

## **PART B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS**

### **Collection Title: Agency-Wide Pulse Survey**

**1. Describe the potential respondent universe and any sampling or other respondent selection methods to be used. Data on the number of entities in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.**

The survey will be sent to all non US Direct Hire staff who have a USAID.gov email address of approximately 7,000 people. Based on the response rate for US Direct Hires we anticipate a 40-50 percent response rate.

**2. Describe the procedures for the collection of information, including:**

A copy of the government-wide pulse survey will be created using Google Forms. The survey will be set up so that it does not collect email addresses so responses remain anonymous. The survey will also limit respondents to one response; however, respondents will be required to sign in to Google (USAID email). The survey can be sent via email to individuals, or a link can be shared via agency notice. Once the survey is closed the survey data can be exported into Google Sheets for analysis and data visualization (Tableau).

**3. Describe methods to maximize response rates and to deal with issues of nonresponse. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.**

The intent of a pulse survey is to obtain data for points in time. We will send out a message from the Deputy Administrator (DA) asking staff to take the survey and will ask supervisors to reinforce the DAs message. There will be no individual follow up. The anticipated 40-50 percent response rate is sufficient for USAID to use the data to design workforce wellness and morale initiatives. It is also sufficient to provide data to adapt our reentry plans and future of work.

**4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of test may be submitted for approval**

**separately or in combination with the main collection of information.**

N/A - Any tests were conducted by OPM/GSA prior to issuing the pulse survey to US Direct Hires.

**5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractors, grantees, or other person(s) who will actually collect or analyze the information for the agency.**

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