

Supporting Statement Outline – Sample

**NOTE: Complete Part B for Survey ICR Requests**

SUPPORTING STATEMENT – PART B

**B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS**

If the collection of information employs statistical methods, it should be indicated in Item 17 of OMB Form 83-I, and the following information should be provided in this Supporting Statement:

1. Description of the Activity

Describe the potential respondent universe and any sampling or other method used to select respondents. Data on the number of entities covered in the collection should be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate the expected response rates for the collection as a whole, as well as the actual response rates achieved during the last collection, if previously conducted.

The entire population of eligible facilities currently available in the Industrial Security Facility Database (ISFD) is used for the survey. The survey is divided into four phrases:

- a. Planning: Ensure information such as email address, point of contact (POC) consolidated facilities is correct. Notify industry in advance to allow them time to gather the requirements.
- b. Data Collection: Deploy survey via web-based survey tool. Monitor the survey during the deployment to correct any anomalies before the survey is closed.
- c. Analysis: Clean up the data; separate responses and non-responses; perform missing imputation using K-NN algorithm; and perform regression to correct overestimated forecast.
- d. Monitor and maintain oversight of projected vs actual requirements in order to meet the OMB +/-5% variant; ensure the forecasts remain in-line with PSI budget.

## 2. Procedures for the Collection of Information

Describe any of the following if they are used in the collection of information:

- a. Statistical methodologies for stratification and sample selection;

NA

- b. Estimation procedures;

NA

- c. Degree of accuracy needed for the Purpose discussed in the justification;

NA

- d. Unusual problems requiring specialized sampling procedures; and

NA

- e. Use of periodic or cyclical data collections to reduce respondent burden.

NA

## 3. Maximization of Response Rates, Non-response, and Reliability

Discuss methods used to maximize response rates and to deal with instances of non-response. Describe any techniques used to ensure the accuracy and reliability of responses is adequate for intended purposes. Additionally, if the collection is based on sampling, ensure that the data can be generalized to the universe under study. If not, provide special justification.

To maximize response rates, the contact validation survey is deployed 4 weeks prior to the deployment of the actual PSI survey to allow industry to:

- a. Correct or update information such as email address, POC who is responsible for filling the survey.
- b. Identify consolidated facilities, a parent facility responsible for its subsidiary facilities.

To deal with instances of non-response, a K-Nearest Neighborhood (K-NN) methodology with K= 12 is used:

- a. Separate non-response from response populations based on facility level.
- b. Calculate the distance based on the total employee population and total facility clearance population.
- c. Calculate average of the requirements from these respondent facilities and assign the values to the non-response facility.

#### 4. Tests of Procedures

Describe any tests of procedures or methods to be undertaken. Testing of potential respondents (9 or fewer) is encouraged as a means of refining proposed collections to reduce respondent burden, as well as to improve the collection instrument utility. These tests check for internal consistency and the effectiveness of previous similar collection activities.

NA

#### 5. Statistical Consultation and Information Analysis

a. Provide names and telephone number of individual(s) consulted on statistical aspects of the design.

Phu D. Nguyen, supervisory operation research analyst

(410) 865-3130.

b. Provide name and organization of person(s) who will actually collect and analyze the collected information.

Phu D. Nguyen, supervisory operation research analyst

(410) 865-3130.

