

Request for Approval under the “Generic Clearance Collection for Meetings, Events, Registrations, and Miscellaneous Forms” (OMB Control Number: 0690-0038)

TITLE OF INFORMATION COLLECTION: Cybersecurity Career Ambassador Finder

PURPOSE: The National Institute of Standards and Technology’s NICE Program focuses on advancing cybersecurity education and workforce. The first objective in [NICE’s Strategic Plan](#) is to “Identify and share effective practices for promoting cybersecurity career awareness and discovery to diverse stakeholders.” To achieve this objective the [Implementation Plan](#) for the NICE Strategic Plan describes creating a Cybersecurity Career Ambassador program to promote cybersecurity career awareness, exploration, and development. The Cybersecurity Career Ambassador program was [formally launched](#) in October 2023 and has quickly grown to over 200 Ambassadors in several countries. The Cybersecurity Career Ambassador program seeks to create a network of employers, educators, and others who serve as champions to prepare, grow, and sustain a diverse and skilled cybersecurity workforce. NIST aims to provide an “Ambassador Finder” (collection instrument) to help the program achieve its goal of “creating a network”. By providing this resource, Ambassadors will be able to voluntarily list themselves as champions and members of the public will have a single, central location to find and connect with Ambassadors. The Ambassador Finder resource will also help grow traction and participation in the Cybersecurity Career Ambassador program.

The information gathered in this collection will be populated into a publicly accessible list on nist.gov/nice on an on-going basis. Submitted information is reviewed for accuracy, but otherwise is not analyzed or changed prior to publishing. Information will be reviewed annually to ensure the finder is up to date with current information.

DESCRIPTION OF RESPONDENTS: Respondents will consist of those from government, industry, academic, and non-profit organizations who are Cybersecurity Career Ambassadors. Ambassadors may hold a variety of roles, to include: practitioners, educators, trainers, human resources personnel, hiring managers, mentors, and more. Becoming an Ambassador is free, voluntary, and open to the public. Those wishing to become an Ambassador should follow the process to sign up at <https://www.nist.gov/itl/applied-cybersecurity/nice/events/cybersecurity-career-week/cybersecurity-career-ambassador>.

The NICE Program Office will utilize the [Cybersecurity Career Ambassador Community of Interest](#) to ensure current Ambassadors are aware of the Ambassador Finder and are encouraged to voluntarily add themselves to the Finder. NICE will also use their various mailing lists, social media, and other communities (working groups, communities of interest, etc.) to spread the word about the Ambassador Finder and encourage members of the public to reference it as needed.

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>Scan of Efforts</u> |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is a 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: Danielle Santos

To assist with your 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
Government	50	10 min	8.3
Industry	50	10 min	8.3
Not for Profit	100	10 min	16.7
Academic	100	10 min	16.7
Other (no affiliation)	300	10 min	50
Totals	600		100

FEDERAL COST: The estimated annual cost to the Federal government is \$3,200

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 the respondents.

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

Required Additional Information

1. Line of Business: General Science and Innovation
2. Subfunction: Scientific and Technological Research and Innovation
3. Privacy Act System of Records: SORN 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. 0690-0038 and Expiration Date: 07/31/2026

Instructions for completing Request for Approval under the “Generic Clearance Collection for Meetings, Events, Registrations, and Miscellaneous Forms”

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 that are submitted with the request.