

Request for Approval under the “Fast Track Generic Clearance for the Collection” (OMB Control Number: 0704-0553)

TITLE OF INFORMATION COLLECTION: Mark Center Transportation Management Plan Employee Survey

PURPOSE: This survey will be used to determine the modes of transportation used by the employees of the Mark Center and the frequency of the trips. Responses from employees on their mode of transportation will be used to prepare the new version of the Mark Center Transportation Management Plan. A link to complete the online survey will be sent via email to respondents inviting them to participate.

DESCRIPTION OF RESPONDENTS: Any DoD employees that work at the Mark Center. This can include contractors, military and civilian personnel.

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>Feedback 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: Cameron DeLancey WHS/FSD/ECM/EAD (COR), Installation Master Planning
cameron.d.delancey.civ@mail.mil

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
Individuals or Households	600	4 mins	40 hrs
Totals	600	4 mins	40 hrs

PUBLIC COST: The estimated annual cost to the public is \$2,240.00

**DoD average hourly rate in Washington D.C. taken on 07/26/2022 from <https://www.ziprecruiter.com/Salaries/Dod-Salary-in-Washington,DC>*

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 emailing list for Mark Center employees and contractors is the pool of potential responders.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
☒ Web-based or other forms of Social Media (Email will go to respondents containing a link to the web-based survey)
☐ Telephone
☐ In-person
☐ Mail
☐ Other, Explain
2. Will interviewers or facilitators be used? ☐ Yes ☒ No