

SUPPORTING STATEMENT - PART A

2021 QuickCompass of Sexual Assault Prevention and Response Personnel (2021 QSAR) –
0704-0603

1. Need for the Information Collection

United States Code (USC) 4331 provides for the establishment of the Department of Defense (DoD) Sexual Assault Prevention and Response Office (SAPRO) to establish policies and procedures for dealing with issues of sexual assault in the military and administering prevention and response programs on behalf of the Department. SAPRO has requested survey support from the Office of People Analytics (OPA) to gather data for their evaluation of Sexual Assault Prevention and Response (SAPR) programs. 2021 QSAR will include an assessment of programs supported by providers of services to survivors of sexual assault such as Sexual Assault Response Coordinators (SARCs), Victims' Advocates (VAs), Special Victims' Counsels (SVCs), and Victims' Legal Counsels (VLCs). This survey is a follow-up to the 2018 QuickCompass Survey of Sexual Assault Responders (QSAR1801), the 2015 QuickCompass Survey of Sexual Assault Prevention and Response (SAPR) Related Responders (QSAPR1501), and the 2012 QuickCompass Survey of Sexual Assault Response Coordinators (QSARC1201), as well as a replication of a survey of SARCs performed in 2009 at the request of the Defense Task Force on Sexual Assault in the Military Services (DTFSAMS) that examined similar prevention and response programs at that time. Section 539D, NDAA FY 2021, specified that not later than June 30, 2021, the Secretary of Defense shall conduct a survey regarding the ability of Sexual Assault Response Coordinators and Sexual Assault Prevention and Response Victim Advocates to perform their duties; the 2021 QSAR fulfills this requirement.

2. Use of the Information

The target population for this survey will be all SARCs, VAs, and SVCs/VLCs who are either Active Duty, Reserves/National Guard, or a DoD civilian employee. The survey will solicit insights into characteristics of SAPR programs to better understand how responders are trained for their position and their perceptions of how well their program is supported and executed.

Respondents will access the survey online. Once they complete the questions on the survey, there is a submit button to send their response. They will receive email communications notifying them about the importance of the survey, the confidential nature of the data collection, how the data will be used, and how to access the web site. Respondents will be given a unique link and passcode to enter the survey in all email communications. They will receive up to no more than seven emails during the survey fielding. The reminder e-mails will be sent only to those selected sample members who have not yet responded to the survey or who are not active refusers.

The full online survey system will be hosted internally, on OPA contractor servers housed within a system that has been granted Authority to Operate under the Risk Management Framework (RMF) rather than in the cloud, ensuring high security consistent with other survey efforts. Specifically, when the survey is closed out by the respondent and the analysis dataset is created, Personally Identifying Information (PII), such as name, address, and/or Electronic Data Interchange Personal Identifier (EDIPI), is not included. All web survey data will be securely stored in the survey team's secure data enclave on password-protected computers and will be accessible only to specific team members. To ensure that all survey responses are secure while being transmitted over the internet, the web survey application will use Secure Socket Layers (SSL) with 128-bit encryption.

Overall, the results of the survey will assess progress, identify shortfalls, and revise policies and programs as needed related to SAPR programs. Data from this survey will be presented to the Office of the Under Secretary of Defense for Personnel and Readiness OSD(P&R), Military Departments, Congress, and DoD policy and program offices. Analysis will include: a results and trends report (a set of relative frequency distributions of each question, cross-tabulations of survey questions by key stratifying variables, and statistical significance testing), briefing slides, and reports highlighting key findings. Ad hoc analyses requested by the policy office sponsors and other approved organizations may be conducted as needed and based on available staff.

3. Use of Information Technology

OPA administers the QSAR survey via the web. All responses (100%) are collected electronically on a secured web site using survey software called Voxco. Voxco is a full-spectrum research technology company that has strong security controls, password management, and granular access permissions in place. The full online survey system will be hosted internally, on OPA contractor servers housed within a system that has been granted Authority to Operate under the Risk Management Framework (RMF) rather than in the cloud, ensuring high security consistent with other survey efforts. Specifically, when the survey is closed out by the respondent and the analysis dataset is created, PII, such as name, address, and/or Electronic Data Interchange Personal Identifier (EDIPI), is not included. All web survey data will be securely stored in the survey team's secure data enclave on password-protected computers and will be accessible only to specific team members. To ensure that all survey responses are secure while being transmitted over the internet, the web survey application will use Secure Socket Layers (SSL) with 128-bit encryption. To reduce respondent burden, web-based surveys use "smart skip" technology to ensure respondents only answer questions that are applicable to them.

Based on similar survey efforts, we estimate a 25% response rate.

4. Non-duplication

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

There would be two primary consequences of less frequent data collection. First, the Department would not be able to fulfill the requirements of Section 539D of the NDAA FY 2021 in conducting a survey regarding the ability of SARCs and SAPR VAs to perform their duties. Second, a number of programmatic and policy changes have taken place since the survey was first administered in 2009. Without this survey, the Secretary of Defense would not be afforded the opportunity to hear directly from a primary constituency in sexual assault prevention and response, the responders, or provide this information to interested parties within the White House and Congress.

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 Friday, June 26, 2021. The 60-Day FRN citation is 86 FRN 33693.

No comments were received during the 60-Day Comment Period.

A 30-Day Federal Register Notice for the collection published on Monday, September 27, 2021. The 30-Day FRN citation is 86 FR 53292 FRN 53292.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the Federal Register was conducted for this submission.

