

SUPPORTING STATEMENT - PART A

Military Child Development Program Workforce Survey and Case Studies 0704-MCDS

1. Need for the Information Collection

High quality, affordable child care is a challenge for many working families in the United States, and, as such, is a priority for government investment. The need for affordable, accessible child care is particularly important for the Department of Defense (DoD) given its possible impacts on mission readiness and military personnel retention. The Department's Child Development Program (CDP) is a large, complex enterprise that included approximately 24,500 CDP staff employed in more than 700 facilities in FY21. Multiple stakeholders benefit from this program, which must be responsive to continually evolving operational requirements. However, those tasked with program operations and oversight have wrestled with insufficient capacity to meet the demand for child care, as reflected by over 16,500 children on military child care wait lists.

In recognition of this issue, an increase in the target funding level for military child care and an outreach campaign to individuals eligible for child care services were mandated in the National Defense Authorization Act for Fiscal Year 2024 and \$336 million was appropriated for the design, planning, and construction of child care facilities in fiscal year 2024 (Military Construction, Veterans Affairs, and Related Agencies Appropriations Act for Fiscal Year 2024). Further, in April 2023, President Biden issued Executive Order 14095 "Increasing Access to High-Quality Care and Supporting Caregivers" calling for increased access to high-quality care and support for the care workforce, with directives for multiple agencies covering both military and civilian care. In addition, the Under Secretary of Defense for Personnel and Readiness highlighted improving child care access and affordability as one of the "big plays" for calendar year 2022.

The Office of the Deputy Assistant Secretary of Defense, Military Community & Family Policy (MC&FP) partnered with RAND's National Defense Research Institute (NDRI) to analyze, identify, and offer solutions for factors contributing to the staffing issues that appear to influence the long wait lists for child care. The overall goal of the project is to collect information that will allow the Department to evaluate and then make informed decisions on ways to improve the strategies currently in use to recruit, train, and retain qualified staff within the CDP. This objective will be accomplished through two study components: a survey component and a case study component.

2. Use of the Information

Survey Component

RAND will conduct an online survey of the CDP workforce, specifically those employed at child development centers (CDCs) serving children from birth to kindergarten entry and school-age care (SAC) available to children up through age 12. The target population for

the online survey is the approximately 22,300 CDP staff who were employed in a CDC or SAC program across the Air Force, Army, Marine Corps, Navy, and Space Force as of 2022. This target population includes direct-care classroom staff (i.e., lead teachers and assistant teachers), center managers (e.g., directors and assistant directors), other professional staff (e.g., special education teachers, training and curriculum [T&C] specialists, behavioral specialists, nurses) and other support staff (e.g., administrative assistants, kitchen staff, and custodial and maintenance staff).¹ Targeted staff will include those in both appropriated funds (APF) and non-appropriated funds (NAF) positions and those who work full-time, part-time, or as flex employees.

The overall sample size for the online survey is anticipated to be 5,232, assuming a 15-25% response rate (see SSB for details). With the possible exception of CDC and SAC program administrators (e.g., directors), DoD does not maintain a centralized list with the names and contact details for these targeted workforce members. In the absence of a survey frame, we will use a non-probabilistic methodology. In particular, we will engage in an array of outreach strategies to make the targeted workforce members aware of the survey and to encourage their participation. The strategies, in collaboration with MC&FP, will include:

- Email notices delivered to CDC and SAC program (site) administrators based on current email contact information for CDP staff in these roles with a personalized link for them to take the survey and requesting that they engage in dissemination with their staff about the survey and inviting their participation.
- Flyers distributed to all relevant CDC and SAC programs and centralized CDP administrative offices for posting on notice boards or for emailing to local staff notifying CDP workforce members of the existence and importance of the survey and inviting them to participate.
- Announcement in relevant newsletters that reach the DoD CDP workforce about the survey and inviting participation; these communication vehicles will be identified at the Service-, region-, installation-, and command-level as appropriate.
- Notices on the DoD Virtual Lab School (the DoD's online training system), visible only to our targeted CDP staff, about the existence and importance of the survey and inviting participation.
- A survey website with relevant materials about the survey including:

¹ A more detailed list consists of the following staff positions: Administrative Assistants, Administrative Support Staff, Assistant Directors, Program Assistants, Program Leads, Cooks, Custodial Workers, Administrators, Assistance Directors, Coordinators, Facility Directors, Health Specialists, Instructional Programs Specialists, Program Associates, Program Specialists, Training Specialists, Program Liaisons, Laborers, Maintenance Workers, Vehicle Operators, Nurses, Nutritionist, Office Aides, Facility Specialists, Technicians, and Teachers.

