

SUPPORTING STATEMENT - PART A

DoD-wide Data Collection and Analysis for the Department of Defense Qualitative and Quantitative Data Collection in Support of the Independent Review Commission on Sexual Assault Recommendations (OMB Control Number 0704-0644)

Title of Collection: *Improvements to the Coordinated Community Response (CCR) to Domestic Abuse in Military and Certain Affiliated Personnel (Phase 1)*

Expected Fielding Dates: 01 Oct – 01 Dec (annually)

1. Need for the Information Collection

The Department of Defense, Military Community and Family Policy (MC&FP)/Military Community Advocacy (MCA) office contracted with The National Organization for Victim Advocacy (NOVA) (N4571A-23-C-0007) to provide credentialing, consultation, training, and technical assistance on the implementation of multi-disciplinary community strategies to prevent and respond to domestic abuse involving military and certain affiliated personnel.

The project specifies multiple performance work statements (PWS) necessitating information collection to varying degrees, including PWS 4.3 (Conduct a needs assessment for DAVA certification and training evaluation), PWS 4.4 (Provide customized Coordinated Community Response Support), PWS 4.5 (Provide customized support for Improvements to Risk and Lethality Assessment and Fatality Prevention Across the CCR), and PWS 4.6 (Develop a Coordinated Community Response Model Pilot). Each of the relevant PWS are included here to highlight scope and potential complexity of information collection and assessment efforts of the project. To simplify this effort, the previously identified PWS are divided into two phases, the first phase (Phase 1) including only PWS 4.3 as the focal point centers on training and credentialing of Domestic Abuse Victim Advocates (DAVAs), perceptions of National Advocate Credentialing Program (NACP credentialing), and potential modifications to promote efficiencies, resources, and/or improve DAVA proficiencies. In contrast, the second phase (Phase 2) will include PWS 4.4, 4.5, and 4.6 as risk and lethality along with CCR efforts tentatively planned have overlapping populations necessitating data collection beyond only DAVAs. The current supporting statement and documentation includes only information collection efforts for Phase 1. There will be an additional submission for Phase 2 of the project.

This information collection effort is guided by:

- Section 534 of the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 1995 requires the Department's victim advocacy capabilities. Following nationally recognized standards for victim advocacy is vital to an effective CCR.
- DoDI 6400.06 requires that all Domestic Abuse Victim Advocates (DAVAs) meet victim assistance certification or credentialing requirements.

- Section 549 of the NDAA for FY 2022 requires that the Secretary of Defense, in consultation with the secretaries of the military departments, issue guidance that identifies the risk assessment tools that must be used by Family Advocacy Program (FAP) personnel to assess reports of domestic abuse and establishes minimum qualifications for the personnel responsible for using such tools.
- The Independent Review Commission (IRC) on Sexual Assault in the Military, which included improvements to the Department's response to domestic abuse and domestic violence, recommended the Department increase access to and visibility of civilian community-based care (C-4.2) as well as leverage the Department of Justice's Office on Violence Against Women's training and technical assistance program to better serve military-connected victims and more effectively promote military-civilian coordinated community responses.

2. Use of the Information

Potential respondents for Phase 1 of data collection include all currently active (as of April 2024) DAVAs (n = 269) and DAVA Leads (n = 4). DAVAs and DAVA Leads are classified as DoD civilians or contractors, depending upon the branch they serve. DAVAs and DAVA Leads serving in the Navy and Marine Corp are DoD civilians while counterparts in the Army and Air Force are contractor. One exception includes classification of the Army DAVA Lead as a DoD civilian. In total 99 DoD civilians and 174 contractors are included in this research. Information is requested from these populations to ascertain if a DAVA specific credential is needed, assess experiences and perceptions of NACP credentialing, and potential modifications to promote efficiencies, resources, and/or improve DAVA proficiencies. Data collection efforts for Phase 1 will include five listening sessions, post-training feedback surveys (both from live and asynchronous LMS trainings), and a DAVA census. It should be noted that the post-training feedback survey has been previously approved (OMB CONTROL NUMBER: 0704-0553) and will not be included in estimates below.

The DAVA census contains both open- and close-ended questions and has been developed in Qualtrics. Respondents will be emailed a link to utilize Qualtrics for accessing, completing, and submitting necessary information, where it will be automatically stored upon completion. For the DAVA census, use of personalized links generated in Qualtrics is opted for to track responses year-to-year allowing for trends to be investigated within and between participants overtime as well as more generally recognize the continuation or discontinuation of participation overtime. In contrast, 90-minute listening sessions incorporate a script along with structured, open-ended questions that will be asked of respondents in each Zoom meeting. Each of the four listening sessions will consist of nine DAVAs selected through stratified sampling based upon their service branch (*Supporting Statement Part B is included*). Email invitations will be sent to DAVAs and DAVA Leads ahead of these listening sessions, including a request for participation (with a Google Form to complete if interested in participating) as well as a letter of consent. Only NOVA research staff will have access to the completed collection instruments and transcripts from the aforementioned information collection efforts. Data will be exported and stored on two hardware encrypted external storage devices that will only be connected to the computer for backup and analyses.

A successful end result of information collection for Phase 1 will be the ability to subsequently assess experiences and perceptions of credentialing as well as efficiencies, resources, and needs to improve DAVA proficiencies as well as if a DAVA specific credential is needed. This assessment will provide insight into if, and to what extent, collected data underscores a need for DAVA specific credentialing, perceptions of NACP credentialing, and potential modifications to promote efficiencies, resources, and/or improve DAVA proficiencies.

