Request for Approval under NASA's "Generic Clearance for the Collection of Routine Customer Feedback" (OMB Control Number: 2700-0153)

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| 1. **Title of information collection** | Special Event After Action Survey |
| 2. **Purpose** | To gather information from a sampling of people to measure stakeholder satisfaction, access opinions and gain other information about our Stennis events and activities from individuals who might otherwise be less likely to provide feedback. |
| 3. **Description of respondents** | Event attendees |

4. **Type of collection** (check one)

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| ☐ Customer comment card/complaint form | ☐ Customer satisfaction survey |
| ☐ Usability testing (e.g., website, software) | ☐ Small discussion group |
| ☐ Focus group | ☒ Other: After Action Survey |

5. **Personally identifiable information**

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| Will PII be collected? | ☐ **Yes** | ☒ **No** |
| **If yes:** will any information that is collected be included in records that are subject to the Privacy Act of 1974? | ☐ **Yes** | ☐ **No** |
| **If yes:** has an up-to-date System of Records Notice (SORN) been published? | ☐ **Yes** | ☐ **No** |

6. **Gifts or payments**

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| Is an incentive provided to participants? (e.g., money, reimbursement of expenses, token of appreciation) | ☐ **Yes** | ☒ **No** |

7. **Burden time per response**

| Category of respondent | Number of respondents | Participation time (list in minutes) | Burden time |
|---|---|---|---|
| Event Attendee | 50 | 5 | 250 mins or 4.1 hours |

8. **Federal cost** (Typically $30 x total burden hours = federal cost. This cost includes: printing, shipping, IT, contracting, and does not include salaries)

There is no cost associated with the surveys because they are being distributed through Google Forms, an internet-based platform. No printing, mailing, graphic design, etc., is associated with this project. However, there is an annual fee for the Google Suite access to utilize google forms ($230).

9. **The selection of your targeted respondents**

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| Do you have a customer list or similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe? | ☒ **Yes** | ☐ **No** |
| **If yes**, please provide a description of both below (attach a sampling plan if available).<br>A list will be developed based on event attendees. | | |
| **If no**, please provide a description of how you plan to identify your potential group of respondents and how you will select them. | | |

10. **Administration of the instrument** (check all that apply)

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|---|---|---|---|
| ☒ Web-based | ☐ Telephone | ☐ In person | ☐ Mail |

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|---|---|---|
| ☐ Other, please explain: Google Forms | | |
| Will interviewers or facilitators be used? | ☐ **Yes** | **X☒ No** |
| Please provide the URL: https://forms.gle/BrWJisrfDdaqQtj2A | | |

11. **Certification.** Please certify the following to be true

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| X☒ The collection is voluntary.<br>X☒ The collection is low-burden for respondents and low-cost for the Federal Government.<br>X☒ The collection is non-controversial and does not raise issues of concern to other federal agencies.<br>X☒ The results are not intended to be disseminated to the public.<br>X☒ Information gathered will not be used for the purpose of substantially informing influential policy decisions.<br>X☒ 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: Valerie Buckingham |
| Center, division, & program: Stennis Space Center, Office of Communications |