

B. Collection of Information Employing Statistical Methods

1. 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.

The respondent universe for the *Private Industry Feedback Survey* is approximately 5,000 private industry representatives with whom the FBI provides Private Industry Notifications (PINs) and FBI Liaison Alert System (FLASH) notifications. The number of annual respondents was estimated based on historical information related to the number of private sector outreach engagements held, the average number of participants and the percentage of participants who completed a similar hard-copy based survey in the past.

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.**

All recipients of the PIN and FLASH products will be sent an invitation to participate in the collection. The collection is a voluntary survey to request basic feedback on the quality, quantity and timeliness of these reports. The respondent is invited to participate in the collection via an e-mail invitation, which contains a link to the online instrument. An opportunity to participate in the survey will be afforded each recipient at each PIN and FLASH dissemination as each instance is unique and includes information related to a specific incident or recommended action. Any use of a periodic or less frequent data collection will not provide the detailed level of feedback required to ensure the products are continually improved and meet the needs of the private sector partners.

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.

The *Private Industry Feedback Survey* provides the opportunity for recipients of PIN and FLASH notifications to provide feedback on the services received. The contributor can offer information on overall quality, quantity and timeliness of each product. While the Cyber Division anticipates a level of non-response, given both the nature of the population and chosen modality, the project has been designed to mitigate such effects - the format of the assessment is short, direct, easily accessible, and requires minimal time to complete while providing meaningful information to assist in improving these products and the services provided by the FBI. In addition, the nature of the expected findings, with no nexus to broader policy applications, will not be adversely affected by reliability issues brought about from issues of non-response. Random sampling will not be utilized for these reports.

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.

The *Private Industry Feedback Survey* was developed based on discussions with FBI Cyber Division, Cyber Outreach Section staff, management and contractors. It is anticipated that the survey will be modified for subsequent collections efforts based on feedback from this inaugural instrument.

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 was consulted regarding the statistical aspects of the project:

Apiyo Oloya
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The person who will be involved in collecting and analyzing the questionnaire data:

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