

B. Collections of Information Employing Statistical Methods

The agency should be prepared to justify its decision not to use statistical methods in any case where such methods might reduce burden or improve accuracy of results. When the question "Does this ICR contain surveys, censuses or employ statistical methods" is checked, "Yes," the following documentation should be included in the Supporting Statement to the extent that it applies to the methods proposed:

1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

A broadcast email is sent out to all federal employees, contractors, and Task Force Officers who possess a Firebird (internal to DEA) email address, and the broadcast email includes the link for the Leadership Engagement Survey. The entire population of potential respondents is estimated to be approximately 15,000. The response rate for 2023 was 11%.

2. Describe the procedures for the collection of information including:

- * Statistical methodology for stratification and sample selection,
- * Estimation procedure,
- * Degree of accuracy needed for the purpose described in the justification,
- * Unusual problems requiring specialized sampling procedures, and
- * Any use of periodic (less frequent than annual) data collection cycles to reduce burden.

There are no specified methods of data collection nor any sampling plan. The survey link is sent to all employees (see above). However, there is a minimum threshold of five response for a leader to get an Individual Leader Report in order to protect the anonymity of the respondents. The survey is released annually to provide data for leaders on an annual basis to assist with their yearly action planning and their career development/training goals.

3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.

Response rates by division are released to all DEA employees to provide a measure of how well each is doing. Although the survey is not mandatory, this knowledge allows leadership to encourage employees to let their opinions be heard through the survey. Leaders must have five responses in order to receive a report. The data does not 'generalize' to a larger organization or population; the responses relate specifically to the leader(s) rated.

4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of test may be submitted for approval separately or in combination with the main collection of information.

The Individual Leader Report includes the mean for each survey item, and the items are clustered into dimensions and dimension results are summarized for each leader. Leaders also receive an Individual Comments Report with any comments provided by respondents to the following: I would like my leader to 1) stop, 2) start, 3) continue.

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.

The Leadership Engagement Survey was developed by DEA's Research and Analysis Staff, Human Resources Division. All data analysis is conducted by the same office. POC: Tammie Pugh, Section Chief, 571-776-2496.