- o A letter from the Department of Defense, which will highlight the importance of the survey to the Department and how it will be used to inform policymaking to the benefit members of the CDP workforce.
- o A Frequently Asked Questions (FAQ) fact sheet indicating who is eligible to participate, outlining the content of the survey, providing assurances about confidentiality and other aspects of informed consent participation upon completing the survey.
- o Contact information for the study principal investigators and the survey helpdesk.
- o A web link to the online survey.
- o A date by which responses are requested.

Each of these outreach materials will include a printed or electronic link to the online survey (e.g., a QR code or a URL) and a link to the survey website. These materials will be distributed when the online survey first becomes available and subsequently updated and distributed at 2 to 3 week intervals until the online survey is closed to further responses. For example, in subsequent updates, we will provide estimated response rates by service or installation to motivate increasing the participation rate among those who have not yet responded.

After linking to the survey online website, survey respondents will complete the survey using a smart phone, tablet, or computer. Respondents may request that a pdf of the survey questionnaire be provided by email or fax so that they may review the survey in full in advance of completing it online. Respondents will be provided with a downloadable version of their survey responses for their own records.

The survey will be organized across seven modules covering the following topics:

- o **Respondent position:** type of care setting (e.g., CDC, SAC), job position, ages of children they work with, military service, military installation
- o **Respondent demographics:** sex, age range, race, Hispanic ethnicity, education background, years of experience, disability status, veteran status
- o **Respondent recruitment and hiring:** sources of information about the position, satisfaction with the process, whether expectations about the job were met
- o **Respondent wages and benefits:** cash compensation, receipt of various types of non-wage benefits

- o **Respondent training, professional development, and career advancement:** access to opportunities in these areas, satisfaction with their experiences
- o **Respondent working conditions and job duties:** working hours, perceptions of the leadership environment, relationships with other staff, job stress and well-being supports, self-efficacy
- o **Respondent job satisfaction and retention:** current job satisfaction, expectations for staying the position.

The responses from the non-probability sample will be collected on a secure site hosted by Qualtrics, a FedRAMP-certified web-based survey platform. RAND staff will retrieve interim and final data files from the secure site for analysis. No personal identifying information (PII) will be collected as part of the survey. These data are password-protected and are available for download by the RAND staff as needed (e.g., to monitor response rates). No later than one week after downloading the final survey data file, RAND will remove from the Qualtrics website all the data files containing respondent data. RAND will store the data according to our approved Data Safeguarding plan (e.g., on RAND-owned equipment with password protection).

The data RAND collects through the survey will be used to provide descriptive information about CDP personnel, their experiences on the job, and their expectations for continued employment at their current site or as part of the CDP more generally. Findings will be presented in a final report. Findings will reflect aggregate information and will not reveal identifiable information about specific respondents.

Case Study Component

For the second component of this project, RAND will conduct case studies of the CDP at up to six installations. The case studies will provide unique and complementary information to the survey in two ways. First, they will collect information from CDP stakeholders who are not included in the online survey, including FCC providers, and community-based organizations. These stakeholders have important influences on and insights into the CDP. Second, the case studies will collect in-depth information that would be difficult to capture using a survey. For example, interviews will allow project team members to collect rich descriptive information about working conditions and challenges that direct care workers, support staff, and family child care providers face; ask probing and clarifying questions that help pinpoint challenges; and “test out” solutions through open-ended discussion with participants.

