

# **Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback”**

**TITLE OF INFORMATION COLLECTION:** Summit Evaluation

**PURPOSE:**

This survey will be utilized as a voluntary measure of agency government employees, military members, and civilians experience of the *Regional Discussion on Sexual Assault and Sexual Harassment Achieving Cultural Change Through Data and an Evaluation Mindset*.

The information will be assembled and provided to the discussion’s senior leadership for information/action.

The information is aimed at determining whether the discussion met the goals set forth by the discussion organizers and any improvements that could be made to future discussions.

**DESCRIPTION OF RESPONDENTS:**

Agency government employees, military members, and civilians who attend the discussion.

**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>Discussion Evaluation</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: CDR Leedjia Svec

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  
 NA

**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
Agency Government Contractor Employees	150	5	12.5 hours
<b>Totals</b>	<b>150</b>	<b>5 minutes</b>	<b>12.5 hours</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is \$90.62  
 Cost estimate reached from multiplying 7.25 (federal minimum wage)  
 with 6.25 (total burden hours).

**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

We will have the summit attendee e-mails from their registration to attend the summit.  
 We will e-mail the summit attendees with a link to take the survey voluntarily.  
 We will use the verint software system which enables this to be done securely.

**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