

Supporting Statement Outline

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

Given the complex structure of OSD-P components and the specific intent of the survey to inform the human capital strategy progress, a census is the necessary method. A statistical sampling would not yield useful results, as it would obscure several key data points required for the analysis. The contractor personnel compose ~20% of the employee population in OSD-P and are distributed unevenly across components. Therefore, their continued exclusion from the survey has a statistically significant impact on the results.

Describe the potential respondent universe and any sampling or other method used to select respondents. Data on the number of entities covered in the collection should be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate the expected response rates for the collection as a whole, as well as the actual response rates achieved during the last collection, if previously conducted.

Type of Respondents	Anticipated Responses	Collection Type
Contractors	217	Census
Internal – Civilian & Military	616	Census

2. Procedures for the Collection of Information

Describe any of the following if they are used in the collection of information:

a. Statistical methodologies for stratification and sample selection; **(None. The sample is the entire population, i.e. Census)**

b. Estimation procedures; **(None. The sample is the entire population, i.e. Census)**

c. Degree of accuracy needed for the Purpose discussed in the justification; **(None. The sample is the entire population, i.e. Census)**

d. Unusual problems requiring specialized sampling procedures; and **(None. The sample is the entire population, i.e. Census)**

e. Use of periodic or cyclical data collections to reduce respondent burden. **(None. The sample is the entire population, i.e. Census)**

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

The Pulse Survey is advertised in several senior-leader communiques to the employee population noting the duration and purpose of the survey. During administration, the employees are sent regular reminders to participate via email. In addition, leaders are instructed to issue public reminders to their subordinates in addition to the senior-leader communiques. All responses are logged using unique permissions given to each respondent. Although respondents remain anonymous, the system ensures that only one response can be offered by a unique individual.

4. Tests of Procedures

The Pulse Survey has been administered fourteen times. Survey administration and analysis will use established procedures.

5. Statistical Consultation and Information Analysis

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