A. Selection of Case Study Sites

The intended participants for case studies include approximately 30 individuals from each of a maximum of six installations, or groups of neighboring installations, and their surrounding communities. To select the installations for case studies, we will use a non-

probability purposive sampling method where we select installations to represent specific characteristics of the entire population of DoD installations. We will start the selection process by collecting basic information about all installations (e.g., geographic location, size, military services represented); demand for child care (e.g., enrollment in different care options, indicators of unmet need); workforce indicators for the CDP and surrounding community (e.g., CDP capacity, separations per year, local wages in child care and occupations with similar entry requirements); and the child care policy environment (e.g., state funded child care options, characteristics of the child care quality rating system). In addition to these data, we will consider using CDC closure for an extended period due to staffing challenges as a sampling criterion if it is feasible to obtain this information. We will then examine the distribution of installations on key characteristics, propose criteria for including installations in case studies, and collaborate with our DoD sponsor office to refine the inclusion criteria. Installations will be selected to achieve variation in terms of geography, military services represented, and conditions that may represent challenges for delivering accessible and high-quality child care (e.g., relatively long waitlists, geographic isolation, or high local wages for occupations with similar entry requirements). Using the inclusion criteria, we will identify a set of priority installations and a set of six to 12 backup installations in case the priority installations are unavailable during the desired data collection timeframe.

B. Recruitment of Case Study Participants

Many types of CDP personnel and community personnel contribute to child care outcomes and may be able to provide information about factors that contribute to staffing issues. Thus, case studies will include data collection from a variety of individuals in the following broad categories:

- Installation and CDP leaders and subject matter experts
- Direct care professionals (including direct care staff and FCC providers)
- Support staff
- Community-based organizations working with the military fee assistance program (e.g., Child Care Aware).

Table 1 presents the types of study participants within each category and the number of participants of each type. We will first conduct an orienting interview with a CDP installation lead or program manager prior to our site visit to plan our data collection activities for each installation. The interview will last no more than one hour. When conducting interviews for data collection, we will limit interview length to no more than 30 minutes for an installation commander or equivalent, one hour for CDP installation leads or program managers and center directors, 30 minutes for Human Resources (HR) subject matter experts, 20 minutes for direct care and support staff, and 45 minutes for FCC

providers and community-based organizations. The weighted average interview length will be no more than 29 minutes.

In the following subsections, we describe recruitment of participants in each category.

Table 1. Case Study Participants Per Site

Category	Type of Study Participant	Data Collection Activity	Number of Participants
Installation and CDP leaders and subject matter experts	CDP installation lead or program manager, or equivalent	Interview (onsite or remote)	1
	CDC director or assistant director	Interview (onsite)	1
	SAC director or assistant director	Interview (onsite)	1
	Local HR subject matter expert with responsibility for supporting CDP program staffing	Interview (onsite or remote)	1
	Installation commander or equivalent	Interview (onsite or remote)	1
Direct care professionals	CDC and SAC lead teacher	Interview (onsite or remote)	6
	CDC and SAC assistant teacher or aide	Interview (onsite or remote)	6
	FCC provider	Interview (onsite or remote)	3
Support staff	Professional support staff (e.g., TACS, behavioral specialist or special needs program manager, nurse)	Interview (onsite or remote)	3
	Other support staff (e.g., cook, maintenance staff, front desk staff)	Interview (onsite or remote)	3
Community stakeholder	Community-based organization representative (e.g., resource and referral agency, Child Care Aware)	Interview (remote)	1

NOTE: Acronyms: CDC = Child Development Center; CDP = Child Development Program; FCC = Family Child Care; SAC = School-Age Care; TACS = Training and Curriculum Specialist.

i. Installation and CDP Leaders and Subject Matter Experts

After selecting case study sites, we will request from our DoD sponsor an installation-based point of contact to facilitate planning for our on-site visit as well as contact information for CDP leaders at each site. These leaders will include the CDP branch chief, flight chief, or

equivalent, and the director or assistant director of a CDC and SAC at each installation. For installations with more than one CDC or SAC, we will work with the branch chief, flight chief, or equivalent to identify a single CDC and SAC where we will conduct interviews. Approximately three months before each site visit, we will contact the CDP branch chief, flight chief, or equivalent and schedule orienting interviews to introduce them to the project and help us plan data collection. The operation of the CDP and the types of personnel it employs may vary across the military services and installations. For example, CDCs and SACs may employ different types of support staff and have different procedures for scheduling and communicating with staff. In addition, not all locations have FCC home providers.

