

## SUPPORTING STATEMENT – PART A

### Policy Pulse Survey – 0704-0570

#### 1. Need for the Information Collection

The Office of the Secretary of Defense for Policy (OSD-P) Pulse Survey, is necessary to obtain and record responses from contractor personnel employed within the Office of the Under Secretary of Defense for Policy and its components. The survey is used to assess the progress of the current human capital strategy and to capture emerging human capital and training issues per instructions of the Undersecretary of Defense for Policy. The previous OSD-P Pulse Survey did not include the contractor personnel population. Primary authority to conduct this survey is the OUSD-P Charter USDP 5111.1 December 8, 1999, Chapter 5, Section 2: “Obtain reports, information, advice, and assistance, consistent with DoD Directive 8910.1 (reference (g)), as necessary to carry out assigned functions.” The DoD Directive 8910.1 was reissued as DoDI 8910.1. In Chapter 2, Section 3 of DoDI 8910.1, the instruction states that it applies to, “the collection of information to satisfy statutory and interagency requirements and those in support of all management functions”.

#### 2. Use of the Information

The Leadership and Organizational Development Office (LOD) administers the Pulse Survey to OSD-Policy employees exclusively via an anonymous, web-based questionnaire. The survey is available to the entire OSD-Policy workforce, including civilians, military, detailees, and contractors. OSD-P employee participation will provide insight into OSD-P organizational culture and climate, and identify areas of improvement for human capital initiatives.

This questionnaire is hosted on the intranet SharePoint site used by OSD-P and is only accessible to OSD-P employees. Employees are notified by e-mail when the survey is accessible. Each respondent is asked 29 questions covering training, leadership behavior, professional development, and working environment. The responses are anonymous. The only identifying information supplied by the respondents is their affiliation: what office they belong to, how long they have worked for Policy, and what category of employee they are (e.g. GS civilian, military, detailee, etc.).

The response period is open for two weeks during which a weekly reminder email is drafted by LOD and distributed to OSD-P employees via email by senior leadership. The survey is completed by clicking the submit button on the webpage. OSD-Policy leadership may decide to extend the survey period to gain more responses, but the survey period should not exceed three weeks. Once the survey period closes, LOD will draft a thank you email for senior leadership to send to the workforce thanking them for their inputs and participation.

At the end of the response period, the responses and raw data are exported from the web-based questionnaire and only LOD staff and Policy SharePoint administrator have the security permissions to access this data. The LOD office conducts a statistical analysis of the responses and generates a report. The report describes the responses to all 29 questions and assesses progress against the current OSD-P human capital strategy. The responses are analyzed and synthesized by LOD staff into a report delivered to the Under Secretary of Defense for Policy (USD-P) and the leaders of each component of OSD-P down three levels (Assistant Secretary of Defense, Deputy Assistant Secretary of Defense, Director). This report informs the leadership teams of the impact the current human capital strategy is having on the workforce. Once the report is complete, LOD will draft emails for senior leadership to send to Deputy Assistant Secretary of Defense and Assistant Secretary of Defense front offices regarding results and follow up actions.

The report can also include a comparison to the latest Federal Viewpoint Survey (FEVS) administered by the Office of Personnel Management (OPM). This comparison gives leadership finer resolution on the overall health of OSD-P as compared with the broader federal government. The report is then used by OSD-P leadership to modify or reinforce existing human capital programs (e.g. training) or enact new programs in response to gaps identified in the report. This is in line with the intent of the human capital strategy to be responsive to OSD-P employee.

### 3. Use of Information Technology

100% of responses for the Pulse Survey are collected electronically via a web-based questionnaire.

### 4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source. There is no known collection that focuses on OSD-P components down to the directorate level. The closest instrument is the FEVS, however, it is a statistical sampling of the entire Office of the Secretary of Defense. The Pulse Survey is a census of the OSD-P population and has statistical measures and resolution not achievable through the FEVS. Thus, the FEVS is not an effective tool for assessing the progress of the OSD-P human capital strategy.

### 5. Burden on Small Business

This information collection does not impose a significant economic impact on a substantial number of small businesses or entities.

### 6. Less Frequent Collection

This collection would be administered at the same time as the one for government employees (biannually). Any collection on a different schedule, more or less frequently, for

contract personnel would degrade the statistical significance of their responses when compared with government employee information.

#### 7. Paperwork Reduction Act Guidelines

This collection of information does not require collection to be conducted in a manner inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2).

#### 8. Consultation and Public Comments

##### Part A: PUBLIC NOTICE

A 60-Day Federal Register Notice (FRN) for the collection published on Tuesday, December 1, 2020. The 60-Day FRN citation is 85 FRN 77187. No comments have been received.

A 30-Day Federal Register Notice (FRN) for the collection published on Thursday, March 18, 2021. The 30-Day FRN citation is 86 FRN 14742.

