

SUPPORTING STATEMENT - PART A

Service Academy Gender Relations Survey (SAGR) – 0704-SAGR

1. Need for the Information Collection

United States Code (USC) Title 10, as amended by Section 532 of the John Warner National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2007 (10USC\$4361), codified an assessment cycle at the U.S. MSAs that consist of surveys and focus groups during alternating years. This requirement applies to the U.S. Military Academy (USMA), U.S. Naval Academy (USNA), and U.S. Air Force Academy (USAFA). The U.S. Coast Guard Academy (USCGA), the only Federal Military Academy within the Department of Homeland Security (DHS), is not required to participate in the assessments codified by U.S.C. Section 10. However, USCGA officials requested the Coast Guard be included, beginning in 2008, in order to evaluate and improve their programs addressing sexual assault and sexual harassment. Similarly, the U.S. Merchant Marine Academy (USMMA), under the Department of Transportation (DOT), requested their inclusion beginning in 2012. USCGA and USMMA will continue to participate in the assessments. Surveys of USCGA and USMMA are not covered under this DoD licensure and will not be mentioned further.

The Health and Resilience Research Division (H&R), located at OPA, consists of both web-based and paper-and-pen surveys to support the personnel information needs of the Office of the Under Secretary of Defense for Personnel and Readiness (OUSD[P&R]). Previous assessments in this series were primarily survey based, with the first conducted in 2004 by the DoD Inspector General (IG). Responsibility for subsequent assessments was transferred to OPA, which conducted surveys in 2005, 2006, 2008, 2010, 2012, 2014, 2016, and 2018. The 2020 administration was postponed due to the COVID-19 pandemic. The first focus group assessment was conducted in 2007; additional focus groups have been conducted in 2009, 2011, 2013, 2015, 2017, and 2019. Section 532 of the FY2007 NDAA amended the requirement to conduct an alternating cycle of surveys in even numbered calendar years and focus groups in odd numbered calendar years for gathering information relating to sexual assault and sexual harassment issues at the Academies to improve the Department's response.

2. Use of the Information

The sponsor of the 2020 SAGR surveys will be DoD SAPRO, who reports to OUSD(P&R). Findings from the 2020 survey will be included in a report to Congress; other users of the information will include the Office of the Secretary of Defense (OSD), the Military Departments, the MSAs, and OPA analysts. Mission effectiveness is influenced directly by the mental and physical well-being of the Service men and women. DoD has made considerable advances in preventing and responding to instances of sexual assault; however, much more is required in order to provide the safest operating environment where Service members are free from fear of assault. This program evaluation will help address gender-related issues at the MSAs, the training ground for future leaders, whose well-being in their training environment is critical. These studies provide information to leaders and program managers on the effectiveness of programs established to promote

their safety from unwanted behaviors. Data will be presented in tabular and report form and briefings will be provided to senior DoD policymakers at the request of SAPRO; a statistical methodology report will also be written.

Each Academy notifies students selected for the survey with an electronic message explaining the overall survey process and providing them instructions on how to select a session for administration of the survey. OPA staff is on location during the survey week to brief students and administer the survey. Sessions are typically scheduled from 0700 through 1500 and follow the Academy's class periods. Additionally, the Superintendent of each Academy either speaks at a lunch assembly or sends out an electronic message expressing the importance of the survey and encouraging each student selected to participate in the survey. Attendance is checked when a student arrives for their session (attendance is only for purposes of following up and not for identifying survey responses by individuals). Academy officials follow up with students who do not appear at their designation session and reschedule accordingly. OPA staff provides an overview briefing on the purpose for the survey. Students are advised they may leave at any time after the briefing if they choose not to complete the survey.

3. Use of Information Technology

Does not apply, survey is conducted using paper and pen in person. OPA conducts this survey effort in person to achieve maximum response rates utilizing a paper survey. All cadets and midshipmen are required to attend a survey session and hear a mandatory briefing on the importance of this effort and how to complete the survey. Taking the actual survey is voluntary. However, we have consistently achieved around a 70% response rate or higher for this effort. Other online only surveys have considerably lower response rates (10-20%).

