SUPPORTING STATEMENT - PART A

Navy Health of the Force Survey Program – 0703-HOFG

1. Need for the Information Collection

The Navy Health of the Force Survey program is a strategic level engagement survey initiative designed to assess climate and culture across the entire Department of the Navy enterprise. When deployed, the Health of the Force (HoF) Survey is tailored to the unique population (Active Duty Navy, Reserve Navy, Active Duty Marine Corps, and Navy civilians) being surveyed, but also includes a core set of questions and metrics that support comparisons across the Navy and provide a means for evaluating changes in culture and climate over time.

The Department of the Navy has already received OMB approval to conduct the mainline Navy Health of the Force Survey under OMB Control Number 0703-0079, as well as a Navy Reserves Health of the Force Survey under OMB Control Number 0703-0093. With this Hybrid Generic Information Collection Request, we are seeking to bring all current and future HoF surveys under one Generic OMB Control Number. The streamlined Hybrid Generic IC approval process will grant the Navy Survey Office additional flexibility to (1) quickly implement changes that may be made to the HoF surveys from year to year and (2) add new HoF surveys that ask similar questions and utilize similar methods but target unique personnel populations.

Every HoF survey will include validated metrics for inclusion, connectedness, trust, organizational commitment, and cohesion. Other metrics that will be collected annually or biennially include job/career satisfaction, burnout, workplace incivility, and work/life balance. The survey results provide answers to important questions for Navy leadership about a range of topics including:

* Retention plans and influences to stay or leave
* Readiness and ability to perform core missions
* Importance/utilization of mentoring and professional development opportunities
* Access to key resources like childcare, healthcare, financial and personal support services
* Views on unique navy programs (i.e., Get Real, Get Better; Quality of Service, etc.)
* Personal well-being (mental, physical and emotional)
* Interpersonal relationships in the workplace
* Levels of stress and key stressors

Finally, the survey provides Navy personnel with an opportunity to tell Navy leaders, in their own words, what they are concerned about and what they need to make the Navy a stronger, more effective organization.

All HoF surveys are conducted under the authority of 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

The Health of the Force surveys are conducted as a census. Every individual in the targeted group (e.g., Active Duty, Reserves, and Civilians) has an opportunity to participate in the survey. Electronic communications (email, social media, command messaging, NAVADMINs) are the primary means of disseminating information about the survey and encouraging participation. Survey data is collected using the Qualtrics Survey platform and is stored in an IL2 FEDRAMP approved cloud environment (pursuing IL4). The Qualtrics platform has built in statistical and qualitative analytic tools to support analysis of the data. It also has an organic dashboard capability that can be used to monitor participation in the survey and provide emerging results. Once the survey closes, the data is cleaned and then assessed to identify potential non-response bias. If applicable, the data is then weighted to accurately reflect the target population based on grade and gender. The overall results are then examined in the context of previous years, as well as in comparison to other segments of the Navy workforce. This provides Navy civilian and military leaders with key insights into the overall well-being of the workforce. They are also used to identify potential issues and to assess the impact of specific initiatives, programs, and policies. This is particularly important for military personnel who are not only employees but also customers of key Navy services. The survey results provide invaluable insights into how these services are perceived and enable Navy programs to identify areas for improvement.

When there is sufficient participation, the data is also broken out by organization (for civilians) or military community (active duty and reserve) to provide insights into how these subsets of the larger population are doing. The results from the military communities are included in annual updates to the Vice Chief of Naval Operations and inform key decisions about programs and policies specific to these communities.

3. Use of Information Technology

100% of responses will be collected electronically via the Qualtrics survey platform.

4. Non-duplication

While there is some comparability with other non-Navy survey initiatives, the HoF Survey program is unique in its ability to support Service-level and DON-level assessments of culture and climate as well as comparisons across different segments of the DON enterprise (i.e., Active Duty Navy, Reserve Navy, Active Duty Marine Corps, Navy civilians, etc.). The Health of the Force Survey is the only source of strategic level data on Navy specific issues. Without the data collected in this survey, the Navy cannot evaluate the effectiveness of important Navy-specific programs and policies, establish and track trends on important topics, or identify potential issues before they become systematic problems.

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 Health of the Force Survey is conducted at most annually and where possible biennially. The frequency is tied to the scope of the issues that need to be addressed and the need to avoid excessively long, time consuming surveys. For the Navy civilian and Reserve workforces, the Navy’s primary role is as an employer. A single survey conducted biennially is generally sufficient for these segments of the population. In comparison, the Navy functions both as an employer and a key service provider for Active Duty service members. As a result, the scope of the topics that need to be addressed in the Health of the Force Survey necessitates the use of annual surveys. In this latter situation, while a core set of metrics are collected annually, a majority of the survey alternates focus between programs, policies, and services that impact Sailors personal lives and those that impact Sailors in the workplace.

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, August 21, 2023. The 60-Day FRN citation is 88 FR 56810.

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

A 30-Day Federal Register Notice for the collection published on Monday, December 18, 2023. The 30-Day FRN citation is 88 FR 87415.

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 here: <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

Note: The following burden estimates are intended as an annual burden allotment request for all information collections that will be cleared under this Generic ICR.

Part A: ESTIMATION OF RESPONDENT BURDEN

1. Collection Instruments

Navy Health of the Force Surveys

1. Number of Respondents: 150,000
2. Number of Responses Per Respondent: 1
3. Number of Total Annual Responses: 150,000
4. Response Time: 20 minutes
5. Respondent Burden Hours: 50,000 hours
6. Total Submission Burden
	1. Total Number of Respondents: 150,000
	2. Total Number of Annual Responses: 150,000
	3. Total Respondent Burden Hours: 50,000 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1. Collection Instruments

Navy Health of the Force Surveys

1. Number of Total Annual Responses: 150,000
2. Response Time: 20 minutes
3. Respondent Hourly Wage: $57.97
4. Labor Burden per Response: $19.32
5. Total Labor Burden: $2,898,500
6. Overall Labor Burden
	1. Total Number of Annual Responses: 150,000
	2. Total Labor Burden: $2,898,500

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 Instruments

Navy Health of the Force Surveys

1. Number of Total Annual Responses: 150,000
2. Processing Time per Response: 15 minutes
3. Hourly Wage of Worker(s) Processing Responses: $51
4. Cost to Process Each Response: $12.75
5. Total Cost to Process Responses: $1,912,500
6. Overall Labor Burden to the Federal Government
	1. Total Number of Annual Responses: 150,000
	2. Total Labor Burden:$1,912,500

Part B: OPERATIONAL AND MAINTENANCE COSTS

1. Cost Categories
	1. Equipment: $0
	2. Printing: $0
	3. Postage: $0
	4. Software Purchases: $0
	5. Licensing Costs: $0
	6. 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: $1,912,500

1. Total Operational and Maintenance Costs: $0
2. Total Cost to the Federal Government: $1,912,500

15. Reasons for Change in Burden

This is a new Generic information collection request with a new associated requested burden.

16. Publication of Results

The results of this information collection will not be published outside of the Department of the Navy.

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.