

## SUPPORTING STATEMENT - PART A

### Navy Reserve Health of the Force Survey – 0703-RHOF

#### 1. Need for the Information Collection

The Navy Reserve Health of the Force Survey is a strategic level engagement survey of the Navy Reserve population that addresses core measures relating to the health of the force. This survey is being conducted at the request of the Office of the Chief of Navy Reserves to inform reports to the Vice Chief of Naval Operations (VCNO) and Congress. While similar topics are covered in other DOD surveys, this is the only one that directly addresses the full spectrum of topics of interest to senior Navy leaders.

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

- Career plans and influences to stay or leave
- Stress, command morale, work/life balance, leadership as well as validated metrics for burnout and workplace incivility
- Health of the Force Metrics: connectedness, cohesion, job satisfaction, organizational commitment, job satisfaction, trust and inclusion
- Diversity, equity and inclusion in the Navy

The Reserve survey also includes questions about Reserve specific issues including reasons for joining the Reserves and experiences during drill weekends and while mobilized. There is no other Navy sponsored survey that captures data on the experiences of the Navy Reserve population. The results of the survey enable the Chief of Navy Reserves to assess the effectiveness of existing programs and policies.

This survey is conducted under the authority of the Chief of Navy Reserves, in coordination with OPNAV N1, Chief of Navy Personnel. Authority to request this information is granted under 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 8031 and 8032, Office of the Chief of Naval Operations; and OPNAV Instruction 5300.8C, "Coordination and Control of Personnel Surveys.

#### 2. Use of the Information

All Reserve Component Navy personnel will have the opportunity to participate in the survey. The survey will be conducted using the Qualtrics Survey software which is a FEDRAMP approved platform. Distribution of the survey will be via an open link that will be emailed by the Navy Reserve Forces Command to all Reservists. They will also share information about the survey through command messaging.

Reserve participation in the survey will largely take place during drill weekends. To maximize participation, the survey will be open for at least two months to include two drill weekends. The survey will be administered in September and October 2023 with the possibility that it may remain open through November 2023. Once the data collection closes, the data will be downloaded and analyzed using SPSS. The data will be reviewed to identify potential nonresponse bias and weighted accordingly. Results will be analyzed and presented to Navy Reserve senior leaders. The results inform policy and programmatic decisions and will be included in the Reserve Navy Leadership Development Forum (NLDF)

brief to CNO/VCNO. The results also frequently inform congressional testimony about manpower and personnel issues.

3. Use of Information Technology

100% of responses will be collected electronically.

4. Non-duplication

While there is some overlap with the DEOCS, this survey is designed to provide a Navy Reserve look at these measures rather than a by unit assessment.

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 Reserve conducts one large strategic survey every two to three years. The most recent survey was conducted in 2019. Without the data collected in this survey, the Navy Reserve cannot evaluate the effectiveness of important programs, establish and track trends on important topics, or identify potential issues before they become systematic problems. The Navy Reserve engagement survey is the only source of information on these issues from a Navy Reserve 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 Wednesday, March 22, 2023. The 60-Day FRN citation is 88 FR 17199.

No comments were received during the 60-Day Comment Period.

A 30-Day Federal Register Notice for the collection published on Wednesday, August 16, 2023. The 30-Day FRN citation is 88 FR 55673.

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 required for this collection because records are retrievable by DOD ID number. The Survey Data and Assessment, DHRA 03, system of records maintains data about individuals who complete DOD-sponsored surveys. The published SORN can be accessed at the following link:

<https://www.federalregister.gov/documents/2021/07/28/2021-16054/privacy-act-of-1974-system-of-records>

A Privacy Impact Assessment (PIA) is not required for this collection because PII is not being collected electronically.

Survey data qualifies as original research data that has continuing value. It will be retained by OPNAV N1 as long as required to support the mission. When it is no longer needed for reference or information it will be transferred to NARA per DAU: DAA-NU-2015-0005-0012

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 Instruments

Navy Health of the Force Survey – Reserve

- a) Number of Respondents: 10,000
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 10,000
- d) Response Time: 25 minutes
- e) Respondent Burden Hours: 4,167 hours

2) Total Submission Burden

- a) Total Number of Respondents: 10,000
- b) Total Number of Annual Responses: 10,000
- c) Total Respondent Burden Hours: 4,167 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instruments

Navy Health of the Force Survey – Reserve

- a) Number of Total Annual Responses: 10,000
- b) Response Time: 25 minutes
- c) Respondent Hourly Wage: \$57.97
- d) Labor Burden per Response: \$24.15
- e) Total Labor Burden: \$241,542

2) Overall Labor Burden

- a) Total Number of Annual Responses: 10,000
- b) Total Labor Burden: \$241,542

The Respondent hourly wage was determined by using the OSD CAPE Cost Estimate Worksheet ([https://costguidance.osd.mil/CostGuidance/StudyCostWorksheet\\_PROD.asp](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 Instruments

Reserve Health of the Force Survey

- a) Number of Total Annual Responses: 10,000
- b) Processing Time per Response: 25 minutes
- c) Hourly Wage of Worker(s) Processing Responses: \$51
- d) Cost to Process Each Response: \$21.25
- e) Total Cost to Process Responses: \$212,500

2) Overall Labor Burden to the Federal Government

- a) Total Number of Annual Responses: 10,000
- b) Total Labor Burden: \$212,500

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: \$212,500
- 2) Total Operational and Maintenance Costs: \$0
- 3) Total Cost to the Federal Government: \$212,500

15. Reasons for Change in Burden

This is a new collection with a new associated burden.

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 Navy Reserve report to Vice Chief of Naval Operations.

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.