

## Privacy Advisory & Informed Consent Information

This survey does not collect or use personally identifiable information and can not be retrieved by a personal identifier. This information collection is not subject to the Privacy Act of 1974.

**Returning this survey indicates your agreement to participate in this research.**

**AUTHORITY:** United States Code Section 2358, United States Code Sections 12304, 12302 or 12301(a), and the Uniformed Services Employment and Reemployment Rights Act (USERRA)

**PRINCIPAL PURPOSE:** Information collected in this survey will be used to research best practices in supporting employers of National Guard and Reserve (NGR) members and to evaluate the effectiveness of Employer Support of the Guard and Reserve (ESGR) and Department of Defense (DoD) programs. This information will assist in the formulation of policies and programs to support businesses. Reports will be provided to the Office of the Secretary of Defense, ESGR, each Military Department, and the Joint Chiefs of Staff. Findings will be used in reports and testimony provided to Congress. Some findings may be published by the Defense Manpower Data Center (DMDC) or in professional journals, or presented at conferences, symposia, and scientific meetings. Data could be used in future research. Datasets may be analyzed by researchers outside of DMDC. Briefings and reports on results from these surveys will be posted on the Web: <http://www.dmdc.osd.mil/surveys/>.

**ROUTINE USES:** None.

**DISCLOSURE:** Providing information on this survey is voluntary. Most can complete the survey in 10-30 minutes. There is no penalty or loss of benefits to which your business is entitled if you choose not to respond. However, maximum participation is encouraged so that the data will be complete and representative. Your organization's survey responses will be kept private to the extent permitted by law. Identifying information will be used only by government and contractor staff engaged in, and for purposes of, the survey research. For example, the research oversight office of the Office of the Under Secretary of Defense (Personnel and Readiness) and representatives of the U.S. Army Medical Research and Materiel Command are eligible to review research records as a part of their responsibility to protect human subjects in research. This survey is being conducted for research purposes. If you answer any items and indicate distress or being upset, etc., you will not be contacted for follow-up purposes. However, if you indicate a direct threat to harm yourself or others within responses or communications about the survey, because of concern for your welfare, DMDC will notify an office in your area for appropriate action.

**SURVEY ELIGIBILITY AND POTENTIAL BENEFITS:** DMDC uses well-

established, scientific procedures to randomly select a sample that represents the population of U.S. business establishments that employ at least one employee based on combinations of organizational characteristics (e.g., industry, number of employees). This is your chance to have your business' experiences and perspectives included in the design of policies and programs to make the employment of NGR members more productive and convenient for both employers and NGR members. While there is no direct benefit for your individual participation, your organization's responses on this survey *make a difference*.

**STATEMENT OF RISK:** The data collection procedures are not expected to involve any risk or discomfort to you. The only risk to you is unintended disclosure of the data you provide. However, the government and its contractors have a number of policies and procedures to ensure that survey data are safe and protected. Survey data may be shared with organizations doing research on DoD personnel. Government and contractor staff members have been trained to protect survey data.

If you are experiencing any difficulties taking the survey, please contact the Survey Processing Center by sending an e-mail to [QNSE@osd.pentagon.mil](mailto:QNSE@osd.pentagon.mil) or call, toll-free, 1-800-881-5307. If you desire to withdraw your answers after you submit your survey, please notify the Survey Processing Center prior to XX/XX/XX. Please include your name and Ticket Number. If you have concerns about your rights as a research participant, please contact: Ms. Caroline Miner, Human Research Protection Program Manager for the Office of the Under Secretary of Defense (P&R), [HRPP@tma.osd.mil](mailto:HRPP@tma.osd.mil), (703) 575-2677.