

B. Collection of Information Employing Statistical Methods

Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection method 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.

1. 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.

The respondent universe for both questionnaires is approximately 4,000. FBI National Academy personnel maintain a roster of all graduates of the Academy, including email addresses. This list will be used to notify all respondents about the questionnaire, including a description of its aims and the purposes to which the data will be put. It will also be explained that questionnaire participation is completely voluntary and anonymous. A link will be included in the email, directing all respondents to the questionnaire.

After completing the questionnaire, they will be instructed to select “submit” in order to record their responses. Because all FBI National Academy graduates and their identified supervisors from the last six months to the last two years will be offered the opportunity to participate in the evaluation, sample selection and estimation procedures were not necessary. This is a one-time data collection.

2. 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.

Several approaches will be taken to ensure a high response rate. First, it was decided to focus the questionnaire strictly on those issues of greatest interest in order to keep it as short as possible while still accomplishing the goals of the evaluation. In addition, by offering the questionnaire online, we reduce the level

of effort needed to complete it, as well as the steps involved in creating the database for analysis. Finally, by including all graduates and their identified supervisors from the last six months to last two years, we feel confident that the resulting data will reflect the experience of a wide range of respondents, including the full variety of law enforcement agencies and personnel levels.

3. 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.

The questionnaire form included as part of this package was developed following extensive interviews with Academy personnel and several recent graduates. After determining the desired content, items were developed by experienced questionnaire experts. A thorough review of the content centered on several issues, including:

- clarity of instructions
- ease with which information requested can be provided
- length of the instrument, and
- quality of the resulting data in terms of how it can be used to answer the questions of interest.

When the draft instrument was signed off on by FBI National Academy personnel, programming was undertaken. Following this step, internal tests were run to ensure functionality. After thorough checking, a sample of nine graduates of the FBI National Academy was asked to complete the online questionnaire. Each respondent was interviewed afterwards to determine whether they had any problems completing the questionnaire and to get their input on changes that might clarify its content. Only minor wording changes were suggested and implemented.

4. 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 following individual was consulted regarding the statistical aspects of the project:

Candace Matthews
Evaluation Program Manager
Curriculum Development and Evaluation Unit
FBI Academy
Quantico, Virginia 22135

The person who will be involved in collecting and analyzing the questionnaire data:

Candace Matthews
Evaluation Program Manager
Curriculum Development and Evaluation Unit
FBI Academy
Quantico, Virginia 22135