

**Supporting Statement for Paperwork Reduction Act Submission
3090-0118 –Standard Form 94, Statement of Witness**

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 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.

There were an estimated 19,000 reportable motor vehicle accidents in the Federal Government during fiscal year 2015. Of those, an estimated 3-5 percent involved possible public usage of the form. It is estimated that no more than 20 minutes is required to complete the form. Additional time may be required of the witness if he or she is required to testify as part of the judicial process.

The GSA Fleet (representing one third of Federal motor vehicles) and Federal agencies who participate in the FEDFLEET were contacted for information regarding the use of the form by the public. All responses indicated minimal use by the public.

2. Describe the procedures for the collection of information.

SF 94 is a standard form used by all agencies. No additional manpower or resources are required to provide the form. The form, as a matter of policy, is carried in all Federal motor vehicles, except those designated as “undercover.” The collection of this information does not employ statistical methods. Results of personal statements on the form are used as is and are not compiled or manipulated.

3. Describe methods to maximize response rates and to deal with issues of non-response.

Comments received indicated an average of 3-5 percent response rate from the public. This figure may even be high. Since the use of the form by the public is voluntary, no action is being taken to improve the response rate.

4. Describe any tests of procedures or methods to be undertaken.

No test of procedures or methods is planned. The form has been in use for some time. Comments received from GSA and FEDFLEET agencies indicate that they are happy with the form as designed.

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.

Individuals Consulted:

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GSA Fleet:
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(703) 605-2949

Contacts for Federal agencies participating in FEDFLEET:

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202-564-7737

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202-693-6662

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