

## **B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS**

**Describe (including a 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 had been conducted previously, include the actual response rate achieved during the last collection.**

### **1. 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.

The FBI National Academy offers a 10-week training program on a quarterly basis. Approximately 1,000 law enforcement professionals attend the training program each year. These law enforcement professionals represent state and local police and sheriff's departments, military police organizations and federal law enforcement agencies from the United States and over 150 foreign nations. The FBI Training Division will invite all FBI National Academy students who attended the guided tour at the United States Holocaust Museum led by the Law Enforcement and Society to complete the questionnaire. Six months after the each FBI National Academy graduation, an invitation is e-mailed to all students. The e-mail message will include the link directing all them to the questionnaire. The questionnaire will include a description of its goal and the purposes to why the data is being collected. The questionnaires will also explain to the students that their participation is completely anonymous.

After completing the questionnaire, the students will be instructed to select "submit" in order to record their responses. Because all FBI National Academy students will be offered the opportunity to participate in the questionnaire, the questionnaire does not involve any sampling, methods for stratification, imputations or similar statistical methods.

### **2. 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.**

To ensure a high response rate, several measures have been put into place. For numerical data collection an electronic application, Key Survey, will be used to calculate simple totals, percentages, and cumulative percentages. Key Survey will also capture student comments entered in response to open-ended questions. The questionnaire will focus strictly on those issues of great interest in order to keep it as short as possible while still accomplishing the goals of the questionnaire. By offering the questionnaire online, we reduce the level of effort needed to complete it, as well as the steps involved in creating the database for analysis. Response rates will also be maximized by e-mail reminders which are sent out automatically by the Key Survey application, five days after the questionnaire has been sent. Finally, by including all students, we feel confident that the resulting data will reflect the experience of a wide range of respondents, including the full variety of law enforcement agencies and personnel levels. It is the understanding of the students that by completing these evaluations they will help the USHMM determine the strengths and weaknesses of their existing program.

**3. 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.**

USHMM and an independent research firm, Slover Linett Audience Research that serves cultural nonprofits organizations developed this questionnaire form included as part of this package. A thorough review of the content centered on several issues, including:

- clarity of instructions
- ease with which information requested can be provided
- length of the instrument
- quality of the resulting data in terms of how it can be used to answer the questions of interest

When the draft instrument was approved internal tests were run to ensure functionality. After a thorough check, a sample of students was asked to complete the online questionnaire. Each respondent was interviewed afterwards to determine whether they had any problems completing the questionnaire and to get their input on changes that might clarify its content. Only minor wording changes were suggested and implemented.

**4. 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 following individual were consulted regarding the statistical aspects of the project:

Keith Shirley  
Unit Chief, Evaluation and Accreditation Unit  
FBI Training Division  
703-632-3025

Sarah Campbell  
Program Coordinator  
Law, Justice, and Society Initiatives  
United States Holocaust Memorial Museum  
[202-488-0458](tel:202-488-0458)

The persons who will be involved in collecting and analyzing the questionnaire data:

Laleatha B. Goode  
Management Program Analyst  
Evaluation and Accreditation Unit  
FBI Training Division  
703-632-3495

Sarah Campbell  
Program Coordinator  
Law, Justice, and Society Initiatives  
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