Since DoD does not maintain a centralized list of CDP personnel and stakeholders that we can use for sampling and recruitment, orienting interviews with installation-based leaders will be used to better understand the structure of and context for the installation's CDP program and to request assistance communicating with CDP personnel and stakeholders. In addition, the orienting interviews will be used to gain leadership support for the study. During orienting interviews, we will learn about the kinds of direct care professional and support staff at each installation and discuss options for communicating with these individuals. (See Subsection B.ii. below.) In conjunction with conducting the orienting interviews, we will request essential information about the installation's CDP program (e.g., number of CDCs, SACs, and FCC providers in operation at the installation, center operating hours, number of children enrolled, number of personnel, and nature and extent of staff shortages) through a data request prior to visiting the installation.

We will attempt to schedule interviews with CDC and SAC directors and assistant directors and, if applicable, a local HR subject matter expert before interviewing direct care professionals, support staff, and community stakeholders for the purposes of building background knowledge about the CDP and aiding in the interpretation of data from subsequent interviews. Separately, we will request contact information and an introduction from our DoD sponsor to recruit the installation commander or equivalent.

ii. Direct Care Professionals and Support Staff

To accommodate the schedules of direct care staff and support staff employed by CDCs and SACs, and to maximize the number of staff from whom we can collect data, we will use two data collection tracks in parallel: an onsite track and a remote track. In preparation for our onsite visit, we will ask local CDP leaders to communicate with staff about the study using materials we provide. RAND has successfully used a similar approach to collect data from direct care providers for an earlier study. In the following subsections, we describe the process of communicating the study to staff and the two tracks as well as communicating the study to FCC providers.

Communicating the Study to Staff and FCC providers: Starting approximately six weeks before the site visit, we will ask CDP leaders to provide CDC and SAC direct care and support staff with a one-page flyer summarizing the study, describing the interviews, and

providing staff with a QR code to a web-based form where they can volunteer for an interview time slot.

Responses to the web-based form will be collected through Qualtrics, a FedRAMP-certified web-based survey platform. RAND staff will collect contact information (e.g., names, email addresses, and phone numbers) and employment information (e.g., position, child care setting, and years spent working in their position and the military child development program) to support recruitment and scheduling of interviews for prospective interviewees. These data are password-protected and are available for download by the RAND staff as needed (e.g., to monitor the recruitment of interviewees). No later than one week after all interviews are completed, RAND will remove from the Qualtrics website all the data files containing information about prospective interviewees.

We will ask leaders to provide the flyer and link to the web-based form through regular communication channels, which we will learn about through the orienting interviews. For example, we may ask leaders to distribute paper copies of the flyer during in-person staff meetings and describe the study verbally using a set of talking points that they can tailor. We will also provide leaders with email language they can use to inform staff about the study, provide staff with electronic copies of the flyer, and invite staff to sign up for an interview time slot through the web-based form. The flyer and any accompanying message will state that staff can participate in an interview in person during RAND's upcoming site visit or schedule an online interview with RAND at a time that is convenient for them. Depending on the initial response to the call for survey volunteers, we may periodically ask leaders to redistribute the flyer and link to the web-based form and remind staff about the site visits.

Onsite Track: Prior to the site visit, we will seek to schedule onsite interviews with installation and center leaders. We will request that the CDC and SAC director or assistant director allow and encourage staff to sign up for an in-person interview time slot via the web-based form. We will communicate to leaders and staff that participation is voluntary and cannot be mandated. In addition, we will take steps to preserve the anonymity of participants while minimizing interruptions to CDC operations. We will not inform leaders of whether staff choose to participate in interviews, and we attempt to work with CDC leaders and staff to reserve interview spaces that help us protect participant confidentiality. Ideally, these would be private rooms that are separate from but near the building where participants work. To maximize the number of staff from whom we can collect data, and to minimize any interruption to CDC and SAC operations as well as the burden on individual participants, we will limit interviews with CDC and SAC direct care and support staff to approximately 20 minutes.

