

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0690-0030)

TITLE OF INFORMATION COLLECTION:

NOAA Ocean Exploration Internship/Fellowship Exit Survey/Interview and Longitudinal Survey

PURPOSE:

The exit survey, exit interview, and longitudinal survey are designed to evaluate and improve NOAA Ocean Exploration’s internship and fellowship programs. The exit survey gathers primarily quantitative data on participant experiences, learning outcomes, career readiness, and backgrounds, while the exit interview offers a space for qualitative reflection and deeper insight. Together, they provide a well-rounded view of program effectiveness and identify opportunities for improvement. The longitudinal survey tracks participants’ progress over time to assess the long-term impact of the programs on professional development, career paths, and satisfaction. These tools inform ongoing enhancements to ensure meaningful, rewarding experiences for future participants.

DESCRIPTION OF RESPONDENTS:

Exit survey and interview respondents are individuals who have recently completed NOAA Ocean Exploration’s internship and fellowship programs, including the Explorer-in-Training program and other NOAA-wide offerings (e.g., Knauss Fellowship, Hollings Scholarship, Lapenta Internship). These students and early-career professionals provide feedback based on their immediate, first-hand experiences. Longitudinal survey respondents are alumni who participated at least three years prior, offering insight into the long-term impact of their internship or fellowship on career development. Participants may range from early-career to more seasoned professionals across various sectors. The survey is distributed via email to all program alumni every three years.

TYPE OF COLLECTION: (Check one)

☐ Customer Comment Card/Complaint Form
☐ Usability Testing (e.g., Website or Software)
☐ Focus Group

☐ Customer Satisfaction Survey
☐ Small Discussion Group
☒ Other: Internship Feedback

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: _____Elizabeth (Liz) Hoadley (liz.hoadley@noaa.gov)_____

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 - Exit Survey/Interview	25	90 min	37.5
Individuals - Longitudinal Survey	200	30 min	100
Totals	225		137.5

FEDERAL COST: The estimated annual cost to the Federal government is \$1,288.
This cost value was calculated using the Rest of U.S locality rate for a ZA-2 at 1%.

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?

Respondents include recent and previous participants of NOAA Ocean Exploration internship/fellowship opportunities, which defines the total universe of potential respondents. NOAA Ocean Exploration maintains a list of former participants, including contact information (e.g., email address) that will be used for survey dissemination.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
☒ Web-based or other forms of Social Media
☐ Telephone
☐ In-person

- ☐ Mail
☐ Other, Explain

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

NOAA Ocean Exploration staff (e.g., the Internship Program Coordinator or other member of the Education Team) will conduct exit interviews with individuals who have recently completed NOAA Ocean Exploration's internship and fellowship programs, as part of their internship/fellowship offboarding and departure.

Required Additional Information

1. Line of Business: Natural Resources
2. Subfunction: Conservation, Marine, and Land Management
3. Privacy Act System of Records: COMMERCE/DEPT-23
4. Federal Registration citation information: 78 FR 42038
5. Number of respondents for small entities: 0
6. Percentage of respondents reporting electronically: 100

Please submit all instruments, instructions, correspondences (emails, letters, etc.) to respondents, and scripts as separate documents along with this request document. Every instrument must have the following displayed –

OMB Control No. 0690-0030

Expiration Date: 07/31/2023

Instructions for completing Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback”

TITLE OF INFORMATION COLLECTION: Provide the name of the collection that is the subject of the request. (e.g. Comment card for soliciting feedback on xxxx)

PURPOSE: Provide a brief description of the purpose of this collection and how it will be used. If this is part of a larger study or effort, please include this in your explanation.

DESCRIPTION OF RESPONDENTS: Provide a brief description of the targeted group or groups for this collection of information. These groups must have experience with the program.

TYPE OF COLLECTION: Check one box. If you are requesting approval of other instruments under the generic, you must complete a form for each instrument.

CERTIFICATION: Please read the certification carefully. If you incorrectly certify, the collection will be returned as improperly submitted or it will be disapproved.

Personally Identifiable Information: Provide answers to the questions. Note: Agencies should only collect PII to the extent necessary, and they should only retain PII for the period of time that is necessary to achieve a specific objective.

Gifts or Payments: If you answer yes to the question, please describe the incentive and provide a justification for the amount.

BURDEN HOURS:

Category of Respondents: Identify who you expect the respondents to be in terms of the following categories: (1) Individuals or Households; (2) Private Sector; (3) State, local, or tribal governments; or (4) Federal Government. Only one type of respondent can be selected per row.

No. of Respondents: Provide an estimate of the Number of respondents.

Participation Time: Provide an estimate of the amount of time required for a respondent to participate (e.g. fill out a survey or participate in a focus group)

Burden: Provide the Annual burden hours: Multiply the Number of responses and the participation time and divide by 60.

FEDERAL COST: Provide an estimate of the annual cost to the Federal government.

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. Please provide a description of how you plan to identify your potential group of respondents and how you will select them. If the answer is yes, to the first question, you may provide the sampling plan in an attachment.

Administration of the Instrument: Identify how the information will be collected. More than one box may be checked. Indicate whether there will be interviewers (e.g. for surveys) or facilitators (e.g., for focus groups) used.

Submit all instruments, instructions, and scripts are submitted with the request.