

## SUPPORTING STATEMENT - PART A

### 2021 Department of Defense Civilian Employee Workplace and Gender Relations Survey– 0704-XXXX

#### 1. Need for the Information Collection

The purpose of the Department of Defense (DoD) Civilian Employee Workplace and Gender Relations Survey (WGRC) is to assess the attitudes and opinions of DoD civilian employees on gender issues including their experiences of and the climate surrounding sexual harassment, gender discrimination, and sexual assault in the DoD civilian workplace. These indicators provide primary data on estimated prevalence rates of unwanted gender-related experiences and historically provide the ability to evaluate the impact of policies and programs with regard to DoD civilian employees. The surveys are benchmarks by which senior DoD officials can track trends over time.

All Workplace and Gender Relations surveys are Congressionally-mandated to estimate rates of gender-based assaults, assess the effectiveness of policies and programming to prevent sexual harassment and sexual assault, and assess the overall gender relations climate within the Department in accordance with 10 U.S.C. Section 481. Historically, these surveys have been conducted with military members only, with the first congressionally mandated Workplace and Gender Relations survey conducted in 2002 for active duty service members and 2004 for Reserve component members. Section 1073 of the FY 2015 NDAA extended this requirement to DoD Civilian employees as well, including an amendment that inserted Section 481a into 10 USC 481 outlining the survey requirement. The first administration of the WGRC was in FY 2016 per these statutory requirements and was administered to appropriated fund (APF) civilian employees only. The second administration of the WGRC was in 2018 and expanded the target population to include non-appropriated fund (NAF) civilian employees.

The WGRC fulfills the Congressional mandate outlined in Title 10 USC §481a for a biennial survey assessment of gender relations in the DoD civilian workplace. The mandate requires that the survey 1) provides indicators of positive and negative trends for professional and personal relationships between male and female employees; 2) estimates the prevalence of unwanted gender-related behaviors for DoD civilian employees within the preceding fiscal year; 3) examines the effectiveness of policies designed to improve professional relationships between male and female employees; and 4) examines the effectiveness of current processes for complaints and investigations concerning unwanted gender-related behaviors, including sexual assault, sexual harassment, and gender discrimination.

The legal requirements for the WGRC can be found in the following:

- FY15 NDAA, Section 1073
- 10 U.S.C., Section 481a
- 10 U.S.C., Section 136

- 10 U.S.C., Section 2358
- Public Law (PL) 111-383, Sections 1602 and 1631; 113-291, Section 1073

These legal requirements mandate that the WGRC solicit information on gender issues, including issues relating to sexual assault, sexual harassment, and gender discrimination, as well as the climate in the Department for forming professional relationships between male and female employees. They also give the Department authority to conduct such surveys under the guidance of the USD(P&R).

## 2. Use of the Information

The target population consists of approximately 840,000 DoD civilian employees. The population includes both APF and NAF civilian employees. This survey provides employees with a chance to be heard on issues that directly affect them, including policies on gender relations and reporting processes. This may result in improved policies, programs, and services for DoD civilian employees.

The web survey will be hosted on the operations contractor's secure website. Respondents enter the survey through a .mil site (<https://www.dodsurveys.mil>). This site will state the source of the survey's certification and invite sample members to enter a personal ticket number (one secure ticket number is assigned to each sample member and remain linked to that member for the duration of the project. That ticket number will be printed [along with the survey URL] in each letter, and email sent to that individual) and click "Continue." The sample members will be redirected to the operations contractor's secure website (<https://www.surveysdrc.com>). Next, sample members will see a welcome page, which provides a brief survey description and give them access to the Frequently Asked Questions (FAQ). The next two pages will request the respondent create a Personal Identification Number (PIN) and provided the Privacy Advisory. If the sample members agreed to do the survey, they will click "Continue" to begin the survey. Respondents complete the survey via the secure website and there are no paper survey instruments used for this data collection. Respondents complete the survey by hitting "submit" on the survey web site.

Persons in the sample who are not active refusers will be contacted by e-mail. Selected employees will receive up to a total of six (6) communications. This includes up to five (5) e-mail communications (one announcement e-mail and four e-mail reminders) for whom OPA has an e-mail address and one announcement postal notification for NAF employees. Those documents are attached to this package. OPA will request Department leaders also contact their employees to encourage participation and will provide sample communications for them to use as they see fit for their employees. Since OPA cannot control whether or not leaders send communications about this survey to their employees, OPA is not including these potential contacts in our total number of communications about the survey.

