

Supporting Statement Outline – Sample

**NOTE: Complete Part B for Survey ICR Requests**

SUPPORTING STATEMENT – PART B

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

If the collection of information employs statistical methods, the following information should be provided in this Supporting Statement:

1. Description of the Activity

The Navy’s Health of the Force Survey is a strategic level engagement survey that captures information on a variety of core measures relating to the overall well-being of the fleet. In addition to questions about retention, the core measures include connectedness, cohesion, job satisfaction, organizational commitment, inclusion, and trust. The focus of the remainder of the survey alternates between the work environment (odd years) and work/life balance and associated programs and policies (even years). This survey is targeted at Navy Active Duty personnel and the results address critical information gaps in existing databases.

2. Procedures for the Collection of Information

Using R software, a random sample of Navy Active Component personnel will be pulled from the Navy personnel system using gender and grade as the stratification criteria. Junior personnel are historically under-represented in DOD surveys. Our sample will include 25% of Active Component personnel based on gender and grade but, to overcome the under-representation of junior personnel, it will include 35% of junior Sailors, grades E1-E4, and junior officers, grades, O1-O2. As of August 8, 2021, there are 319,847 Active Component personnel with email addresses in the Navy personnel system. Excluding flag officers (grades O7 to O10), the sample will include 19,487 female and 72,815 male service members. Our goal with the data collection will be to collect sufficient data for each of the stratified categories to generate a 99% confidence level with a margin of error + or – 5%. The survey will be hosted on the Navy’s Qualtric survey tool.

3. Maximization of Response Rates, Non-response, and Reliability

A mixed method approach to survey distribution will be used to maximize participation. Potential participants identified through the random stratified sample will receive an email invitation to participate in the survey with a unique link. A minimum of two reminder emails will be sent out during the course of the survey administration to those who haven’t participated. We have an established problem with the accuracy of email addresses in the Navy personnel system. This is particularly true for junior Sailors who can also be limited in their ability to access email based on assignment and computer availability. To mitigate these issues, we will also be using a social media campaign to raise awareness of the survey that will include

an open link to access the survey. To restrict participation to the Active Component and eliminate any duplication, we will be using DOD ID number to access the survey via the open link.

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 preserve confidentiality. 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 results presented to leadership. In 2021, the stratified sample accounted for approximately 70% of the total survey participants.

#### 4. Tests of Procedures

The analysis of the HoF survey data will include a variety of different statistical tests. Dr. Jebo will be using SPSS statistical software to conduct most of the analysis and will leverage the imbedded tests which include but are not limited to ANOVA, Chi-square, factor analysis, and different T-Tests based on the data collected.

#### 5. Statistical Consultation and Information Analysis

a. Dr. Richard Linton 703-604-6058, Dr. Jennifer Jebo 757-630-7318, Mr. Dave Smith 321-297-7488.

b. Dr. Jennifer Jebo Operations Research Analyst with over 15 years of experience conducting data collection and analysis for the United States Government will be the primary analyst. She will be assisted by the Navy Survey team statistician, Morris Akers.