3. Use of Information Technology

100% of information will be collected electronically to ensure streamlined digital access for potential participants as well as to maintain a centralized repository for data.

4. Efforts to Identify Duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source.

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. Consequences of Less Frequent Collection

The frequency of information collection varies across collection efforts. The DAVA census will occur annually while five listening sessions (four branch specific sessions with DAVAs from the Army, Navy, Air Force, and Marines; one session with DAVA Leads) will be held during the base year. As both efforts will be used for assessment purposes, and for potential refinement of questions in subsequent collections, collecting both less frequently than what is outlined might be problematic.

7. Paperwork Reduction Act Certification

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. Solicitation of Comments

A 30-Day Federal Register Notice for the collection published on Monday, September 16, 2024. The 30-Day FRN citation is 89 FRN 75534.

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 not required for this collection because we are not requesting individuals to furnish personal information for a system of records.

A System of Record Notice (SORN) is not required for this collection because records are not retrievable by PII.

A Privacy Impact Assessment (PIA) is not required for this collection because PII is not being collected electronically.

NOVA Records Retention

All records will be retained throughout the duration of the contract plus an additional year to ensure subsequent access to documentation if needed. All electronic files, stored on an external solid-state drive (SSD) using software and/or hardware encryption, will be subsequently deleted after this timeframe from their respective online platforms and any electronically stored data maintained by Dr. Grubb on will be erased in accordance with DoD 5220.22-M.

DOD Records Retention

Maintain for 30 years in accordance with DAA-0330-2021-0008-0001

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 Instruments

DAVA Listening Sessions

- a) Number of Respondents: 36
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 36
- d) Response Time: 1.5 Hours
- e) Respondent Burden Hours: 54 hours

DAVA Lead Listening Session

- a) Number of Respondents: 4
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 4
- d) Response Time: 1.5 Hours
- e) Respondent Burden Hours: 6 hours

DAVA Census

- a) Number of Respondents: 108
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 108

- d) Response Time: 20 minutes
 - e) Respondent Burden Hours: 36 hours
- 2) Total Submission Burden
- a) Total Number of Respondents: 148
 - b) Total Number of Annual Responses: 148
 - c) Total Respondent Burden Hours: 96 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instruments
- DAVA Listening Sessions
- a) Number of Total Annual Responses: 36
 - b) Response Time: 1.5 Hours
 - c) Respondent Hourly Wage: \$25.06
 - d) Labor Burden per Response: \$37.59
 - e) Total Labor Burden: \$1,353.24

- DAVA Lead Listening Session
- a) Number of Total Annual Responses: 4
 - b) Response Time: 1.5 Hours
 - c) Respondent Hourly Wage: \$36.70
 - d) Labor Burden per Response: \$55.05
 - e) Total Labor Burden: \$220.20

- DAVA Census
- a) Number of Total Annual Responses: 108
 - b) Response Time: 20 Minutes
 - c) Respondent Hourly Wage: \$25.06
 - d) Labor Burden per Response: \$8.35
 - e) Total Labor Burden: \$902.16

- 2) Overall Labor Burden
- a) Total Number of Annual Responses: 148
 - b) Total Labor Burden: \$2,476.00

The hourly wage for DAVAs was determined by using the federal schedule for a GS 9 Step 3 employee (\$25.06 hourly) General Schedule (opm.gov)

The hourly wage for DAVA Leads was determined by using the federal schedule for a GS 11 Step 8 employee (\$36.70 hourly) General Schedule (opm.gov)

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

DAVA Listening Sessions

- a) Number of Total Annual Responses: 36
- b) Processing Time per Response: .083
- c) Hourly Wage of Worker(s) Processing Responses: \$50.12
- d) Cost to Process Each Response: \$4.16
- e) Total Cost to Process Responses: \$149.76

DAVA Lead Listening Session

- a) Number of Total Annual Responses: 4
- b) Processing Time per Response: .083
- c) Hourly Wage of Worker(s) Processing Responses: \$50.12
- d) Cost to Process Each Response: \$4.16
- e) Total Cost to Process Responses: \$16.64

DAVA Census

- a) Number of Total Annual Responses: 108
- b) Processing Time per Response: .083
- c) Hourly Wage of Worker(s) Processing Responses: \$50.12
- d) Cost to Process Each Response: \$4.16
- e) Total Cost to Process Responses: \$449.28

2) Overall Labor Burden to the Federal Government

- a) Total Number of Annual Responses: 148
- b) Total Labor Burden: \$615.68

The hourly wage for Government Action Officer was determined by using the federal schedule for a GS 14 Step 1 employee (\$50.12 hourly) General Schedule (opm.gov)

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: \$910,233.56 (contract cost)

2) Total Operational and Maintenance Cost: \$910,233.56

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$615.68
- 2) Total Operational and Maintenance Costs: \$910,233.56
- 3) Total Cost to the Federal Government: \$910,849.24

15. Reasons for Change in Burden

This is a new collection with a new associated burden.

16. Publication of Results

The results of this information collection will not be externally published. The NOVA team will provide MCA with after action reports for individual trainings as well as a report with aggregated findings from the Census and listening sessions.

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.