Remote Track: Direct care staff and support staff who prefer to schedule an online interview outside of the RAND team's in-person site visit will also be able to indicate their interest and preference through the web-based form. Using information collected through the web-based form, we will schedule remote interviews via secure online videoconferencing platform (e.g., Microsoft Teams). Remote interviews may be conducted

after the site visit and during non-work hours to accommodate staff schedules. For remote interviews after the site visit and during work hours, we will request that the CDC or SAC provide staff with a location and computer for online interviews. Interviews may also be conducted from a non-work location during non-work hours if a participant prefers. As with onsite interviews, we may split topics among staff in the same or similar roles. (See Description of Data Collection Instrument and Process for information about the protocol.)

In addition to direct care staff and support staff, we will recruit up to three FCC providers at each installation with an FCC program. We will use a recruitment process for FCC providers that is similar to the one we outlined for CDC and SAC staff. We will provide installations' FCC coordinators with email language and flyers they can use to inform FCC providers about the study and invite FCC providers to sign up for an interview time slot. Similar to CDC and SAC staff, FCC providers will be able to use a web-based form to select an interview time slot and format (i.e., remote or in-person) that fits their schedule.

Interviews with FCC providers will be an especially important part of the case studies because these individuals will not be included in RAND's online survey, and because preliminary interviews for this project indicate that FCC providers play an important role in the CDP by providing care during non-standard hours and over extended durations for families who need it.

iii. Community Stakeholders

In addition to CDP personnel, we will interview community-based organizations, such as Child Care Aware, that help military families learn about community-based child care options.

We will coordinate with our DoD sponsor to identify and obtain contact information for relevant community-based organizations.

C. Description of Data Collection Instrument and Process

For each case study, RAND will collect information by conducting semi-structured interviews with CDP personnel and community-based organizations as well as a review of documents and workforce data. Case studies of the CDP at installations within the continental U.S. will include an in-person site visit. For these case studies, we will conduct interviews using a combination of in-person and online modes. For case studies of the CDP operations outside the continental U.S., we will conduct all interviews online (e.g., via Microsoft Teams). In addition, we will collect information in the form of background documents (e.g., reports, manuals, and policy documents) provided by study participants, and through tours and informal observation of child care facilities during site visits.

We have created interview protocols for each type of interviewee. Table 2 lists the protocol topics and identifies the types of participants who will receive questions related to each topic. The protocol will include interviewer instructions and optional prompts that enable

interviewers to probe more deeply on topics and adapt questions to fit interviewees' context. For example, CDP installation leads will be asked a slightly different set of questions depending on whether their installation has FCC providers. In addition, the protocol will include a description of the study, a statement that participation is voluntary, and information about the ways that researchers will protect the data and identity of participants should they choose to participate.

At the beginning of each in-person or remote interview, a member of the study team will review the study information and confirm agreement to participate. The study team member will then conduct the interview using the semi-structured interview protocol. Another study team member will take notes on the conversation. The notes will be saved on a secure hard drive. The notes will be analyzed using qualitative methods designed to identify notable themes and patterns, and findings will be included in the final report. No personal identifying information will be collected as part of the survey.

The data RAND collects through the case studies will be used to provide DoD with information about the factors that CDP leaders, direct care professionals, support staff, and community stakeholders believe affect the military services' ability to recruit and retain CDP staff and FCC providers, and about proposed solutions that may improve recruitment and retention. Findings will be presented in a final report.

