

Supporting Statement for Paperwork Reduction Act Submissions
New Collection
FBI Special Agent Application Process Review

OMB Control # 1110-xxxx

B. Collection of Information Employing Statistical Methods

1. Anyone who has filled out any part of the FBI Special Agent Application in the previous three (3) years or otherwise been recruited may be contacted for this collection. Internal records from previous annual applicant counts allow us to estimate that roughly 60,000 individuals have applied to the Special Agent position at the FBI in the past three (3) years. We reserve the right to solicit this entire population to participate in the voluntary survey although it is unlikely all 60,000 will respond, however, we will not use any selective sampling or other selection methods to narrow the potential respondent pool.

Research from Pew Research Center and the Journal of Multidisciplinary Education state that average external survey response rates vary between 3.5% and 30%, we anticipate approximately 10% of the solicited individuals will respond, giving us an overall response of approximately 6,000 individuals.

Potential Respondent Universe	60,000
Sample Solicited in Collection	60,000

2. The entire applicable population will be allowed to respond without selective sampling or stratification. We will sample 100% of the available population of applicants within the given timeframe (previous three years), resulting in approximately 60,000 individuals within the possible universe.

Given that there will be no sampling or stratification, there is no estimation procedure, no concerns about accuracy, or concerns for specialized procedures. Additionally, given that this data will be collected only as needed, the burden has already been substantially reduced.

3. To increase response rates the survey consists of the smallest possible number of questions (31 questions) and is anticipated to take fewer than 10 minutes to complete for the majority of participants. Additionally, the survey will be sent out via email and will employ empirically valid methods for increasing response rates such as incorporating a request for help and clearly stating the audience and use of the survey data. The email will also be sent by an official FBI email address to add the appeal to authority, and confidentiality and privacy will be assured in the email. All of these tactics are known methods to increase survey response rates.

Non-response is not a concern with this survey, but to ensure the random population of respondents is representative of the total population we will compare the demographic characteristics of the responding population with those of the total population. This will allow us to state with confidence that the results to the survey questions are both accurate and reliable for the total population.

4. We will not be conducting any tests of procedures or methods externally. We have previously conducted internal pilot testing of these questions within our project work team to help clarify and simplify the question/answer format. Additionally, we have worked with our executive management and legal team to limit the number of necessary questions and reduce the needed time to complete the survey.
5. Section Chief Tonya Odom from the Office of Diversity and Inclusion, Section Chief Michael Marino and Unit Chief Jessica Davis from the Analytics, Reporting and Modeling Unit, and Unit Chief Benjamin Gray from the Resource Planning Office were consulted on design aspects of the survey.
 - SC Odom: 202-324-3838
 - SC Marino: 202-324-8291
 - UC Davis: 202-324-9768
 - UC Gray: 202-324-6379

Supervisory Management and Program Analyst Ashley Watson, and Management and Program Analysts Stacy Culler, Daphne Heflin, and Kathleen Oltman from the Office of Diversity and Inclusion will assist in collecting data from the survey.

- SMAPA Watson: 202-323-0953
- MAPA Culler: 202-323-8147
- MAPA Heflin: 202-323-6315
- MAPA Oltman: 202-324-1209

Management and Program Analyst Kathleen Oltman from the Office of Diversity and Inclusion, Supervisory Management and Program Analyst Kelley Kling and Management and Program Analyst Rachel Dimston from the Resource Planning Office, and Contractor Stephen Woskov from the Analytics, Reporting, and Modeling Unit may assist with analysis of information.

- MAPA Oltman: 202-324-1209
- SMAPA Kling: 202-324-3949
- MAPA Dimston: 202-323-0739
- Contractor Woskov: 202-465-6150