SUPPORTING STATEMENT – Part B
REQUEST FOR APPROVAL UNDER THE PAPERWORK REDUCTION ACT AND 5 CFR 1320
OMB 0412-*XXXX*

Collection Title: USAID Generic Workforce and Organizational Surveys

PART B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS OR SURVEYS

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.**

   No statistical inferences are expected to be drawn from this information. The response universe is the USAID workforce through surveys, interviews, or focus groups.

2. **Describe the procedures for the collection of information.**

   Data collection methods and procedures will vary and the specifics of these will be provided with each collection request. The Agency expects to use a variety of methodologies for these collections. In addition to physical copies, information collection instruments may be electronically disseminated and/or posted on target pages of the Agency's website. Telephone scripts, personal interviews, and focus groups with professional guidance and moderation may also be used.

   The primary purpose of these collections will be for internal management purposes; there are no plans to publish or otherwise publicly release the information outside of the Agency.

3. **Describe methods to maximize response rates and to deal with issues of nonresponse. 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.**

   Active communications campaigns, incentive competitions that give out rewards to employees and support staff for completion, such as 59 minutes, and consistent and appropriately-timed follow ups are methods that will be utilized to maximize response rates and to deal with nonresponse.

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 tests may be submitted for approval separately or in combination with the main collection of information.**

   These are population surveys. No statistical testing procedures will be necessary.

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

   Given this is a generic clearance for workforce surveys, there is no USAID operating unit or single person consulted on statistical aspects for all Agency workforce surveys.