

83-I Supporting Statement
By Defense Security Service (DSS)

“Voice of Industry Survey”
OMB #0704-0472

SUPPORTING STATEMENT – PART B

B. Collections of Information Employing Statistical Methods

The agency should be prepared to justify its decision not to use statistical methods in any case where such methods might reduce burden or improve accuracy of results. When Item 17 on the Form OMB 83-I is checked, "Yes," the following documentation should be included in the Supporting Statement to the extent that it applies to the methods proposed:

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.

Respondents to this collection are 12,238 Facility Security Officers of cleared companies under DSS oversight. These persons are the security points of contact responsible for executing requirements necessary to protect classified information released by U.S. Government agencies to contractors are set forth in the "National Industrial Security Program Operating Manual (NISPOM)" (DoD 5220.22-M).

It is DSS goal for 90-100% of participants to respond to this survey. For the last collection, 91% of invited participants responded.

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

- * Statistical methodology for stratification and sample selection,
- * Estimation procedure,
- * Degree of accuracy needed for the purpose described in the justification,
- * Unusual problems requiring specialized sampling procedures, and
- * Any use of periodic (less frequent than annual) data collection cycles to reduce burden.

This survey by design and benefit is sent to all participants and does not use any statistical methodology during the collection of the information. The population has a strong partnership with DSS and the desire to participate is reflected in this historically high (90%+) response rates.

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.

In order to maximize response an awareness campaign is performed in advance of the collection, to include information postings to our agency home page (www.dss.mil) and information is included in a recurring monthly newsletter sent to each participant. During the collection a mailbox dedicated to the collection effort is monitored to answer any survey or technical questions that might come up from the population. Additionally, a reminder message is sent halfway through the collection campaign.

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.

In the initial approval for this collection for the survey was tested with internal DSS persons and a small selection of participants from a content and technical perspective. Feedback was incorporated into the form. Users over the years also have provided feedback on the collection tool and indicated appreciation for its ease of use and opportunity to provide feedback.

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.

Ryan Deloney
Defense Security Service
571 305 6609

Dr. Paul Rosenfeld
Defense Manpower Data Center
571 372 0987