

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Interactions” (OMB Control Number:2120-0772)

TITLE OF INFORMATION COLLECTION: Aviation Cyber Initiative (ACI) Community of Interest (COI) Survey

PURPOSE:

Data collected from the survey will be used to inform an FAA Cybersecurity Information Sharing report. This report will be developed by the Aviation Ecosystem Stakeholder Engagement Staff Office, part of the FAA’s Office of Information Security and Privacy. The report will be completed by September 30, 2020.

FAA is one of the three Tri-Chair agencies in the Aviation Cyber Initiative (ACI). The ACI is an interagency task force, has a “Tri-Chair” governance structure that includes DHS, DoD, and DoT. The ACI mission (in alignment with the President’s National Strategy for Aviation Security - NSAS) is to reduce cybersecurity risks and improve cyber resilience to support safe, secure, and efficient operations of the Nation’s Aviation Ecosystem.

The survey will be conducted via an online Zoom poll during the Aviation Cyber Initiative (ACI) Community of Interest (COI) meeting in FY2020.

DESCRIPTION OF RESPONDENTS:

The respondents are participating members of the ACI Community of Interest, which includes federal agencies, federal contractors, academia, and industry participants. A complete list is attached.

TYPE OF COLLECTION: (Check one)

- | | |
|---|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" 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>Questions on Cybersecurity</u> |
| <u>Information Sharing and Gaps</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: Siddharth Gejji

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, is the information that will be collected included in records that are subject to the Privacy Act of 1974? Yes No
3. If Applicable, has a System or Records Notice been published? Yes No N/A

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
Aviation Cyber Initiative (ACI) Community of Interest – Federal Government and Industry Participants	Between 100-140	20 minutes	
Totals	100-140 (120 average)	20 minutes	40 hour average

FEDERAL COST: The estimated annual cost to the Federal government is \$0

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 survey will be conducted via the Zoom polling feature during the next ACI COI virtual meeting and open to all participating members (typically between 100-140). The complete ACI COI list is attached. Of this list, the survey will be conducted for those members who participate in the next ACI COI meeting via FAA’s Zoom platform. Note – only a subset of ACI COI members participate or dial-in to each ACI COI meeting.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
 - Web-based or other forms of Social Media -- FAA FAVES Zoom Polling feature
 - Telephone
 - In-person
 - Mail
 - Other, Explain
2. Will interviewers or facilitators be used? Yes No

Please make sure that all instruments, instructions, and scripts are submitted with the request.

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.

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.

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.

Please make sure that all instruments, instructions, and scripts are submitted with the request.