

SUPPORTING STATEMENT - PART A

2021 Navy Health of the Force Survey – OMB Control Number 0703-XXXX

1. Need for the Information Collection

The Navy Health of the Force Survey is a strategic level engagement survey of the Navy Active Duty population that addresses core measures relating to the health of the force and addresses emergent issues of interest to Navy leadership. This is a biennial survey, initiated in 2019, the results of which inform the Navy's Health of the Force Report to Congress, congressional testimony, as well as support program and policy assessments. A secondary goal of this survey is to minimize the number of unnecessary and potentially duplicative smaller surveys. As a result, a significant effort is made to engage with directorates throughout and external to OPNAV N1 to identify any upcoming or outstanding data requirements that can be incorporated into this survey. This survey is conducted under the authority of OPNAV N1, Chief of Navy Personnel.

2. Use of the Information

This survey is targeted at Navy Active Component personnel to gather their input and opinions on key issues of interest to Navy leadership. To accomplish this, a stratified random sample (based on gender and grade) of Navy personnel will be identified using the Navy personnel database. These individuals will receive an email invitation to participate in this survey as well as a series of reminders for those who do not participate (up to 3) throughout the course of the data collection. We have a recognized problem reaching junior Sailors who have limited access to email and/or whose email addresses on file are inaccurate. To mitigate this, we are using some alternate approaches to reach this population. An open link will be generated for this survey that will be posted on social media and shared through command messaging. The link requires participants to enter their DOD ID number to access the survey; this ensures participants are limited to the target population and also prevents any duplication of responses.

The survey will be developed in and administered using the Navy's subscription to Max.Gov's online survey tool. Participants will access the survey through a web-based interface. All data entered is automatically saved into a dataset in Max. Once the data collection is complete, the survey will be closed and data will be downloaded into a spreadsheet for analysis. Prior to analysis, the data will be reviewed and cleaned to remove incomplete entries/those that did not answer a sufficient portion of the survey. The data will be analyzed and maintained by the Navy's Office of Engagement & Innovation, Navy Survey Program Office. A scripted briefing report documenting, in detail, the results of the survey will be completed and provided to all those organizations who provided input to the survey. An executive overview brief will be developed and provided to senior leadership. Results from the survey will also be incorporated into the Health of the Force report in November for release in January 2022.

3. Use of Information Technology

100% of responses will be collected electronically.

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

The Navy conducts one large strategic survey every year. The focus of the survey alternates between a Sailor's personal life (pregnancy, parenthood, work/life balance) and work environment and related factors (engagement, stress, command morale, inclusion, diversity, etc.). The Health of the Force Survey focuses on the latter and is conducted in odd years (i.e., 2019, 2021, 2023, etc.). While there is some continuity between the two surveys, the bulk of the questions differ. The alternating year approach allows us to capture data on a range of topics that inform key programmatic and policy decisions without overburdening the Sailor with excessively long surveys. Without the data collected in these two surveys, the Navy could not evaluate the effectiveness of important programs, establish baselines and track trends on important topics, or identify potential issues before they become systemic problems. The strategic surveys are the only source of information on these issues from a Navy-wide perspective.

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 1-Day Federal Register Notice (FRN) for the collection published on Thursday, August 18, 2021. The 1-Day FRN citation is 86 FRN 46231.

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

All surveys conducted by the Navy include a Privacy Act Statement (PAS). It is included on the first page of every survey and will be viewed before respondents are asked to answer any questions. 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.

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)

2021 Navy Health of the Force Survey

- a) Number of Respondents: 13,000
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 13,000
- d) Response Time: 25 minutes
- e) Respondent Burden Hours: 5,417 hours

2) Total Submission Burden

- a) Total Number of Respondents: 13,000
- b) Total Number of Annual Responses: 13,000
- c) Total Respondent Burden Hours: 5,417 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument(s)

2021 Navy Health of the Force Survey

- a) Number of Total Annual Responses: 13,000
- b) Response Time: 25 minutes
- c) Respondent Hourly Wage: \$57.97
- d) Labor Burden per Response: \$24.15
- e) Total Labor Burden: \$314,004.17

2) Overall Labor Burden

- a) Total Number of Annual Responses: 13,000
- b) Total Labor Burden: \$314,004.17

The Respondent hourly wage was determined by using the OSD CAPE Cost Estimate Worksheet (https://costguidance.osd.mil/CostGuidance/StudyCostWorksheet_PROD.asp)

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

1) Collection Instrument(s)

2021 Navy Health of the Force Survey

- a) Number of Total Annual Responses: 13,000
- b) Processing Time per Response: 30 minutes
- c) Hourly Wage of Worker(s) Processing Responses : \$51
- d) Cost to Process Each Response: \$25.50
- e) Total Cost to Process Responses: \$331,500

2) Overall Labor Burden to the Federal Government

- a) Total Number of Annual Responses: 13,000
- b) Total Labor Burden: \$331,500

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: \$331,500

2) Total Operational and Maintenance Costs: \$0

3) Total Cost to the Federal Government: \$331,500

15. Reasons for Change in Burden

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

16. Publication of Results

The results of this information collection will not be published outside of the Department of the Navy. Results from the survey will be incorporated into the Health of the Force report in November for release in January 2022.

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.