Table 2. Protocol Modules

Question module	Installation commander or equivalent	CDC and SAC director or assistant director, CDP installation leader	HR Subject Matter Expert	Direct care staff, support staff	FCC provider	Community-based organization (e.g., Child Care Aware)^c
Background and role	X	X	X	X	X	X
Overall perceptions of military child and youth services	X	X		X	x	X
Staffing requirements, challenges, or adequacy	X	X	X			
Recruitment and hiring		X	X	X	X ^a	X
Compensation	X	X		X	X ^b	X
Training and development		X		X	X	X
Working conditions	X	X		X	X	X
Role of community-based care and FCCs					X	X
Role of community-based organizations						X
Experiences of military families		X				
Job satisfaction and retention		X	X	X	X	X

Proposed solutions	X	X	X	X	X	X
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^a Because FCC providers are independent contractors, questions will cover processes for recruiting and bringing FCC providers into the CDP program but not hiring specifically.

^b Because FCC providers are independent contractors, questions will cover payment rates and other compensation but not employee benefits.

^c We will recruit community-based organizations, such as Child Care Aware, that help military families seek child care options through the military's fee assistance program. Therefore, questions related to recruitment and hiring, pay and benefits, training and development, working conditions, and job satisfaction and retention will focus on interviewees' understanding of community-based providers' perceptions of these topics. For instance, questions will cover how community-based providers find out about the opportunity to participate in the fee assistance program, community-based providers' perceptions of the payments they receive for participating in the fee assistance program, and the factors that influence community-based providers' decisions to stay in or leave the fee assistance program.

3. Use of Information Technology

Survey Component

All survey responses will be collected electronically. The survey will utilize a web-based instrument for data collection. The web-survey will be formatted to be easy to read and navigate and will be accessible across multiple devices and interfaces (e.g., smart phone, tablet, or computer). In addition, RAND will use a case management system (CMS) to facilitate efficient case tracking, as well as reporting on meaningful project metrics, such as the number of break-offs, non-responders, and minutes per case.

Case Study Component

Information for the case study participants will be collected primarily through in-person or online interviews and through web-based form designed to set up the interview and collect background information for the participant. Viewed in terms of the volume of information collected, about 5 percent of case study information will be collected electronically. Based on data collection activity in Table 1, we estimate that there will be approximately 30 case study participants per installation at up to six installations. As described above, we plan to use Qualtrics to collect contact information and scheduling preferences from participants who request to schedule an online interview. We expect that this electronic tool will streamline the recruitment process and reduce burden on participants. Our recruitment materials will also include the option to reach a RAND team member to schedule an interview.

Once scheduled, all semi-structured interviews will be conducted in-person or via videoconference (i.e., Microsoft Teams). Based on our experience carrying out case study site visits, we anticipate that some proportion of data collection activities will occur electronically via videoconference. We will select case study dates that will maximize in-person data collection opportunities but recognize that some participants may not be able to attend in-person interviews or may prefer remote opportunities. The nature of our data collection and policy questions for the case studies is not conducive to online surveys or electronic submissions completed by participants.

4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source. A DoD-wide survey of the CDP workforce has not been conducted in recent memory, if ever.

5. Burden on Small Businesses

The information collection through the Workforce Survey does not impose a significant economic impact on small businesses or entities. For the Case Studies, FCC providers may be small businesses. To limit the economic burden on these participants, we will avoid the

use of complicated instructions for participating in the case study (i.e., we will recruit by phone call, one-page flyer, brief email) and limit interview length to 45 minutes.

6. Less Frequent Collection

The Military Child Development Program Workforce Survey and Case Studies will be a one-time data collection effort.

Given the rapidly changing labor market for the CDP workforce and broader economic environment, timely and comprehensive information will ensure the highest value for DoD decision makers. This information will enable DoD to efficiently target efforts to improve recruitment and retention of the CDP workforce at a critical point in time.

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 Thursday, April 25, 2024. The 60-Day FRN citation is 89 FRN 31740.

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

A 30-Day Federal Register Notice for the collection published on Friday, May 5, 2025. The 30-Day FRN citation is 90 FRN 18841.

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

A Privacy Act Statement is provided at the points of collection of PII in accordance with the PIA. These instances are minimal and include the collection of information for the scheduling of interviews and the pilot survey test.

