B. Collections of Information Employing Statistical Methods.

1. Describe (including numerical estimate) the potential respondent universe
and any sampling or other respondent selection method to be used. Data on the number of
entities (e.g., establishments, State and local government units, households, or persons) in the
universe covered by the collection and in the corresponding sample are to be provided in tabular
form for the universe as a whole and for each of the strata in the proposed sample. Indicate
expected response rates for the collection as a whole. If the collection has been conducted
previously, include the actual response rate achieved during the last collection.

The potential respondent pool for the iCAV survey includes Federal, State, and local government
employees and associated government contractors who attend iCAV training and whose duties
include homeland security responsibilities for fusing data and providing situational awareness to
Federal, State and local jurisdictions with a rapid, common understanding to support coordinated
preparedness, response and recovery activities. The total size of this group is not currently
known.

This survey is administered after every training session to iCAV trainees who voluntarily take
the survey. The survey is a census of all participants who attend training and does not use
sampling or other demographic targeting techniques.

Based on past training sessions, we expect that about 200 participants will attend training per
year. Multiple sessions are offered per month and the number of participants at each session
varies. Survey administration occurs at the conclusion of each training session.

We expect response rates of between 80 and 100 percent per session, factoring in the potential
for refusals. Similarly, we expect an overall response rate of between 80 and 100 percent.

2. Describe the procedures for the collection of information including:

• Statistical methodology for stratification and sample selection,

The iCAV survey is a census of all training participants and does not use sampling or
stratification.

• Estimation procedure,

The data collected will be representative of only those that have attended training, and analysis
will not attempt to generalize the data to a larger population.

• Degree of accuracy needed for the purpose described in the justification,

No specific degree of accuracy is needed, however high response rates will ensure greater
validity of the results and applicability to the iCAV program.

- Unusual problems requiring specialized sampling procedures, and

This survey requires no specialized sampling procedures.

- Any use of periodic (less frequent than annual) data collection cycles to reduce burden.

iCAV training participants will attend only one training session and complete only one survey before becoming regular users of iCAV.

3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.

The survey is self-administered and is provided as a Web link at the conclusion of the instructor-led training sessions to all training participants. Training is done in part using a computer, so participants have ready access to the Web to respond to the survey. This method of administration helps to maximize response while minimizing non-response bias. If the person chooses not to participate, no constraints are imposed and they are considered to have completed the training without participating in the survey. The survey is short and takes approximately 8 minutes to complete, depending on the volume of qualitative comments the participant provides. No follow-up is planned as the survey is administered in a face-to-face setting.

4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.

The iCAV survey has been pretested with a small group of potential respondents (less than 10) to determine the time required to complete the survey and ensure the questions are understandable and answerable by the intended respondents.

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.

The information collection will be done for the Integrated Common Analytical Viewer (iCAV) program by contractors:

Technology & Management Services, Inc.
18757 N. Frederick Rd.
Gaithersburg, MD 20879
301-670-1942

Ardent Management Consulting
4080 Lafayette Center Drive Suite 210C
Chantilly, VA 20151
571-321-1427

The representatives of the contractor who consulted on statistical aspects of design and will be responsible for conducting the planned data collection are:

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