

SUPPORTING STATEMENT - PART A

Navy Health of the Force Survey Program Generic ICR – OMB Control Number 0703-0095

2024 Navy Health of the Force Survey

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. It is conducted on behalf of the Chief of Navy Personnel and under the authority of 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”. 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 2024 Health of the Force-Personal (HOF-P) addresses Sailors’ personal lives and the programs and policies that impact them. It includes questions about housing for single Sailors, access to healthcare, pregnancy and support for pregnant Sailors, childcare, parental leave, post birth return to work policies and support for work/life balance. Navy management uses the results to evaluate the effectiveness of important programs and policies. Insights from the survey are included in the Navy’s Health of the Force Report to Congress and congressional testimony. By consolidating questions about related programs and policies into a single survey, we minimize the burden on Sailors; reducing multiple potentially overlapping single issue or program focused surveys to a single data collection event.

2. Use of the Information

The 2024 HOF-P survey will be administered as a census. Every individual in the Active Duty population 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 will be downloaded for analysis outside of Qualtrics. The dataset will be cleaned to remove responses that do not meet criteria for inclusion in the analysis. If applicable, the data will be weighted to accurately reflect the target population based on the key demographic characteristics of gender, grade, and race. The overall results will be 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. The results will be 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 Sailors view these services and enable Navy programs to identify areas for improvement.

In addition to providing Navy-level results, the data will also be broken out for each of the 17 Navy communities (i.e., Surface, Aviation, Submarine, etc.) to provide insights into how these subsets of the larger population are doing. The community level breakouts are provided annually to community leaders who in turn use them to inform their annual Health of the Community briefs to the Vice Chief of Naval Operations/Chief of Naval Operations (VCNO/CNO). Using a single source of information for these VCNO/CNO updates ensures consistency and comparability of the results for senior leaders. In the absence of this information, each of the 17 communities would require their own survey to meet the information needs of their annual update.

3. Use of Information Technology

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

4. Non-duplication

While there is some comparability with other non-Navy survey initiatives, the HOF-program is unique in its ability to support 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). The Health of the Force Survey is the only source of strategic level data on Navy specific issues and is also key source of information for the 17 Navy communities. 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 systemic 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 Navy conducts one large strategic survey every year. The larger Health of the Force Survey Program alternates focus from the work environment (odd years) to Sailors personal lives (even years). In this way, it captures insights critical to understanding the Navy's role as both an employer and a key service provider for Active Duty service members. It supports annual reporting requirements to Navy senior leaders on the well-being of the force at both the Navy and community level. It ensures the consistency and comparability of key metrics and mitigates the need for multiple smaller surveys that would increase survey burden and be less effective.

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 30-Day Federal Register Notice for the collection published on Tuesday, February 27, 2024. The 30-Day FRN citation is 89 FR 14462.

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

Part A: ESTIMATION OF RESPONDENT BURDEN

1) Collection Instrument(s)

Navy Health of the Force Survey

- a) Number of Respondents: 20,000
 - b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 20,000
 - d) Response Time: 20 minutes
 - e) Respondent Burden Hours: 6,667 hours
- 2) Total Submission Burden
- a) Total Number of Respondents: 20,000
 - b) Total Number of Annual Responses: 20,000
 - c) Total Respondent Burden Hours: 6,667 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument(s)

Navy Health of the Force Survey

- a) Number of Total Annual Responses: 20,000
 - b) Response Time: 20 minutes
 - c) Respondent Hourly Wage: \$57.97
 - d) Labor Burden per Response: \$19.13
 - e) Total Labor Burden: \$382,600
- 2) Overall Labor Burden
- a) Total Number of Annual Responses: 20,000
 - b) Total Labor Burden: \$382,600

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: 20,000
- b) Processing Time per Response: 10 minutes
- c) Hourly Wage of Worker(s) Processing Responses: \$51
- d) Cost to Process Each Response: \$5.10
- e) Total Cost to Process Responses: \$102,000

- 2) Overall Labor Burden to the Federal Government
 - a) Total Number of Annual Responses: 20,000
 - b) Total Labor Burden: \$102,000

Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
 - a) Equipment: \$0
 - b) Printing: \$0
 - c) Postage: \$0
 - d) Software Purchases: \$80,000
 - e) Licensing Costs: \$0
 - f) Other: \$0

- 2) Total Operational and Maintenance Cost: \$80,000

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$182,000
- 2) Total Operational and Maintenance Costs: \$0
- 3) Total Cost to the Federal Government: \$182,000

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.

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.