The applicable System of Record Notice (SORN) for this collection is DHRA 03, Survey Data and Assessment, (<https://www.federalregister.gov/documents/2021/07/28/2021-16054/privacy-act-of-1974-system-of-records>)

A Privacy Impact Assessment (PIA) is attached, and the applicable Privacy Act Statement provided within.

Records are maintained in accordance with authorities (DAA-0330-2015-0007-0001; 1807-02), disposition and retention (5 years) and (DAA-0330-2024-0008-0001), disposition, and retention (30 years) - 7-year retention period for this specific project.

11. Sensitive Questions

No questions considered sensitive are being asked in this collection. The survey will include a question on sex, a question on ethnicity, and a question on race following current OMB guidelines.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

1) Collection Instrument(s)

CDP Staffing Survey

- a) Number of Respondents: 5,232
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 5,232
- d) Response Time: 20 minutes
- e) Respondent Burden Hours: 1,744 hours

CDP Case Study and Intake Form

- a) Number of Respondents: 162
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 162
- d) Response Time: 29 minutes
- e) Respondent Burden Hours: 78.3 hours

2) Total Submission Burden

- a) Total Number of Respondents: 5,394
- b) Total Number of Annual Responses: 5,394
- c) Total Respondent Burden Hours: 1,822.3 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument(s)

CDP Staffing Survey

- a) Number of Total Annual Responses: 5,232

- b) Response Time: 20 minutes
- c) Respondent Hourly Wage: \$16.00
- d) Labor Burden per Response: \$5.33
- e) Total Labor Burden: \$27,904.00

CDP Case Study and Intake Form

- a) Number of Total Annual Responses: 162
- b) Response Time: 29 minutes
- c) Respondent Hourly Wage: \$31.48
- d) Labor Burden per Response: \$15.22
- e) Total Labor Burden: \$2,465.00

2) Overall Labor Burden

- a) Total Number of Annual Responses: 5,394
- b) Total Labor Burden: \$30,369

NOTE: The Respondent hourly wage for the CDP Staffing Survey was determined by using the most current reported wages: the May 2023 Bureau of Labor Statistics Occupational wage series [https://www.bls.gov/OES/Current/oes_nat.htm#00-0000]. Ninety-five percent of respondents are expected to be child care workers (BLS occupational code 39-9011) with a mean hourly wage of \$15.42. The remaining 5 percent of respondents are expected to be child care administrators (BLS occupational code 11-9031) with a mean hourly wage of \$29.48. The weighted average hourly wage equals \$16.12 which was rounded to \$16.00 for the calculations.

The Respondent hourly wage for the CDP Case Study was determined by using the mean hourly wage across all occupations (\$31.48) from the May 2023 Bureau of Labor Statistics Occupational wage series (https://www.bls.gov/OES/Current/oes_nat.htm#00-0000).

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)

CDP Staffing Survey, Case Study and Intake Form

- a) Number of Total Annual Responses: 5,394
- b) Processing Time per Response: 2 minutes
- c) Hourly Wage of Worker(s) Processing Responses: \$65.54
- d) Cost to Process Each Response: \$2.18
- e) Total Cost to Process Responses: \$11,784.00

- 2) Overall Labor Burden to the Federal Government
 - a) Total Number of Annual Responses: 5,394
 - b) Total Labor Burden: \$11,784.00

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: \$1,115,000 – RAND contract for data collection and reporting (includes printing and postage for any mailed invitations)

- 2) Total Operational and Maintenance Cost: \$1,115,000.00

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$11,784.00
- 2) Total Operational and Maintenance Costs: \$1,115,000.00
- 3) Total Cost to the Federal Government: \$1,126,784.00

15. Reasons for Change in Burden

This is a new collection with a new associated burden.

16. Publication of Results

Information collected from the CDP workforce survey and from the case studies will be analyzed and included in a final report intended to be published by RAND after review and approval by the appropriate DoD offices. It is anticipated that the draft report will be complete approximately 10 months after OMB approval of the data collection. The results will be communicated and disseminated by RAND as soon as the draft report is completed via briefings, summaries of the findings, and copies of the final report when it is available.

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.