

## SUPPORTING STATEMENT - PART A

### High Risk Installation Evaluations – OMB Control Number 0704-XXXX

#### 1. Need for the Information Collection

These information collections support an emergent, high-visibility requirement directed in Secretary of Defense Memorandum, “Immediate Actions to Counter Sexual Assault and Harassment and the Establishment of a 90-Day Independent Review Commission on Sexual Assault in the Military,” February 26, 2021. Immediate Action 2 directs the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) to develop a plan of action and milestones to conduct high risk installation evaluations. In Memorandum “Plan of Action and Milestones for High Risk Installation Evaluations,” March 30, 2021 USD(P&R) approved the plan of action and milestones.

These information collections are in support of those directed actions. Specifically, DoD will evaluate 20 DoD installations where the military community is at increased or decreased risk for destructive behaviors as evidenced by measures of unhealthy command climate. Site visits will take place June-August 2021, report development in August 2021, Military Department coordination in September 2021 and delivery of the report to the Secretary of Defense in Oct 2021. Given the aggressive timelines of the new requirement, the purpose of the initial high risk installation evaluations is to pilot an evaluation process and metrics in order to develop an enduring evaluation method to support future evaluations (expected to be conducted on biennial basis). Metrics development will assess implementation of DoD Instruction 6400.09, “DoD Policy on Integrated Primary Prevention of Self-Directed Harm and Prohibited Abuse or Harm,” September 11, 2020.

DoD Office of Force Resiliency (OFR) will identify 20 DoD installations to take part in the assessment. At each location, a handful of service members who either have direct responsibility for prevention activities or their superiors will participate. There will be three data sources: 1) responding to a “request for information”; 2) participating in discussions during a three day site visit; and 3) completing a survey. The discussions and survey constitute the information collections covered in this request.

#### 2. Use of the Information

The respondents will be a cross section of personnel at the participating installations that fall into two general categories. First, are personnel that are specific to prevention and intervention activities relating to a variety of negative behaviors (e.g., alcohol use, suicide, sexual harassment). These include: Sexual assault response coordinators, victim advocates, Family Advocacy Program staff, MEO/EEO staff, Mental Health Professionals, Enlisted medical personnel (e.g., medics, corpsmen), Inspectors general and misdemeanor and felony-level law enforcement representatives, Chaplains, MWR and community/ support services staff, and Physical health professionals. We are collecting data from these individuals because they have first-hand knowledge of how prevention activities are carried out at the installation.

The second category are general personnel that will be important to talk to for their perceptions of how prevention is prioritized and experienced at the installation and will include (the target sample is in parentheses): Installation commander, E1-E4 Men (10), E1-E4 Women (10), O1-O3 Men (10), O1-O3 Women (10), E5-E6 Men (10), E5-E6 Women (10), O4-O5 Men (10), O4-O5 Women (10), E7-E9 Men (10), E7-E9 Women (10), O6 Men (10), O6 Women(10), First sergeants (5 or more).

There will be three data sources: 1) responding to a “request for information”; 2) participating in discussions during a three day site visit; and 3) completing a survey. Data source 1 and 2 will actually be the same questions. The request for information will be sent ahead via an emailed Word document to a point of contact (POC) at each installation. The POC will arrange to have the relevant individual(s) answer the questions in the Word document and send back to RAND by email. In our experience, these types of request for information are often returned incomplete or unclear. Thus, at the site visits, site visit staff will follow up to confirm the information and fill in any missing data. During the three day site visit, various groups of individuals specified above will be organized into a series of discussion groups in one hours slots. The questions for 1 and 2 will be open-ended questions about the prevention activities. The discussions will NOT be recorded, but a note taker will be part of the site visit team and will take detailed notes. Those notes will be hand carried back to RAND to be organized and used for analysis. Data source 3 will be a survey of individual competencies to carry out prevention activities. Individuals will complete the survey at their respective discussion group slot during the three day site visit. The survey will be paper and pencil and collected by site visit staff who will hand carry the completed forms back to RAND for data entry and analysis.

The end result of the data collection will be a series of ratings for each installation. The ratings will be on a 1-5 scale (1 = poor performance, 5 = sufficient performance). There will be 12 ratings for each installation. The 12 ratings come from three infrastructure elements being applied to four content domains (see Table 1).

