

Supporting Statement
FAA Organization Designation Authorization (ODA) Survey

B. Statistical Methods

1. Describe the potential respondent universe.

Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods 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 consists of 78 Organization Designation Authorization (ODA) Holders and 4 ODA Program Applicants, total of 82 possible companies that could respond. We intend to reach out to the entire population (a universe survey/census) per the requirement outlined in Section 213 of Public Law 115-254 FAA Reauthorization Act of 2018, and therefore will not be implementing any sampling selection methods. Because it is in the best interest of ODA Holders and ODA Program Applicants to provide feedback, we are predicting a fairly high response rate of 80%. This collection has not been conducted previously, and therefore, we have no actual response rates to provide. The current ODA Holder directory is posted at:

https://www.faa.gov/other_visit/aviation_industry/designees_delegations/designee_types/media/odadirectory.pdf

We're expecting a high participation rate due to participation on the panel of 11 of the 82 companies, and we're conducting outreach and marketing at industry conferences and through aviation associations, in addition to email and phone calls from FAA employees with working relationships with the companies. It's also a survey which provides a forum to influence improvements in the working relationships of ODAs and FAA.

Type of Respondent	Potential Respondent Universe	*Expected # of Participating Companies
ODA Holders	78	63
ODA Program Applicants	4	3
Total	82	66

*assumes a 80% response rate

2. Describe the procedures for the collection of information.

Describe the procedures for the collection of information including:

** Statistical methodology for stratification and sample selection*

We intend to reach out to the entire population per the requirement outlined in Section 213 of Public Law 115-254 FAA Reauthorization Act of 2018, and therefore will not be implementing any sampling selection methods.

** Estimation procedure*

We expect to use point estimates by using the population mean and average responses. It is also likely we will implement an interval estimate as to determine, when appropriate, what the range of the population response is.

** Degree of accuracy needed for the purpose described in the justification*

Because the information we are collecting is opinion and subjective by nature, having a degree of accuracy is not applicable. We will accept any and all responses as they are for inclusion in our study.

** Unusual problems requiring specialized sampling procedures*

No unusual problems requiring specialized sampling procedures exist for our collection.

** Any use of periodic (less frequent than annual) data collection cycles to reduce burden.*

This collection is expected to be a one-time event; thus, use of periodic data collection cycles are not applicable.

3. Describe methods to maximize response rates.

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 maximize response rates, our invitation will be an entire-universe (census) information collection request, and we'll seek to leverage normal Industry-FAA working relationships by extending an initial invitation to complete the survey that is reinforced by FAA Organizational Management Team Leads, with follow-up reminders directly from a functional FAA account with weekly reminders through the open survey period. Demographic questions will assist with generalizing results so that we know the responses are representative. We're planning to conduct outreach and marketing at industry conferences and through aviation associations, in addition to email and phone calls from FAA employees with working relationships with the companies. This is a survey which provides a forum to influence improvements in the working relationships of ODAs and FAA.

4. Describe tests of procedures and methods to be undertaken.

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 test may be submitted for approval separately or in combination with the main collection of information.

The survey questions have been designed collaboratively from Industry input and participation. In addition to question design, the expert panel we've used to design the survey piloted an acceptability test. During the test, users completed the survey to collect feedback regarding survey access (electronic submission, user-acceptance ratings on application reliability and flow), whether the overall time burden completing the survey was reasonable, and overall grading of survey questions speaking to the intent of the panel's objective. Feedback was rated against a pre-determined acceptable result to make a determination of whether to go forward, or whether changes are necessary before releasing the survey.

Follow-up: We received seven (7) responses from Industry panel representatives, and ten (10) from FAA employees.

5. Provide the names of consultants and the person who will collect and analyze the information.

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.

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