DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CECW-PG/CECW-ON

FEB 26 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Office of Management and Budget Clearance for *the Questionnaires for U.S. Army Engineer Civil Works Studies and Projects.*

1. This letter transmits instructions on clearance for *the Questionnaires for U.S. Army Engineer Civil Works Studies and Projects* and provides guidance on use of the questionnaires. The Office of Management and Budget (OMB) has given approval for the use of these questionnaires in accordance with the Paperwork Reduction Act of 1995 (Public Law 104-13). This approval includes both planning surveys and natural resources management (operations) surveys under OMB number 0710-0001. Any set of questions asked by the U.S. Army Corps of Engineers of 10 or more respondents outside the Federal Government must originate from OMB-approved questionnaires. This requirement also applies to contractors and local sponsors conducting public surveys in support of Corps studies.

2. Questionnaire items are to be used in accordance with the following guidance:

a. The division commander shall designate one point of contact to review all planning survey submittals and one point of contact to review all operations survey submittals. The division office must review the individual questionnaire for quality control before district use. Division quality control review should be based upon the need for the questionnaire and the reasonableness and adequacy of:

(1) The research questions to be answered;

(2) The sampling strategy being employed;

(3) The data collection procedures being employed, including follow-up procedures;

(4) The data analysis plan; and

(5) The consistency with OMB-approved questionnaires.

b. **No survey may be conducted until final approval is received from OMB.** Each survey must be submitted to both OMB and Office of The Secretary of Defense, to the point of contact listed below. The submittal must contain a one to two paragraph narrative, which explains the following:

(1) The purpose of the survey;

(2) Where and when the survey is to be conducted;

(3) A statement about the population to be surveyed;

(4) The approximate sample size;

(5) The sample selection methodology; and

(6) Direct references to the corresponding surveys and question numbers in *Questionnaires for U.S. Army Engineer Civil Works Studies and Projects.*

c. The division point of contact should submit survey applications by E-mail directly to Robert Cushing ("cushingr@dior.whs.mil") at the Office of The Secretary of Defense and James Laity ("jlaity@omb.eop.gov") at the Office of Management and Budget. For information purposes, copies of each questionnaire should also be sent to the appropriate Headquarters point of contact listed in paragraph 5 and Mr. Stuart Davis, U.S. Army Corps of Engineers, Institute for Water Resources, Casey Building, #2594, 7701 Telegraph Road, Alexandria, Virginia 22315-3868. OMB will review the survey within 10 business days of the request.

d. If necessary, a user may extract combinations of questions from one or more of the approved questionnaires as applicable to the area and problem being evaluated. Only questions included in the *Questionnaires for U.S. Army Engineer Civil Works Studies and Projects* may be asked; however, wording changes in question items are permissible to reflect more appropriately the specific context of the survey. Wherever possible, OMB-approved questionnaires should be used without alteration. In cases where wording changes or the addition or omission of questions is required to meet the specific questionnaire objectives, the division point of contact is expected to determine consistency with OMB-approved questionnaires. Because all of the generic questionnaires have been pre-approved by OMB, OMB is primarily interested in reviewing the sampling methodology and any changes to the generic questionnaires. Keeping such changes to a minimum will expedite final approval.

e. Questionnaire construction and administration should follow professional practices of design and data collection. The Institute of Water Resources or the Waterways Experiment Station can provide such assistance, if there are insufficient in-house resources available.

f. The major purpose of the OMB restrictions on questionnaires is to reduce the burden on the public in providing the government with data. For these purposes, any set of questions asked of 10 or more respondents is covered by the regulations. In addition to using well-designed questionnaires asked of the appropriate persons, the public burden can be reduced by keeping questionnaires short, whenever possible.

g. All respondents must be informed, either in the verbal instructions to the questionnaire or the accompanying cover letter, of the purpose of the questionnaire, of the fact that their replies are voluntary, and of the level of confidentiality of the information. Respondents should be informed that Federally-sponsored public surveys require a currently valid OMB control number.

h. The OMB number, 0710-0001, and the expiration date of 30 November 2005 must be placed on the coversheet of each questionnaire. Respondents to interviewer-administered questionnaires must be informed of the OMB control number. Respondents must also be informed that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

3. When interpreting results of the surveys, care should be taken in extrapolating those results from the sample to a larger population. This should be done only to the extent that a statistically valid representative sample has been surveyed. This is particularly relevant for customer satisfaction surveys, which are generally designed to identify potential problems and provide qualitative guidance on ways to improve customer service.

4. Finally, each division must submit an annual Fiscal Year report to the appropriate Headquarters, U.S. Army Corps of Engineers point of contact by 1 November 2003, and each year through 1 November 2006. Headquarters may be required to send a copy of this report to OMB, upon request. This report must contain the following information:

a. The number of surveys conducted in the preceding Fiscal Year in the division;

b. For each survey conducted, the purpose of the survey, location of the survey, the number of respondents, and the number of burden hours used (burden hours are computed by multiplying the number of respondents by the average length of time to answer the survey); and

c. An estimate of the number of burden hours expected in the current Fiscal Year.

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5. The questionnaires are available at the IWR web site at http://www.iwr.usace.army.mil/iwr/omb/ombhomea.HTM. Once the site comes up, simply click on a survey title and it will load directly into Microsoft Word®. To avoid formatting problems, it is best to use a computer with Microsoft Word 97® or Word 2000®.

6. Mr. Bruce Carlson, (202) 761-4230, CECW-PG, is the Headquarters point of contact for planning surveys, and Ms. Judy Rice, (202) 761-4751, CECW-ON, is the Headquarters point of contact for operations surveys.

FOR THE COMMANDER:

THOMAS F. CAVER, JR., P.E.
Deputy Director of Civil Works

CF:
CECW-PG/CECW-P
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