Table 1. 12 Ratings for each installation

	Content Domains			
Infrastructure Elements	Protective Environment	Integrated Prevention	Stakeholder Engagement	Select Prevention Practices
Priority				
Preparation				
Implementation				

3. Use of Information Technology

These data will be collected during in person site visits; 0% of responses will be collected electronically.

4. Non-duplication

The pre-visit request for information will obtain all existing information in support of the evaluations, such that the data collected on site will be unique and not duplicate existing information collections.

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source.

5. Burden on Small Businesses

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

6. Less Frequent Collection

On-site information collection will take place at 20 installations identified as high and low risk on a biennial basis. Different installations likely will be selected for each evaluation cycle which will minimize burden of these information collections on the respondents.

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 30-Day Federal Register Notice for the collection published on Monday, June 7, 2021. The 30-Day FRN citation is 86 FR 30289 FRN 30289-30290.

Part B: CONSULTATION

DoD has contracted with the RAND Corporation to consult and support the development of the methods and metrics for the high risk installation evaluations. RAND Corporation has multiple content experts that will be collecting and analyzing the data. RAND is also subcontracting with the Wandersman Center to supplement its data collection capability. The variety of subject matter experts and consultants on these information collections will enhance the rigor of the methods and validity of the metrics.

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.

*(P): State your Records Retention and Disposition Schedule. If you have a PIA and / or SORN, this should match verbatim the schedule listed in these documents.*

11. Sensitive Questions

No questions considered sensitive are being asked in this collection.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

1) Collection Instrument(s)

[Send ahead/On-site Discussion questions]

- a) Number of Respondents: 4,400
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 4,400
- d) Response Time: 60 minutes
- e) Respondent Burden Hours: 4,400 hours

[Survey: Competency Assessment for Sexual Assault Prevention Practitioners (CASAPP)]

- a) Number of Respondents: 4,400
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 4,400
- d) Response Time: 10 minutes
- e) Respondent Burden Hours: 733 hours

2) Total Submission Burden (Summation or average based on collection)

- a) Total Number of Respondents: 4,400
- b) Total Number of Annual Responses: 4,400
- c) Total Respondent Burden Hours: 5,133 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument(s)

[Send ahead/On-site Discussion questions]

- a) Number of Total Annual Responses: 4,400
- b) Response Time: 60 minutes/1 hour
- c) Respondent Hourly Wage: \$28.22
- d) Labor Burden per Response: \$28.22
- e) Total Labor Burden: \$124,168

[Survey: Competency Assessment for Sexual Assault Prevention Practitioners (CASAPP)]

- a) Number of Total Annual Responses: 4,400
- b) Response Time: 10 minutes
- c) Respondent Hourly Wage: \$28.22
- d) Labor Burden per Response: \$2.82
- e) Total Labor Burden: \$12,408

An average DoD hourly wage was calculated from payscale.com, a compensation aggregation web service.

- 2) Overall Labor Burden
  - a) Total Number of Annual Responses: 4,400
  - b) Total Labor Burden: \$136,576

The Respondent hourly wage was determined by using the [Department of Labor Wage Website] (<http://www.dol.gov/dol/topic/wages/index.htm>)

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

- 1) Cost Categories
  - a) Equipment: \$0
  - b) Printing: \$0
  - c) Postage: \$0
  - d) Software Purchases: \$0
  - e) Licensing Costs: \$0
  - f) Other: \$0

- 2) Total Operational and Maintenance Cost: \$0

Please note, RAND through their contract (\$2,000,000) with OFR will assume the burden for operational and maintenance costs of the two instruments.

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$0
- 2) Total Operational and Maintenance Costs: \$0
- 3) Total Cost to the Federal Government: \$0

Please note, RAND through their contract (\$2,000,000) with OFR will assume the burden for operational and maintenance costs of the two instruments.

15. Reasons for Change in Burden

This is a new collection with a new associated burden.

16. Publication of Results

The results of this information collection will be provided as a report to the Secretary of Defense and will not be published outside of DoD unless directed by the Secretary.

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.