

OPM Leadership 360™

1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods 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 had been conducted previously, include the actual response rate achieved during the last collection.

The population of potential respondents is unknown, but could include all contract employees of the Federal government and all current or former non-government coworkers of survey participants. Participants complete the survey themselves, and we recommend they ask 11 others to also complete the assessment. Eight to ten responses is about average. The number of these who are non-government employees is not known.

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

- **Statistical methodology for stratification and sample selection,**

None. The survey is given to all participants in management development courses, or specific employees hand-picked by agency leaders. Participants choose who will rate them, and we recommend the 11 people who can best rate their leadership competencies.

- **Estimation procedure,**

Not applicable

- **Degree of accuracy needed for the purpose described in the justification,**

Not applicable

- **Unusual problems requiring specialized sampling procedures, and**

None

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

If a participant has completed the survey in the prior 12 months, we do not ask that they complete it again.

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.

Participants and raters receive an initial notification email, up to three reminder emails, and we suggest that participants personally encourage their raters to complete the assessment. The survey is administered online, with save-and-return functionality.

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 test may be submitted for approval separately or in combination with the main collection of information.

The assessment is standardized (i.e., not customized) and has already been validated.

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.

All survey administrations and analyses will be led by project managers in the Assessment Service Branch of OPM. Project managers have either a Master's or Doctoral degree in Industrial/Organizational Psychology or a closely related field. All project work is conducted under the guidance of one or more of the following senior psychologists:

Henry Thibodeaux, Ph.D, 202-606-7228
Jacqueline Brucker, Ph.D., 202-606-5055
Steve Burnkrant, Ph.D., 202-345-7415
Kimberly Wells, Ph.D., 202-606-9088
Alexis Adams-Shorter, Ph.D., 202-606-1865
Tarl Kudrick, Ph.D., 202-606-2597