Once surveys are submitted, our survey contractor, Data Recognition Corporation (DRC), handles and processes the surveys. Specifically, once a respondent completes an online survey, data are stored in an indexed file on the web (data) server. Prior to providing each

dataset to OPA, the operations contractor copied the indexed file to their internal network using File Transfer Protocol (FTP), converted the data to a sequential format, and processed the validate program to read and load the data to the dataset. The data were then converted to SAS and processed according to OPA-approved administration plans and coding schemes.

Datasets containing survey responses will never contain names, addresses, or e-mail addresses; rather, they will include only randomly generated identification (ID) numbers. The data for this survey will be stored on DoD servers only. WGRC data may also be stored and analyzed in Advana, a DoD data repository, pending OPA's transition from its remote servers to Advana planned for calendar year 2021.

Overall, the results of the survey will assess progress, identify shortfalls, and revise policies and programs as needed related to issues directly affecting DoD civilian employees. Data from this survey will be presented to the Office of the Under Secretary of Defense for Personnel and Readiness (OUSD[P&R]), Congress, and DoD policy and program offices to assess and improve policies, programs, practices, and training related to gender relations in the DoD informed by current and statistically reliable information. Analysis will include OPA's standard products: a results and trends report (a set of relative frequency distributions of each question, and cross-tabulations of survey questions by key stratifying variables), briefing slides, reports highlighting key findings, and a statistical methodology report. 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 WGRC survey via the web. All responses (100%) are collected electronically. We use proprietary software developed by OPA's operations contractor, DRC, to administer the survey on the web. Digitally signed e-mails, electronic files, and web-based technology will be used for respondent communications and data collection. To reduce respondent burden, web-based surveys use "smart skip" technology to ensure respondents only answer questions that are applicable to them.

### 4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source. While the U.S. Merit Systems Protection Board periodically collects information regarding prohibited personnel practices, including sexual harassment, among all federal employees, this is the only survey designed specifically to fulfill the Congressional requirements outlined in 10 USC 481a.

### 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

In order to meet Congressional requirements to gather information on gender issues and experiences of unwanted gender-related behaviors of DoD civilian employees, we need to administer the WGRC biennially. If the survey is not administered biennially, the Department would not be able to fulfill the Congressional mandate outlined in Title 10 USC §481a for a biennial survey assessment of gender relations in the DoD civilian workplace.

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 Monday, April 26, 2021. The 60-Day FRN citation is 86 FR 22036.

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

A 30-Day Federal Register Notice for the collection published on Thursday, August 5, 2021. The 30-Day FRN citation is 86 FR 42796.

Part B: CONSULTATION

DoD policy offices including the Office for Diversity, Equity, and Inclusion (ODEI), the Defense Civilian Personnel Advisory Service (DCPAS), the DoD Sexual Assault Prevention and Response Office (SAPRO), the Office of Force Resiliency (OFR), and the Office of General Counsel (OGC) were consulted in developing survey content for the 2021 WGRC. OUSD(P&R) and the Office of Secretary of Defense for Legislative Affairs (OSD[LA]) were also consulted in determining the metrics for the 2021 WGRC. The sexual harassment, gender discrimination, and sexual assault metrics used on the survey were developed by the Research and Development Corporation (RAND) for their 2014 Military Workplace Survey. While these metrics were designed for military members created with military laws and policy in mind, the 2016 DoD Action Memo from Dr. Margaret C. Harrell of OFR instructed the WGRC surveys use the RAND Corporation metrics. This approach allows the Department to yield a total force picture of the state of sexual harassment, gender discrimination, and sexual assault in the DoD.

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 includes 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 although the survey includes some sensitive questions related to sexual harassment, gender discrimination, and sexual assault. 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 (OUSD[P&R]) in evaluating programs, which may assist DoD civilian employees 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.

The System of Record Notice (SORN) is DMDC 08, Survey and Census Data Base, located at <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570693/dmdc-08/>.

The WGRC surveys, including the collection of emails, are covered by a PIA (Survey Database, [December 18, 2020], DHRA/OPA), provided with collection.

Master file, system documentation, codebooks, record layouts, and other system documentation are permanent. Survey questionnaires and census forms (inputs/source records) are destroyed after computer records have been created and validated. Summary reports (electronic or paper) are deleted and/or destroyed when no longer needed for operational purposes.

