

**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: Climate Literacy Pulse Check Questionnaire

PURPOSE:

A Department of Defense (DoD) priority is making sure support to the DoD mission takes into account climate considerations. In particular, how DoD missions are impacted by changing climate.

The Climate Literacy Sub-Working Group (CLSWG), which reports to the Deputy Secretary of Defense Climate Working Group, is tasked to develop a plan to integrate climate considerations into education and training programs and to support a climate-literate workforce.

The CLSWG is conducting a short pulse check questionnaire for personnel supporting different aspects of support to the warfighter within its member organizations. The purpose is to better understand workforce knowledge, use, and requirements for climate-relevant education and training to inform the group’s recommendations.

DESCRIPTION OF RESPONDENTS:

Respondents will include select civilian and military personnel working in CLSWG member organizations – to include OUSD P&R, OUSD Policy, OUSD A&S, the Joint Staff, the Military Departments, and DLA.

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>Questionnaire</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: Ms. Dori Hash, OUSD P&R, Force Education & Training

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
Federal Government (Questionnaire)	500	10 minutes	83.33 hours
Totals	500	10 minutes	83.33 hours

PUBLIC COST: The estimated annual cost (respondent wage per response) to the public is \$3,500 (\$7 per response).

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?

CLSWG members have identified military and civilian personnel in their organization that they will ask to participate in the pulse check questionnaire. These individuals have either been identified by name, group, or office.

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 ☒ No

Provide a detailed synopsis of the entire process.

The Climate Literacy Pulse Check Questionnaire will be uploaded to an OSD Policy-managed Intelink site to share with members of the CLSWG, who will distribute the link to the military and civilian personnel previously identified. Participation and feedback is entirely voluntary and anonymous, and will be used to inform DoD education and training efforts.