

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0651-0080)

TITLE OF INFORMATION COLLECTION: G413: USPTO Alumni Association Recruitment Feedback Survey

PURPOSE: The purpose of this data collection is to acquire former USPTO employee’s feedback about their experience of USPTO’s recruitment events in order to assist with strategic efforts to attract talent to the agency. The results of this survey will be secured on SharePoint and shared only with those that directly act upon this data. The OHR Marketing team will send future emails directly to individual respondents to inquire about further involvement with recruitment activities or to provide additional information.

DESCRIPTION OF RESPONDENTS:

Members of the USPTO Alumni Association – former USPTO employees.

TYPE OF COLLECTION: (Check one or multiple)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> Other: _____ |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. 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.

Business Unit: OCAO OHR

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes No
 - 1a. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? Yes No
2. If applicable, has a System of Records Notice been published? Yes No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

BURDEN HOURS

Name of Instrument	No. of Respondents	Participation Time	Burden
“USPTO Alumni Association Recruitment Feedback” Survey - Individuals	250 - 300	5 mins	25 hours
Totals	300	- - -	25 hours

The USPTO estimates that 100% of the surveys (small discussions, focus groups, etc.) will be conducted electronically.

FEDERAL COST: The estimated annual cost to the Federal government is the combined average hourly rate of \$56.52 per hour for a GS-13 step 1 + 16.96 (30%) * 1 hour, which totals an hourly rate of \$73.48. \$73.48 * 1 hour = **\$73.48.**

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

- Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
 Yes No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

The USPTO Alumni Association Recruitment Feedback survey will be created using Microsoft Forms. Once published, a URL will be created to access the form. This URL will be used in a social media post on the USPTO Alumni LinkedIn and Facebook community groups, where the members will be asked to if they would like to voluntarily complete the survey.

Administration of the Instrument

- How will you collect the information? (Check all that apply)
 - Web-based or other forms of Social Media
 - Telephone
 - In-person
 - Mail
 - Other, Explain: live poll software
- Will interviewers or facilitators be used? Yes No