

SUPPORTING STATEMENT - PART A

Navy Health of the Force Survey – OMB Control Number 0703-0079

Summary of Changes from Previously Approved Collection

- The package now includes both versions of the annual Navy Health of the Force Survey. The survey alternates between the two versions from year to year. Note that this has not changed the estimated burden on respondents because there is still only one survey fielded annually.

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. The core survey questions support trend analysis on the following metrics:

- Sailor job satisfaction, retention plans, and influences to stay or leave
- Health of the Force Metrics: connectedness, cohesion, organizational commitment, job satisfaction, trust and inclusion
- Diversity, equity and inclusion in the Navy

The survey alternates between addressing issues pertaining to the work environment (odd years) and issues pertaining to programs and policies that support Sailors personal lives (even years). The work environment survey includes questions about stress, command morale, work/life balance, leadership as well as validated metrics for burnout and workplace incivility. The personal life survey includes questions about access to healthcare, pregnancy and support for pregnant Sailors, childcare availability, parental leave, post birth return to work policies and support for work/life balance. The results of the annual engagement survey inform the Navy's Health of the Force Report to Congress, congressional testimony, and support program and policy assessments. The survey also eliminates the need for several small, potentially duplicative surveys that would otherwise contribute to survey burden and addresses gaps in information that is not available from standard databases. 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. In addition, to the stratified random sample we will also be leveraging a convenience sample to minimize under-representation of junior Sailors who have limited access to email and computers and/or whose email

addresses are inaccurate in the Navy personnel database. This method relies on alternate methods of communication including social media, command messaging, and career counselor engagement. An open link will be generated for this survey that will be posted on social media and shared through command messaging. To access the survey using the link, participants will be required to enter their DOD ID number; limiting participation to the active duty population and eliminating any duplication of responses. By communicating through these alternate methods, we can potentially reach members of the original target population who would otherwise have missed notifications about the survey.

The survey will be developed in and administered using the survey tool Qualtrics which is approved by DOD for IL2 data storage. Participants will access the survey through a web-based interface. Survey data collection in 2022 will last for approximately 6 weeks, beginning in early May and concluding no later than the end of June. Once the data collection is complete, the survey will be closed and data will be downloaded into a spreadsheet for analysis. Using DOD ID numbers, the results will be merged with demographic data from the Navy personnel database. After the merge, DOD ID numbers will be removed to protect the confidentiality of respondents during the analytic process. The data will then be divided into two separate datasets – one representing participants from the targeted sample and one with participants from the convenience sample. The former will be examined for potential nonresponse bias and weighted accordingly prior to analysis. Both datasets will be analyzed and the results will be presented to leadership and incorporated as needed into the annual Health of the Force report for release in January of the following year. The results will also inform upcoming Congressional testimony and policy and programmatic decisions.

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.). Alternating the focus from year to year supports collection of information on a range of topics of interest to Navy leadership while minimizing burden on Navy service members. Without the data collected in the annual survey, 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

annual engagement survey is 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 60-Day Federal Register Notice (FRN) for the collection published on Monday, September 27, 2021. The 60-Day FRN citation is 86 FR 53294.

A 30-Day Federal Register Notice for the collection published on Wednesday, March 30, 2022. The 30-Day FRN citation is 87 FR 18361.

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)

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)

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)

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

There has been no change in burden from this ICR's last approval.

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.