



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

1. Title of information collection	DEIA PMO Learning Opportunity Feedback Survey
2. Purpose	Several offices within NASA have banded together to create a Diversity, Equity, Inclusion, and Accessibility (DEIA) Project Management Office (PMO) to manage their DEIA change efforts. These efforts align with the objectives of White House direction as articulated in Executive Orders 13985 and 14035. This PMO will conduct or host a series of internal initiatives ranging from monthly discussions on DEIA-related topics, guest speaker programs, workshops and career development programs such as mentoring and shadowing programs. These initiatives all are done to provide learning opportunities and experiences to the NASA PMO client workforce. To ensure these initiatives are achieving their intended purpose, the DEIA PMO would like to institute a post-event satisfaction survey. This survey will be brief and seek to determine if the opportunity was informative and how it can be improved in subsequent iterations. Data obtained is intended for PMO internal use; it will be used to design and refine DEIA initiatives. The expectation is for approximately 3 to 6 events each month with participation typically between 20 to 60 individuals. The survey respondents will be kept anonymous.
3. Description of respondents	Survey would be voluntary but offered to any NASA staff (civil servants and contractors) who participated in a DEIA PMO Learning Event. The total potential range of individual contributors will be approximately 700 to 900 individuals. However, because this is event-based, many individuals may participate in no or few events, while other individuals will be provided the survey multiple times—one for each opportunity for which they participate in. Typical attendance at opportunities is approximately 20 to 60 individuals.

4. Type of collection (check one)

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

5. Personally identifiable information

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

Is an incentive provided to participants? (e.g., money, reimbursement of expenses, token of appreciation)	☐ Yes	☒ No
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7. Burden time per response

Category of respondent	Number of respondents	Participation time (list in minutes)	Burden time
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Private Sector (NASA Contractors)	500	5 minutes per survey (assume answered survey for 4 events)	167 hours
Federal Government (NASA Civil Servants)	400	5 minutes per survey (assume answered survey for 4 events)	133 hours
Totals	900	5mins/each	300 hours

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

The estimated annual cost to the Federal government is \$9,000, assuming a cost of \$30/hour for 300 hours.

9. The selection of your targeted respondents

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). Respondents will be staff who participate in specific learning opportunities. We will offer the opportunity to participate to all participants as opposed to sampling attendees. We wish to maximize feedback obtained to collect representation of all views. Each opportunity set of participants is relatively low quantity and not conducive to sampling.		
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)

☐ Web-based	☐ Telephone	☐ In person	☐ Mail
☒ Other, please explain: Survey will be programmed into MS Forms. Participants will be given link during or after learning opportunity.			
Will interviewers or facilitators be used?		☐ Yes	☒ No
Please provide the URL: https://forms.office.com/g/Zfw28C9z0S			

11. Certification. Please certify the following to be true

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