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: National Security Space Institute (NSSI) End of Course Survey

PURPOSE:

The National Security Space Institute (NSSI) conducts approximately 200 course offerings a year and uses end of course surveys to ensure the content is relevant and up to date.

The purpose of the information collection is to continuously improve the academic experience of NSSI courses. Each student is given access to a commercial website that allows the anonymous collection of survey data. The survey is mostly composed of questions on a scale of 1 to 5, with respondents clicking on a number to indicate their satisfaction, or dissatisfaction with course content. At the conclusion of the survey, the respondents click a button on the website, submitting their survey response.

At the conclusion of the time allotted for survey responses, the NSSI's Data Analyst collects the information and emails the survey responses to NSSI staff. The staff review the documents for any suggested course modifications, and trend satisfaction data over time in quarterly course reviews, to judge the health of the institute.

The result of a successful collection is to continually improve NSSI courses that provide timely and relevant space professional continuing education.

DESCRIPTION OF RESPONDENTS:

The respondents are students in courses conducted by the NSSI. The students are primarily members of the US Department of Defense, but include members of other US government agencies, foreign nationals, US contractors, and spouses of DoD military and civilian members in significant leadership positions.

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:__Lt Col Jason Heller_____

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
Individuals or Households	1,000	10 minutes	167 hours
Totals	**1,000**		**167 hours**

PUBLIC COST: The estimated annual cost to the public is_ $9,167__.

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?

Our group of respondents include everyone that takes a course at our schoolhouse. We invite 100% of students to participate in our surveys.

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 [X] No
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