Infrastructure, NASA Headquarters	

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