

## AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, 0702-XXXX, is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

### **Project Summary – In-Person Diversity, Leadership and Climate for Inclusion**

(1) **Purpose of the research:** *The purpose of this study is to better understand diversity and inclusion within the Army. The project will examine how the Army defines diversity and inclusion, how policies are developed and implemented, and how inclusion policies and procedures align with or differ from Soldier observations and experiences.*

(2) **What you will be asked to do in this research:** *If you volunteer to participate, you will be asked to first complete a demographics form that will help us connect diversity characteristics with survey responses and unit outcomes. Next, you will be asked to complete a survey with questions about your observations and experience in the Army, especially as it pertains to diversity and inclusion and unit outcomes. Altogether, this survey will take approximately 45 minutes to complete. With appropriate review the data and information collected here may be used in future projects.*

(3) **Voluntary participation:** *Your participation is voluntary, and nobody outside of the research team will know whether or not you participated. You may withdraw your consent at any time and discontinue participation without penalty. We understand that you may be mandated to be present for this study, but from here on your participation is voluntary. **Refusal to participate or discontinuation of participation will result in no penalty or loss of benefits to which you are otherwise entitled.** If you choose not to participate, please either: wait quietly in your seat until you feel comfortable to leave, wait outside the room until the session is over, or report back to your chain of command that you have completed your part in this study.*

(4) **Confidentiality:** *We will not identify you, nor attribute specific responses to you or any other particular participant. It may be possible to combine different responses to the demographic questions to identify an individual. However, all responses will be kept confidential and your privacy protected. All data analyses will be conducted only by persons engaged in this project or future approved projects. We will NOT include your name or the name of your unit, or other personally identifiable information in any report or documents*

*provided outside of the context of this exercise. All data will be stored in an encrypted database, in a safe, locked location within one of the approved researcher's facilities. Only project personnel who have been officially documented and approved will have access to the data. Note: we cannot provide "confidentiality" or "non-attribution" to a participant regarding comments involving criminal activity/behavior, or statements that pose a threat to yourself or others.*

*Additionally, if the location of this data collection is later determined to be a transmission point for SARS-CoV-2 (e.g., Covid-19), you may be contacted for contact tracing and we may be required to tell others (potentially including members of your chain of command) that you were present at the study location. However, we will not reveal who did or did not choose to participate, and all of your responses on the survey will remain confidential.*

**(5) Time required:** *approximately 45 minutes.*

**(6) Risks:** *It is possible you may experience discomfort answering questions regarding diversity and/or questions that could reflect negatively on the Army or your leadership. You can choose to skip any questions that make you uncomfortable. We aim to minimize these risks by providing privacy when answering questions and taking steps to ensure your answers remain confidential. **Although we have approved safeguards to secure these data and minimize the risk as much as possible, there is always some risk that data may be disclosed.***

*Additionally, there is an inherent health risk of SARS-CoV-2 (e.g., Covid-19) in any public place where multiple people are present. To mitigate this risk to you and those around you, you will be asked to comply with current local social distancing and safety requirements. It is possible that face masks will be required, in accordance with DoD and local policies at the time of data collection. You are permitted to wear a face covering even if it is not required.*

**(7) Benefits:** *There are no direct benefits to you as a result of participation. However, both society and the Army will benefit from the findings through the advancement of knowledge on the relationships between diversity, inclusion, and unit outcomes. The Army will benefit from enhanced knowledge of diversity and inclusion, how these concepts are linked to things such as work attitudes and the success of the Army. Society and the Army will also benefit from development of a novel measure of new concepts related to diversity and inclusion that can influence diversity policy implementation, leading to a more cohesive workplace environment.*

**(8) Compensation:** *None.*

**(9) Whom to contact if you have questions about the research project:** *If you have any questions or concerns about the research, please feel free to contact Dr. Michele A. Calton, Cooperative Agreement Manager, at 913.702.4959, or [michele.a.calton.civ@mail.mil](mailto:michele.a.calton.civ@mail.mil).*

**(10) Whom to contact about your rights in the research or if you incur a research related injury:** *[usarmy.belvoir.hqda-ari.mesg.surveys@mail.mil](mailto:usarmy.belvoir.hqda-ari.mesg.surveys@mail.mil) with the "Diversity, Leadership and Climate for Inclusion" in the subject line.*

(11) If responding to any of the questions becomes unpleasant for you, you can withdraw from the conversation at any time. If you feel you would like to confer with someone confidentially after this discussion, please go to the Military OneSource web site (<https://www.militaryonesource.mil>) or call the 1-800-342-9647 number.

(12) **SARS-CoV-2/COVID-19 Reporting and Contact Tracing Procedures:** *Please follow the guidance and existing procedures you have received from your unit regarding requirements to report COVID-19 symptoms and exposure. If contact tracing becomes necessary, you and/or the contact tracing team can reach a POC who can provide information about this session at:*

**U.S. Army Research Institute (ARI) Institutional Review Board (IRB)**

**Email:** [usarmy.belvoir.hqda-ari.mesg.surveys@mail.mil](mailto:usarmy.belvoir.hqda-ari.mesg.surveys@mail.mil)

**Phone:** (703) 545-9590