#### 11. Sensitive Questions

This survey includes questions regarding sexual harassment, gender discrimination, and sexual assault. The survey is scientifically designed to produce the most reliable estimates of unwanted gender related behavior in accordance with the DoD approved metrics that are used on the Armed Forces Workplace and Gender Relations surveys as well. To do so, the survey includes behaviorally anchored and specific questions regarding these experiences in lieu of more broad terminology that may be more difficult to interpret. The WGRC provides the DoD’s only official estimates of sexual harassment, sexual assault, and gender discrimination making the collection of these data in a reliable and usable manner critical to prevention and response. Participants may be uncomfortable by the use of anatomical terms on the behaviorally-based measure of sexual assault. The communications about the survey and text prior to the use of measure warn participants that they may find the measures graphic. They are again reminded their responses are confidential and voluntary. The Informed Consent and Thank You web screens provide resources that respondents may contact, if needed. The WGRC also includes questions related to sexual orientation, gender identity, and race/ethnicity to provide the most comprehensive analyses of DoD civilians’ experiences with unwanted gender related behavior and an assessment of risk.

#### 12. Respondent Burden and its Labor Costs

## Part A: ESTIMATION OF RESPONDENT BURDEN

- 1) Collection Instrument(s)  
2021 DoD Civilian Employee Workplace and Gender Relations Survey
  - a) Number of Respondents: 79,289
  - b) Number of Responses Per Respondent: 1
  - c) Number of Total Annual Responses: 79,289
  - d) Response Time: 0.5 hours (30 minutes)
  - e) Respondent Burden Hours: 39,644.5 hours
  
- 2) Total Submission Burden
  - a) Total Number of Respondents: 79,289
  - b) Total Number of Annual Responses: 79,289
  - c) Total Respondent Burden Hours: 39,644.5 hours

## Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instrument(s)  
2021 DoD Civilian Employee Workplace and Gender Relations Survey
  - a) Number of Total Annual Responses: 79,289
  - b) Response Time: 0.5 hours (30 minutes)
  - c) Respondent Hourly Wage: \$40
  - d) Labor Burden per Response: \$20
  - e) Total Labor: \$1,585,780
  
- 2) Overall Labor Burden
  - a) Total Number of Annual Responses: 79,289
  - b) Total Labor Burden: \$1,585,780

*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 DoD Civilian Employee Workplace and Gender Relations Survey
  - a) Number of Total Annual Responses: 79,289
  - b) Processing Time per Response: .273 hours
  - c) Hourly Wage of Worker(s) Processing Responses: Average of \$75.50
  - d) Cost to Process Each Response: \$20.61

- e) Total Cost to Process Responses: \$1,634,146
- 2) Overall Labor Burden to the Federal Government
  - a) Total Number of Annual Responses: 79,289
  - b) Total Labor Burden: \$1,634,146

Government Costs

- 3) Collection Instrument(s)
  - 2021 DoD Civilian Employee Workplace and Gender Relations Survey
    - a) Number of Total Annual Responses: 79,289
    - b) Processing Time per Response: .11 hours
    - c) Hourly Wage of Worker(s) Processing Responses: \$69.16
    - d) Cost to Process Each Response: \$7.60
    - e) Total Cost to Process Responses: \$602,596
- 4) Overall Labor Burden to the Federal Government
  - a) Total Number of Annual Responses: 79,289
  - b) Total Labor Burden: \$2,236,742

Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
  - a) Equipment: \$0
  - b) Printing: \$ (See f)
  - c) Postage: \$92,798
  - d) Software Purchases: \$0
  - e) Licensing Costs: \$ (see f)
  - f) Other (printing, paper, etc.): \$61,889
- 2) Total Operational and Maintenance Cost: \$154,687

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$2,236,742
- 2) Total Operational and Maintenance Costs: \$154,687
- 3) Total Cost to the Federal Government: \$2,391,429

15. Reasons for Change in Burden

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

16. Publication of Results

The 2021 WGRC will field in the fall for approximately 6 weeks. Data analysis and reporting will occur following the close of the survey and take 3-5 months to complete. Preliminary results will then be provided to ODEI and key stakeholders through a briefing. A technical report and tabulations of survey responses will also be presented to ODEI 5 months thereafter, and then results will be included in ODEI's report to be released to Congress. Briefings will occur to key stakeholders as requested once final results are approved. Due to the complexity of the development and coordination process for release of ODEI reports, OPA is unable to determine when final results will be release to Congress. Data may still be analyzed after delivering reports to Congress 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.