

**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: DAF Community Involvement Plan
Community Surveys

PURPOSE: In accordance with Executive Order 12580, “Superfund Implementation,” DoD is the lead agency for actions taken under the authority of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) at DoD installations. Within the Department of the Air Force (DAF), many organizations, commands, activities, and personnel work together to execute and manage the DAF Environmental Restoration Program (ERP). The Air Force Civil Engineer Center manages and executes the Air Force (AF) ERP and coordinates all actions. Remedial Project Managers (RPMs) are responsible for the management of the AF ERP at the installation and/or site level.

The AF recognizes all Americans have the right to be involved in government decisions that may affect their lives. Because of this, the AF develops site-specific Community Involvement Plans (CIPs) for installations undergoing environmental restoration activities. This ensures nearby community members have opportunities to learn about and participate in this important clean-up process. The development and execution for approximately 100 AF CIPs promotes community involvement and provides information on how community members can stay informed and share information or concerns. This is an important component to the overall success of the AF’s ERP.

The purpose of this survey is to ascertain community concerns, community information needs, and how or when citizens would like to be involved in the CERCLA process, the AF typically provides a qualitative survey several months before the development of a CIP. The survey includes multiple choice questions on areas of concern, as well as a section for open comments. The survey is typically open for one to three months. Survey respondents include local officials, residents, public interest groups, and other interested or affected parties within a specific mile range of the given ERP site. Community members are responding to the information collection to provide input for the required updated CIP.

For each site, surveys are conducted one time over a period of one to three months, and thereafter once every two to five years when the CIP needs to be updated. This cadence provides adequate information for the purpose of building tools to help involve and communicate to the communities affected by DAF environmental actions that can or may affect them.

DESCRIPTION OF RESPONDENTS: Survey respondents include local officials, residents, public interest groups, and other interested or affected parties within a specific mile range of the given ERP site. Community members are responding to the information collection to provide input for the required updated CIP. Surveys are anonymous and not intended to collect personal information.

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>Community Interest Survey</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 David G. Palmer

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
Local Citizens	650	20 minutes	216.67 hours
Local Officials	135	20 minutes	45 hours
Public Interest Groups	45	20 minutes	15 hours
Interested Parties	45	20 minutes	15 hours
Totals	875		292 hours

PUBLIC COST: The estimated annual cost to the public is \$16,042

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?

The RPM for the respective installation maintains a list of current local officials, public interest groups and interested parties. The RPM will also generate a list of local citizens from a defined mile radius of suspected or known contamination area(s). The RPM will use these lists to determine the sample size for the survey. Often the RPM will have contract support to help identify respondents and deploy 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

Most sites will utilize an DAF-approved web-based survey platform. However, sites in more remote areas may permit a mail-based option.

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