9. Gifts or Payment

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

10. Confidentiality

The survey website includes a Privacy Advisory/Additional Information webpage that all sample members view before taking the survey. This page will include the instruction “Click Continue if you agree to take the survey.” Informed consent is indicated by clicking the ‘Continue’ button and answering the survey questions. OPA does not expect the data collection procedures to involve any risk to participants. Survey respondents will not experience any individual or personal direct benefit from participating in the survey. However, by participating in the survey, they will assist OSD(P&R) in evaluating programs, which may assist military members in the future. Participants can withdraw from the study at any time, and can also request that their data be withdrawn from the study after they’ve submitted it. Procedures for withdrawing data are provided on the survey communications.

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.

Survey and Census Data Base. Records of census forms completed by military members and civilians and all persons eligible for DoD benefits. It is used for policy planning purposes, manpower and benefits research, and other manpower research activities.

a. Computer records.

(1) Inputs/Source Records.

Disposition: Destroy after computer records have been created and validated.

(2) Master File.

Disposition: PERMANENT. Transfer on completion of the report to the National Archives in accordance with 36 CFR 1228.270 and 36 CFR 1234.

(3) Outputs. Summary reports (electronic or paper). Disposition: Delete/destroy when no longer needed for operational purposes. Note: This disposition instruction applies only to recordkeeping copies of the reports retained by DMDC. The DOD office requiring creation of the report should maintain its recordkeeping copy in accordance with NARA-approved disposition instructions for such reports.

(4) System Documentation. Codebooks, record layouts, and other system documentation.

Disposition: PERMANENT. Transfer to the National Archives along with the master file in accordance with 36 CFR 1228.270 and 36 CFR 1234.

b. Survey questionnaires and census forms. Disposition: Destroy after computer records have been created and validated.

103-01.2 Reports

Use 103-01.2

FILE TITLE: Policy Files – Evaluation

FILE DESCRIPTION: Analyses, studies, and substantive correspondence and memos that evaluate or assist in the evaluation of a process, procedure, or function. These files accumulate in the offices of the Secretary and Deputy Secretary of Defense, immediate offices of the Under and Assistant Secretaries of Defense, or any element of any OSD

Component involved in making, promulgating, or analyzing policy relating to a Component's mission. They are not to be confused with Policy and Precedent (102-05.1), Publications (102-06.1), or Instruction (103-02.1) files. NOTE: Use 101-14 for background papers associated with policy case files.

DISPOSITION: Permanent. Retire to the WNRC when superseded or obsolete. Transfer to NARA 25 years after cutoff.

11. Sensitive Questions

No. The information requested in the survey is not sensitive in nature, and asks about respondents' background, training, and perceptions of the SAPR program. They will not be asked about specific details regarding sexual assault cases.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

1) Collection Instrument(s)

[2021 QuickCompass of Sexual Assault Prevention and Response Personnel]

- a) Number of Respondents: Approximately 5,000
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 5,000
- d) Response Time: 20 minutes
- e) Respondent Burden Hours (*C multiplied by D, computed into hours*):
1,667hours

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

- a) Total Number of Respondents: 5,000
- b) Total Number of Annual Responses: 5,000
- c) Total Respondent Burden Hours: 1,667 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument(s)

[2021 QuickCompass of Sexual Assault Prevention and Response Personnel]

- a) Number of Total Annual Responses: 5,000
- b) Response Time: 20 minutes
- c) Respondent Hourly Wage: \$30
- d) Labor Burden per Response: \$6
- e) Total Labor Burden: \$30,000

2) Overall Labor Burden

- a) Total Number of Annual Responses: 5,000
- b) Total Labor Burden: \$30,000

Source for average military wage:

<https://militarypay.defense.gov/Portals/3/Documents/2021%20Pay%20Table%203%20percent%20-%20FINAL.pdf>

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

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

Contractor Costs

- 1) Collection Instrument(s) 2021 QuickCompass of Sexual Assault Prevention and Response Personnel
 - a) Number of Total Annual Responses: 5,000
 - b) Processing Time per Response: .273 hours
 - c) Hourly Wage of Worker(s) Processing Responses: \$75.50
 - d) Cost to Process Each Response: \$20.61
 - e) Total Cost to Process Responses: \$103,057.50

Government Costs

- 2) Collection Instrument(s) 2021 QuickCompass of Sexual Assault Prevention and Response Personnel
 - a) Number of Total Annual Responses: 5,000
 - b) Processing Time per Response: .11 hours
 - c) Hourly Wage of Worker(s) Processing Responses: \$69.16
 - d) Cost to Process Each Response: \$7.61
 - e) Total Cost to Process Responses: \$38,038
- 3) Overall Labor Burden to the Federal Government
 - a) Total Number of Annual Responses: 5,000
 - b) Total Labor Burden: \$141,095.50

Part B: OPERATIONAL AND MAINTENANCE COSTS

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

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

1) Total Labor Cost to the Federal Government: \$141,095.50

2) Total Operational and Maintenance Costs: \$0

3) Total Cost to the Federal Government (P: Add 1 and 2 in this section): \$141,095.50

15. Reasons for Change in Burden

There has been no change in burden since the last approval.

16. Publication of Results

The 2021 QuickCompass of Sexual Assault Prevention and Response Personnel will field in the spring for approximately 6 weeks. Data analysis and reporting will occur from the time the survey is closed through a year later. After the survey quality assurance review is completed, results and trends, briefings, and reports are created. The results, which are Congressionally-mandated, are reported to the policy office in early Spring to be included in their report to Congress in April 2022. Data may still be analyzed after the mandatory report date for further analyses to support research.

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.