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 10 USC §4361 in providing data to Congressional oversight entities such as the House and Senate Armed Services Committees. Second, the Academies and DoD SAPRO program managers would not be able to assess the impact of programs and training in preventing sexual assault and sexual harassment. The Academies follow a typical academic year in which new programs are implemented at the beginning of a school year and adjusted as needed. Lack of assessment data could result in failure to respond to changing cultural and environmental influences on improper gender behaviors.

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 Wednesday, July 7, 2021. The 60-Day FRN citation is 86 FR 35759 FRN 35759-35760.

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 53293 FRN 53293.

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 includes a Privacy Advisory/Additional Information section that all cadets/midshipmen view before taking the survey. Informed consent is obtained by informing cadets and midshipmen in a briefing of the purpose of the survey and directing their attention to the Privacy Advisory printed on the first page of the survey booklet.

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 current disposition authority for survey data is N1-330-03-001, item 8. FILE NUMBER: 1805-09 FILE TITLE: Survey and Census Database FILE DESCRIPTION: Records of census forms completed by military members, civilians, and all persons eligible for DoD benefits. Information in this database are used for policy planning purposes, manpower and benefits research, and other manpower research activities, included are: Survey and Census database master file, codebooks, record layouts, and other technical information required to use the database. OSD Records Disposition Schedules SERIES 1800 342 DISPOSITION: Permanent. Cutoff on completion of the report for the DoD office requiring the creation of

the report. Transfer master file and system documentation to NARA at cutoff in accordance with the standards of 36 CFR 1228.270 and 36 CFR 1234. AUTHORITY: N1-330-03-00 Reports would fall under FILE NUMBER: 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. AUTHORITY: N1-330-93-001, item 2 PRIVACY ACT: Not applicable

OPA currently has an SF-115 request for disposition authority for all survey records, to include the reports, labeled DAA-0330-2021-0008. That has a temporary retention of 30 years for confidential data, permanent retention of 30 years for public use data, and permanent retention of 30 years for reports.

11. Sensitive Questions

Yes. There are questions on experiences of sexual assault and sexual harassment/gender discrimination included on this survey. The SAGR surveys are Congressionally-mandated to collect data on gender relations issues and serve as the primary means of collecting DoD-level data on these unwanted gender-related behaviors.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

1) Collection Instrument(s)

[2022 Service Academy Gender Relations Survey]

- a) Number of Respondents: Approximately 10,000
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 10,000
- d) Response Time: 30 minutes
- e) Respondent Burden Hours: 5,000 hours

2) Total Submission Burden

- a) Total Number of Respondents: 10,000
- b) Total Number of Annual Responses: 10,000
- c) Total Respondent Burden Hours: 5,000 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument(s)

[2022 Service Academy Gender Relations Survey]

- a) Number of Total Annual Responses: 10,000
- b) Response Time: 30 minutes
- c) Respondent Hourly Wage: \$7.11
- d) Labor Burden per Response: \$3.56
- e) Total Labor Burden: \$35,600

2) Overall Labor Burden

- a) Total Number of Annual Responses: 10,000
- b) Total Labor Burden: \$35,600

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) 2022 Service Academy Gender Relations Survey
 - a) Number of Total Annual Responses: 10,000
 - 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: \$206,115

Government Costs

- 2) Collection Instrument(s) 2022 Service Academy Gender Relations Survey
 - a) Number of Total Annual Responses: 10,000
 - 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: \$76,076
- 3) Overall Labor Burden to the Federal Government
 - a) Total Number of Annual Responses: 10,000
 - b) Total Labor Burden: \$282,191

Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories

- a) Equipment: \$0
- b) Printing: \$13,000
- c) Postage: \$8,500
- d) Software Purchases: \$0
- e) Licensing Costs: \$0
- f) Other: \$0

2) Total Operational and Maintenance Cost: \$21,500

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

1) Total Labor Cost to the Federal Government: \$282,191

2) Total Operational and Maintenance Costs: \$21,500

3) Total Cost to the Federal Government: \$303,691

15. Reasons for Change in Burden

This is an existing collection currently in use without an OMB Control Number.

16. Publication of Results

The 2022 Service Academy Gender Relations Survey will be administered in March-April 2022. Data analysis and reporting will occur from the time the survey collection is completed 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 winter 2022 to be included in their report to Congress in February 2023. 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.