Request for Approval under the "Fast Track Generic Clearance for the Collection of Qualitative Feedback on Agency Service Delivery" (OMB Control Number: 0704-0553)

TITLE OF INFORMATION COLLECTION: Tinker Air Force Base Provisioning Conference Satisfaction Survey

PURPOSE:

The purpose of a survey at the completion of the conference is to gather feedback from attendees about their experience and opinions regarding various aspects of the event. This can include their thoughts on the venue, the speakers, the content presented, the organization and logistics, as well as any suggestions for improvement. The information collected from the survey can help organizers to evaluate the success of the conference, identify areas for improvement, and make informed decisions for future events. Additionally, it can also help to understand the needs and preferences of the attendees in order to better serve them in the future.

DESCRIPTION OF RESPONDENTS:

The respondents for this survey will be each member who attended our conference. We expect to have a group of attendees consisting of Government Employees, Contractors, and Employees from the Defense Logistics Agency (DLA). At the completion of the conference, we want the attendees to receive an email invitation to participate in the survey. The survey will be accessible online and should take no more than 10 minutes to complete. We are aiming for a response rate of at least 50%. All responses will be made anonymously, and responses will only be used within our office to improve our processes.

TYPE OF COLLECTION: (Check one)

[ ] Customer Comment Card/Complaint Form   [X] Customer Satisfaction Survey
[ ] Usability Testing (e.g., Website or Software   [ ] Small Discussion Group
[ ] Focus Group   [ ] 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 <u>not</u> raise issues of concern to other federal agencies.
4. The results are <u>not</u> intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of <u>substantially</u> informing <u>influential</u> 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: George Aaron Chong _____

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

Personally Identifiable Information:
1. Is personally identifiable information (PII) collected? [ ] Yes [X] 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 [X] No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Private Sector	50	10 minutes	8.33 hours
Totals	**50**		**8 hours**

PUBLIC COST: The estimated annual cost to the public is $333 .

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?
                                                              [X] 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 responses will be solicited via email from attendees of our provisioning conferences. Attendee email addresses are obtained before or during the conferences themselves, providing us with a list of potential respondents.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
   [X] Web-based or other forms of Social Media
   [ ] Telephone
   [ ] In-person
   [ ] Mail
   [ ] Other, Explain
2. Will interviewers or facilitators be used? [ ] Yes [X] No