

## **Supporting Statement for Paperwork Reduction Act Submissions**

### DEA Annual Leadership Engagement Survey

#### **Part A. Justification**

##### **Necessity of Information**

The DEA Leadership Engagement Survey (LES) is an initiative mandated by the Acting Administrator of the Drug Enforcement Administration to improve the competencies and proficiency of leadership across the DEA. The LES is mandatory for DEA employees and is an internal DEA-only survey designed to: 1) To assess the overall climate of employees working in their respective unit throughout the DEA, 2) Measure critical dimensions of leadership among all levels of executives, managers, and supervisors, and 3) Provide direct, anonymous, feedback to the DEA leadership. It provides an opportunity for the DEA workforce to identify the strengths and weaknesses of their first-line supervisors, as well as managers and senior executives so that leadership training and succession planning efforts can improve the effectiveness of the DEA and its workforce.

Under the PRA, there is no necessity to request collection of information from Federal employees. However, this request is submitted because DEA requests solicitation of information (*on a voluntary basis*) from Task Force Officers (TFOs) and from DEA contract employees who work at DEA Headquarters and Field Offices on a regular basis, due to their significant numbers within the DEA. To ensure employees' confidentiality, leadership results profiles are not generated for leaders with less than five (5) respondents. Due to the low numbers of Federal employees in some units, the inclusion of TFOs and Contractors is essential in ensuring every DEA leader can receive

a leadership profile to identify training needs, competency gaps and increase unit engagement and efficiency.

### **Needs and Uses**

Information from the LES is used by DEA supervisors, managers, senior executives, and their work groups to have meaningful, data-driven, conversations about how to create and maintain an effective, healthy, and productive workplace environment. Feedback results from the LES are also used by supervisors, managers, and senior executives for generating Individual Leadership Development Plans (IDPs), office- and unit-level action plans, for the identification of competency gaps amongst the DEA leadership cadre, in support of succession and workforce planning efforts, and to drive curriculum content/knowledge areas to target in organization-wide leadership development programs.

### **Use of Technology**

The LES is automated and administered in a customized, online survey platform hosted on DEA servers. TFOs and Contractors who work at DEA locations receive an invitation in their government email to take the survey with a link to that survey. They will complete and submit the survey fully online. No personal identifiers are associated with their survey responses once submitted. The purpose of using an online survey platform is to ensure anonymity and to facilitate the ease of collection and compilation of data for the analysis of survey responses.

### **Efforts to Identify Duplication**

Currently the Office of Personnel Management (OPM) administers an annual Federal Employee Viewpoint Survey (FEVS) to assess the working conditions, attitudes and perceptions of Federal employees. The LES is more narrowly and necessarily focused on the employees' unit and his/her direct supervisor, manager, and senior executives, and asks for direct feedback and ratings on individual leader effectiveness. Therefore, the LES provides much more detailed and specific information than the FEVS regarding the employees' working conditions, attitudes about organizational health, and perceptions on the effectiveness of their immediate DEA Leadership chain. Furthermore, the LES provides feedback on the leadership competencies identified as critical to DEA that are specific to supervisors, managers, and senior executives, which the FEVS does not.

### **Methods to Minimize Burden on Small Businesses**

Not Applicable.

### **Consequences of Less Frequent Collection**

The LES is administered annually for the purposes of continually gauging the DEA's working conditions, organizational health, employee perceptions and engagement, as well as the competencies of its leadership. Less frequent collection of information would minimize the utility of the information to engage and empower employees and leaders to improve the Federal workplace. In addition, with frequent retirements, reassignments, and mandatory Headquarters' details, leadership within the DEA is very

mobile. Annual information ensures that each leader receives timely feedback from his or her immediate work group that is actionable within the current performance year.

**Special Circumstances Influencing Collection**

Not Applicable.

**Reasons for Inconsistencies with 5 CFR 1320.6**

Not Applicable.

**Payment or Gift to Claimants**

Not Applicable.

**Assurance of Confidentiality**

The following statement is provided in the survey:

***Confidentiality of Survey Data***

*The following additional information about the survey is provided for survey administrators and participants:*

*Authorities for the collection of this information are found in 5 USC Part II Civil Service Functions and Responsibilities) and Part III (Employees).*

*Your responses will be held in the strictest confidence. No individual responses will be reported or results disclosed or displayed in any way that could potentially be used to identify individual respondents. Information provided will be aggregated and reported for each division within DEA.*

*The purpose for collecting this information is to study and report attitudes and perceptions of the DEA workforce regarding their work environments, with a focus on various management policies and practices that affect them. The results will help your organization develop strategies to improve the quality of that work environment - one of the goals of DEA's senior leadership.*

*Only authorized personnel that are responsible for collecting or analyzing the information will have access to raw data. Individual surveys will be anonymous and data cannot be linked to a respondent's name or email address.*

**Justification for Sensitive Questions**

Not Applicable.

**Estimate of Hour Burden**

The hour burden is as follows:

Number of Respondents; 5000 TFOs and Contractors

Frequency of response = per year

Total responses: 5000

Burden per response = 0.33 hours (20 minutes)

Total annual hour burden = 1,667 hours

Labor burden cost: \$0 (There are no labor costs as the contractors and TFOs would be allowed to complete the survey during their standard work time).

### **Estimate of Cost Burden**

The estimated annual cost burden is zero. Respondents are estimated to not incur any additional start-up costs or purchase services as a result of this information collection.

### **Estimated Annualized Costs to Federal Government**

The cost is zero. The same form used by DEA employees will also be used by TFOs and contractors. Additionally, any analysis of results will be conducted concurrently with those of DEA employees. Therefore, there are no additional costs.

### **Reasons for Change in Burden**

Not applicable

### **Plans for Publication**

Data will be used only internally to DEA for management and leadership development purposes.

### **Expiration Date Approval**

Due to the annual administration of the survey, no expiration date is warranted.

### **Exceptions to Certification Statement**

Not applicable

## **Part B. Collections of Information Employing Statistical Methods**

1. An email will be distributed to all DEA employees, contractors, and TFOs notifying the beginning of data collection. This would result in a sample size of about 15,000 (varies). In 2016, a response rate of 80% was received (only DEA employees). The expected response rate would be 80% for future data collection.
2. A census methodology will be used to include all full time DEA TFOs and contractors working at DEA facilities.
3. A minimum response rate has been established to provide leader feedback.
4. The DEA Research and Analysis Staff will monitor data collection efforts.
5. The DEA Research and Analysis Staff designed the survey instrument and will analyze the results. (*LES Program Manager: Chiwoniso Gurira, M.Sc., 202-305-7291*)