##### Part B: CONSULTATION

The survey was informed by input from: Washington Headquarters Service Survey Methodologist; literature review of industry instruments, including from organizations like Gallup; and reviewed by staff statisticians at the Office of People Analytics.

#### 9. Gifts or Payment

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

#### 10. Confidentiality

A Privacy Act Statement is not required for this collection because we are not requesting individuals to furnish personal information for a system of records.

A System of Record Notice (SORN) is not required for this collection because records are not retrievable by PII.

A Privacy Impact Assessment (PIA) is not required for this collection because PII is not being collected electronically.

The Records Schedule for this collection is 202-01 "Records about workforce planning and analysis, including succession planning, developed in support of executive-level or other Agency planning initiatives, excluding records maintained by executives responsible for policy formulation or other high-level actions. Includes: planning and analysis, planning data briefing materials, studies and surveys and list of functions and staff

at key locations. Disposition: Temporary. Cut off after issuing each new plan Destroy when 5 years after cutoff. Authority GRS 2.2, item 020 (DAA\_GRS-2017-0001-0002) Privacy Act: Not Applicable according to the OSD RDS June \_2019.

## 11. Sensitive Questions

No questions considered sensitive are being asked in this collection.

## 12. Respondent Burden, and its Labor Costs

### a. Estimation of Respondent Burden

The burden was compiled based on historical data and estimates of contractor labor costs. The Pulse Survey has been administered eleven times to OSD-P employees, excluding contractor personnel. Using the historical level of effort to conduct past surveys as baseline, we then added estimates for contractor personnel and the additional labor required to process the contractor responses (assuming 100% of all contract personnel responded to the voluntary survey). Note: all costs and hours estimates in section 12 are for contractors only. **OSD-P has a high rotation of contractor staffing. Also a reminder email is resent for those whom didn't complete it the first time.**

#### 1. **Policy Pulse Survey**

- a. Number of Respondents: 198
- b. Number of Responses per Respondent: 2
- c. Number of Total Annual Responses: 396
- d. Response Time: 0.25 hours
- e. Respondent Burden Hours: 99 hours

#### 2. **Total Submission Burden**

- a. Total Number of Respondents: 198
- b. Total Number of Annual Responses: 396
- c. Total Respondent Burden Hours: 99 hours

### b. Labor Cost of Respondent Burden

#### 1. **Policy Pulse Survey**

- a. Number of Total Annual Responses: 396
- b. Processing time per response: 0.25 hours
- c. Respondent Hourly Wage: \$46.61
- d. Labor Burden per Response: \$11.65
- e. Total Labor Burden: \$4,614.39

#### 2. **Overall Labor Burden**

- a. Total Number of Annual Responses: 396

b. Total Labor Burden: \$4,614.39

The Respondent hourly wage was determined by using the U.S. Bureau of Labor Statistics Occupational Outlook Handbook (<https://www.bls.gov/ooh/management/administrative-services-managers.htm>" <https://www.bls.gov/ooh/management/administrative-services-managers.htm> HYPERLINK "and based on average DoD contractor salary of \$96,940.

### 13. Respondent Costs Other than Burden Hour Costs

There are no annualized costs to respondents other than the labor burden costs addressed in Section 12 of this document to complete this collection.

### 14. Cost to the Federal Government

#### a. Labor Cost to the Federal Government

##### **1. Policy Pulse Survey**

- a. Number of Total Annual Responses: 396
- b. Processing Time per Response: 0.25 hours
- c. Hourly Wage of Worker(s) Processing Responses: \$60
- d. Cost to Process Each Response: \$15.00
- e. Total Cost to Process Responses: \$5940

##### **2. Overall Labor Burden to Federal Government**

- a. Total Number of Annual Responses: 396
- b. Total Labor Burden: \$5940

#### b. Operational and Maintenance Costs

Equipment: \$0

- a. Printing: \$0
- b. Postage: \$0
- c. Software Purchases: \$0
- d. Licensing Costs: \$0
- e. Other: \$0
- g. Total: \$0

- 1. Total Operational and Maintenance Costs: \$0
- 2. Total Labor Cost to the Federal Government: \$5,940
- 3. Total Cost to the Federal Government: \$5,940

### 15. Reasons for Change in Burden

The burden has increased since the previous approval due to an increase in respondent wages.

16. Publication of Results

The results of the survey will not be published. The report analyzing the results will be provided to the Undersecretary of Defense for Policy, the Principal Undersecretary of Defense for Policy, the Assistant Secretaries of Defense in OSD-P, the Deputy Assistant Secretaries of Defense in OSD-P, and the various Directors in OSD-P. The project will commence upon OMB approval, anticipated after January 20, 2021.

17. Non-Display of OMB Expiration Date

We are not seeking approval to omit the display of the expiration date of the OMB approval on the collection instrument.

18. Exceptions to "Certification for Paperwork Reduction Submissions"

We are not requesting any exemptions to the provisions stated in 5 CFR 1320.9.