



**REQUEST FOR APPROVAL UNDER THE "GENERIC CLEARANCE
FOR THE COLLECTION OF ROUTINE CUSTOMER FEEDBACK"
OMB CONTROL NUMBER: 1405-0193**

Title of Information Collection**Purpose**

This marks the third year of the Bureau of Conflict and Stabilization Operations' (CSO) DEIA (Diversity, Equity, Inclusion, and Accessibility) survey. The survey has been carefully crafted to capture the perspectives and experiences of all employees, including Civil Servants, Foreign Service Officers, and contractors. This approach ensures a more comprehensive understanding of the bureau's DEIA climate, as the Department of State's DEIA survey is currently limited to only Foreign Service and Civil Service employees.

In line with CSO's commitment to fostering an inclusive and equitable work environment, the bureau appointed a Senior Advisor for DEIA in early 2024 to lead these efforts. This survey plays a crucial role in supporting evidence-based DEIA initiatives, allowing the bureau to identify areas for growth and improvement. By engaging all employees, the survey aims to inform actionable strategies that will enhance DEIA across all levels of the bureau.

Description of Respondents

Respondents are all employees at the Bureau of Conflict and Stabilization Operations, including Foreign Service Officers, civil servants, and contractors.

Type of Collection: *(Check one)*

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

- ☐ Customer Satisfaction Survey
☐ Small Discussion Group
☒ Other Bureau DEIA Survey

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 *(Last, First, MI)*

Luna B Ruiz

Title

Foreign Affairs Officer

Signature

Date *(mm-dd-yyyy)*

10/03/2024

TO ASSIST REVIEW, PLEASE PROVIDE ANSWERS TO THE FOLLOWING QUESTIONS.

Personally Identifiable Information

1. Is personally identifiable information (PII) collected? ☐ Yes ☒ No
 a. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? ☐ Yes ☒ No
 2. If Applicable, has a System of Records Notice 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	Number of Respondents	Participation Time (Minutes)	Burden Hours
Foreign Service Officer	26	20	
Civil Servants	103	20	
Contractors	30	20	
Totals	159	60 min	

FEDERAL COST

The estimated annual cost to the Federal government is \$0.00

IF YOU ARE CONDUCTING A FOCUS GROUP, SURVEY, OR PLAN TO EMPLOY STATISTICAL METHODS, 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, like in previous years, will be distributed to all employees at the Bureau of Conflict and Stabilization Operations (CSO). Since it will be sent to the entire bureau, the sampling approach can be considered a census survey rather than a sample-based one. This means every individual within the CSO has the opportunity to participate, which increases the likelihood of gathering comprehensive feedback across all staff levels, roles, and experiences.

However, the final data will only reflect responses from those who choose to participate, meaning there could be response bias if certain groups are underrepresented among respondents. To mitigate this, follow-up reminders and measures to encourage higher response rates, such as emphasizing anonymity and the importance of participation, could help achieve a more representative reflection of the bureau's views and needs.

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

PLEASE MAKE SURE THAT ALL INSTRUMENTS, INSTRUCTIONS, AND SCRIPTS ARE SUBMITTED WITH THE REQUEST.

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INSTRUCTIONS**

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.

Number 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 by the participation time, and then 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.