|  |  |
| --- | --- |
| 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)

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

5. **Personally identifiable information**

|  |  |  |
| --- | --- | --- |
| 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** |
| 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? | **[x]  Yes** | **[ ]  No** |
| **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 |
| **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)

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Web-based | [ ]  Telephone | [ ]  In person | [ ]  Mail |
| [x]  Other, please explain: A link will be e-mailed for the survey to be complete |
| Will interviewers or facilitators be used? | **[ ]  Yes** | **[x]  No** |
| Please provide the URL: <https://survey.nssc.nasa.gov/Blue/fg-eng.aspx?lang=eng&pid=75a3085d-a0d5-4637-a5a3-56cf9c32be8f&ffor=206656f17a019d738708b24b77b7f4b1&gid=6e0b7b1e-eb57-426b-a66c-1b1fca45beb0&sid=1885f2de909f998fe2ef2217910b2ca97ff38d543dd3da68cdffa062a03e29d4343ffb816b891916627470af6c447572&tid=cd0ce9c2703e6a301d89f3a91b23910c&uid=206656f17a019d738708b24b77b7f4b1&regl=en-US&foId=b30d8c17-b5f5-45da-8fa2-69605edca586>  |

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

|  |
| --- |
| [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: 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