

Request for Approval under the “Fast Track Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0704-0553)

TITLE OF INFORMATION COLLECTION: Mark Center LEED Transportation and Human Experience Survey

PURPOSE: This survey will be used to determine the modes of transportation used by the employees of the Mark Center and the frequency of trips to determine resulting greenhouse gas emissions. The survey will also be used to determine occupant satisfaction with the indoor environmental quality of the building.

The Mark Center is pursuing recertification under the U.S. Green Building Council’s (USGBC) Leadership in Energy and Environmental Design (LEED) Operations and Maintenance (O+M) version 4.1. USGBC is a nonprofit organization that promotes sustainability in building design, construction, and operation. Their LEED rating systems aim to help building owners and operators be environmentally responsible and use resources and energy efficiently. The O+M rating system focuses on sustainable operations for existing buildings.

Survey responses from employees will be used to meet LEED O+M v4.1 prerequisite requirements for Transportation Performance and Indoor Environmental Quality Performance. The survey questions are specified under the LEED O+M rating system. Completion of the survey is required annually to maintain LEED O+M certification for the Mark Center.

DESCRIPTION OF RESPONDENTS: Any DoD employees that work at the Mark Center. This can include contractors, military and civilian personnel.

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 or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input checked="" type="checkbox"/> Other: <u>In-person survey as respondents enter the building</u> |

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.

Name: **Brian King**

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

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? ☐ Yes ☒ No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? ☐ Yes ☒ No
3. If Yes, has an up-to-date System of Records Notice (SORN) 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

Category of Respondent	No. of Respondents	Participation Time	Burden
Individuals – Number of respondents is based on LEED required response rate based on occupancy, which is approximately 7% of total building occupancy in this case.	433	2 mins	14.4 hrs
Totals	433	2 mins	14.4 hrs

PUBLIC COST: The estimated annual cost to the public is \$ \$751

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

1. 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?

Survey staff will randomly ask building occupants to volunteer for the survey as they enter the Mark Center through the building's two main entrances. At the completion of each individual occupant survey, the survey staff will select the next building occupant that entered. Building occupants are permitted to decline the survey.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
☐ Web-based or other forms of Social Media
☐ Telephone
☒ In-person
☐ Mail

☐ Other, Explain

2. Will interviewers or facilitators be used? ☒ Yes ☐ No