

**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: Marine Corps Recruiting Depot (MCRD) San Diego Spouses Survey for MCFTB Event Planning Improvement

PURPOSE: The intent of the brief survey is to collect ideas from spouses (drill instructors’ spouses, recruiter spouses, etc.) for the purpose of Marine Corps Family Team Building (MCFTB) program improvement. An aggregate of the responses may be shared to other prevention programs and unit commanders who hold events which include service member spouses.

DESCRIPTION OF RESPONDENTS: Participants include spouses of service members affiliated with MCRD San Diego, such as Drill Instructor spouses and military spouses of Marines on recruiting duty. Surveys may be administered via web through Qualtrics or in-person via pen and paper.

TYPE OF COLLECTION: (Check one)

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|---|--|
| ☐ Customer Comment Card/Complaint Form | ☒ 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 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: Mariah Allen Moore

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

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 or Households	60	5 minutes	5 hours
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Totals	60		5 hours

PUBLIC COST: The estimated annual cost to the public is \$157.40.

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?

Uniformed Readiness Coordinators (URCs) of each Recruit Training Battalion (RTBn) and District Readiness Coordinators (DRCs) have contacts for military dependents and will disseminate the survey via email and/or Marine On-Line system. Other groups of potential respondents for selection: Welcome Aboard briefs, local 12th Marine Corps District all-hands meetings with spouses in attendance, MCRD SD Roundtable gatherings for spouses, and during MCFTB virtual trainings (i.e. L.I.N.K.S. training).

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
[X] Web-based or other forms of Social Media (Qualtrics)

☐ Telephone

☒ In-person

☐ Mail

☐ Other, Explain

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