SUPPORTING STATEMENT – A
FOR REQUEST FOR APPROVAL UNDER
THE PAPERWORK REDUCTION ACT AND 5 CFR 1320

Collection Title: Agency-Wide Pulse Survey

PART A. JUSTIFICATION

1.   Explain the circumstances that make the collection of information necessary.

The United States Government launched a pilot of the first-ever, government-wide pulse survey. Pulse surveys are a widely used tool for getting quick "pulse checks" that can help leaders hear directly from their employees. The pilot is a collaborative effort of the President's Management Council, together with the Office of Management and Budget, the Office of Personnel Management, and the General Services Administration and surveyed civilian employees of the 24 CFO Act agencies only.

Each survey is a short pulse check and contains 3-4 embedded questions that cover three topics: employee engagement, inclusion, and the reentry process.

USAID's workforce comprises various hiring mechanisms, including Personal Services Contractors and Institutional Support Contractors, representing approximately two-thirds of its workforce. USAID leadership considers all staff with a usaid.gov email address as part of our workforce. In order to promote the priorities of the Administration and our Administrator, as laid out in several Executive Orders (13985, 13988, 13991, 13999, 14003, 14031,14035, etc.), the Agency needs to collect the pulse survey data from all categories of staff.

2.   Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.

The pulse survey will invite Agency employees to share their thoughts via 3-4 questions and help inform agency leadership's actions on how best to strengthen, empower and support its global workforce in accordance with Pillar I of the President's Management Agenda.

In order to obtain more holistic pulse checks, USAID will extend the survey to all members of its workforce. We will send up to two pulse surveys immediately. The timing of the pulses will allow time to analyze the aggregated data, evaluate agency-wide trends, and then adapt future pulse surveys.

3.   Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology.

The pulse survey will be electronic using Google Forms.

4.   Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in item 2 above.

   The extension of the pulse survey to USAID's complementary workforce (e.g., Personal Services Contractor's and Institutional Support Contractors) will not be duplicative as the very same questions have only been asked of the current U.S. Direct Hire workforce. Therefore, the information to be collected is not and will not already be available from this demographic.

5.   If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.

   The short pulse surveys include up to eleven embedded questions that cover three topics: employee engagement, inclusion, and the reentry process. The survey will be shared with non-USDH staff who have a usaid.gov email address, which should take only a few minutes to complete.

6.   Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing the burden.

The pulse survey responds to three topics focused on timely issues where it would be helpful for leadership to hear directly from the workforce : navigation of the ongoing pandemic and the safe, increased return of the workforce to physical workplaces; equity and inclusion; and employee engagement and burnout.

These surveys are meant to provide quick snapshots in time that reflect views of employees who choose to respond**.** The insights realized can help inform how the Agency responds to issues raised, develop actions appropriate to the findings and ensure all its workforce feels supported and empowered, which in turn can contribute to increased morale and retention, and ultimately facilitating the Agency's ability to carry out its development and humanitarian assistance objectives.

It is critical for USAID to include all categories of staff in its internal surveys in order to ensure that we have a respectful, inclusive and safe work environment and that we address diversity, equity, inclusion and accessibility issues that may impact different categories of our workforce in different ways.

7.   Special Circumstances

The first two pulse surveys administered by the GSA have already been issued to USG civilians. This included our USDH and excluded the non DH workforce and have raised issues about inclusivity, given that the PSC members of our workforce are characterized by an employee and employer relationship.

8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB.

As required by 5 CFR 1320.8(d), and consistent with OMB emergency processing of Information Collection Requests, USAID is submitting a Federal Register notice simultaneously to this ICR Submission Package in order to notify the public of this request.

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

N/A, no payment or gifts will be provided.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

The survey, similar to the "Employee Voice" pulse survey that it expounds on, will be confidential. Data will be aggregated and shared with staff. We will follow the same methodology we use with the Federal Employee Viewpoint Survey, which is that we will not provide data to the operating unit for any operating unit with less than 10 respondents.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.

N/A, no questions of a sensitive nature will be asked of participants during this information collection.

12. Provide estimates of the hour burden of the collection of information.

Category of Respondent	# of Respondents	# of Responses Per Year	Participation Time	Annual Burden Hours
USAID Non-Direct Hires (contractors)	7000	2	5 minutes	1167
Totals	7000	2	5 minutes	**1167**

13.   Provide an estimate for the total annual cost burden to respondents or record-keepers resulting from the collection of information.

No annual cost burden.

14.   Provide estimates of annualized costs to the Federal Government.

There will be no costs associated with this Information Collection Request beyond normal labor costs for staff.

15.   Explain the reasons for any program changes or adjustments reported on the burden worksheet.

N/A.

16.   For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

Results will not be publicly published and will be for internal use only.

17.   If you are seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

N/A.

18.   Explain each exception to the topics of the certification statement identified in Certification for Paperwork Reduction Act Submissions.

N/A.