

**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: Team Submarine (TSUB) Core Values ACT Campaign Pulse Check Survey

PURPOSE:

The survey is designed to collect feedback from the Team Submarine (TSUB) workforce on the success and areas for growth of culture initiatives sponsored by the ACT Campaign. The ACT Campaign aligns submarine culture to TSUB’s five Core Values and instills those values in everyday work through employee-centric initiatives, events, and “ACTivities.” Results from this survey will be used by the ACT Working Group to assess the value of the Campaign, improve current initiatives, and inform future events.

DESCRIPTION OF RESPONDENTS:

The respondents will consist of members of the Team Submarine workforce to include military and civilian personnel, as well as contractor employees. For the purposes of the PRA, only contractor respondents are included in the burden estimates below. We estimate no more than 25% of private sector contractors (203 contractors out of 813 total) will complete this survey per quarter.

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| ☐ Customer Comment Card/Complaint Form | ☐ Customer Satisfaction Survey |
| ☐ Usability Testing (e.g., Website or Software) | ☐ Small Discussion Group |
| ☐ Focus Group | ☒ Other: <u>Culture Pulse Check 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: Ms. Geraldine Lee, NAVSEA, PMS 396 Deputy Program Manager

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 Hours
Individuals or households (private sector contractors)	812 (203 per quarter)	5 minutes	67.67
Totals	812	5 minutes	67.67

PUBLIC COST: The estimated annual cost to the public is \$3,238.

Wages calculated (\$47.85) are based on national average hourly rate of federal contractors (Source: [Salary: Federal Contractor in Washington, DC \(June, 2023\) \(ziprecruiter.com\)](#))

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

We will send a link to the survey via email using email distribution lists that include attendees of each event.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)

[X] Web-based or other forms of Social Media **[Intelink]**
[] Telephone
[X] In-person
[] Mail
[] Other, Explain

Intelink is CAC-enabled set of web-based services, tools, technologies, and information repositories. Per the client's request, we will use Intelink to distribute any surveys.

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

Facilitators will hand out and collect physical copies of the survey at in-person events