
Appendix G: Detailed Burden Calculations

Overview

This appendix provides supplemental details on the burden calculations discussed in Sections A.12 and A.15 of Supporting Statement Part A. The exhibits in this appendix present burden estimates separately for each year in the March 2024–February 2027 burden period. The estimates presented for each year were averaged together to derive the annual average estimates presented in Exhibits A-2 (Section A.12) and A-4 (Section A.15). Minor differences may exist between the annualized averages presented in Exhibit A-2 and the averages derived directly from Appendix Exhibit G-1, because Exhibit A-2 does not include intermediate calculations and rounding steps. For the same reason, there may be minor differences between the annualized averages presented in Exhibit A-4 and the averages derived directly from Appendix Exhibit G-2.

Details on the Calculation of Burden

As described in Section A.3.1, there are two protocols for O*NET data collection—the Establishment Method and the Occupation Expert (OE) Method. The OE Method is used for occupations as necessary to improve sampling efficiency and avoid excessive burden, as when it is difficult to solicit participation of, or to locate industries or establishments with occupation incumbents; employment is low; or employment data are not available, as is the case for many new and emerging occupations. For the March 2024–February 2027 period, it is assumed that use of the OE Method will be increased to improve data collection efficiency: some occupations that have historically been sampled via the Establishment Method have become increasingly difficult to complete. Additionally, the assumed monthly establishment sample size has been increased from 3,000 to 4,430 to offset the continued decline in response at both the establishment and employee levels.

The Establishment Method uses a two-stage sample, with establishments selected at the first stage and employees selected at the second stage. Thus, there are burden hours associated with both establishments and employees. For each participating establishment, a point of contact (POC) is identified to coordinate data collection activities in the establishment. In Appendix Exhibit G-1, the first and second columns of the Establishment Activity section present the number of responses and assumed average burden per response for the POC’s activities; these averages were obtained from previous years of O*NET data collection experience. When the total establishment burden was estimated, the estimated number of establishments that will

complete each activity was multiplied by the average burden and summed across the activities. O*NET Establishment Method data collection has been designed to minimize the burden on the selected establishments:

- Establishments are asked about no more than 10 occupations each, with questioning terminated once 5, or sometimes fewer, occupations are identified at an establishment.
- Establishments are asked to complete rosters of employees only for the 5 or fewer occupations identified.
- Establishments are selected no more than once within a 12-month period.
- No more than 20 employees are selected from an establishment across all of its selected occupations.
- If an occupation proves difficult to complete under the Establishment Method, a special frame may be used in lieu of the D&B frame, or a dual-frame approach may be used to supplement it. For occupations that are difficult to sample via the Establishment Method and a professional association or similar list (e.g., licensed individuals) exists, the alternative OE Method may be used.

The Employee Activity section of Appendix Exhibit G-1 is based on the fact that selected employees under the Establishment Method will complete one domain questionnaire, requiring an average of 30 minutes of effort, whereas occupation experts will complete all three domain questionnaires, requiring an average of 90 minutes of effort. New for the March 2024–February 2027 period, the Employee Activity section also includes burden estimates for up to 30 focus group respondents to provide feedback on the data collection protocol and/or materials each year. Focus group responses are expected to require up to 120 minutes of effort and will be used to inform future enhancements to O*NET data collection.

Appendix Exhibit G-1 also displays the estimated number of sampling units and the estimated burden hours. We assume that up to 40 occupations will be completed under the Establishment Method and up to 60 will be completed under the OE Method each year. From March 2024 through February 2025, establishments are estimated to expend 8,846 burden hours, and employees are estimated to expend 5,652 burden hours, for a total of 14,498 burden hours. From March 2025 through February 2026, establishments are estimated to expend 9,090 burden hours, and employees are estimated to expend 6,200 burden hours, for a total of 15,290 burden hours. From March 2026 through February 2027, establishments are estimated to expend 9,090 burden hours, and employees are estimated to expend 6,537 burden hours are estimated for employees, for a total of 15,627 burden hours. The slight variation in total burden hours across the 3-year period March 2024 through February 2027 (14,498; 15,290; 15,627) results from minor differences in the data collection schedule assumed for each year of the burden period.

The data collection schedule for each year of the burden period is determined by the sampling characteristics of the specific set of occupations being studied.¹

The Total Respondents section of Appendix Exhibit G-1 shows the estimated annual number of respondents by category and overall. The respondent totals include the number of POCs (the row name is “Screening call to POC”), the number of Establishment Method employee respondents, the number of OE Method respondents, and the number of Focus Group respondents. The category totals are based on prior sampling experience. The total number of respondents across all 3 years is 127,243.

The Total Burden Hours section of Appendix Exhibit G-1 shows the annual number of burden hours by category and overall. The burden hour totals include both establishment burden and employee burden (including focus group burden). The category totals are based on the estimated number of respondents for each category, the number of responses, and the average burden per response. The total number of burden hours across all 3 years is 45,415. This 3-year total reflects a decrease in burden compared with the previous 3-year period of 2021 to 2024, during which 49,294 burden hours were requested (U.S. Department of Labor, Employment and Training Administration 2021).

The decrease in the estimated burden is due to several factors. First, we have increased the assumed number of OE Method occupations fielded annually from 40 to 60. Fewer Establishment Method occupations will be targeted per sample wave accordingly. This adjustment is designed to help ease some of the establishment burden. Like the Establishment Method, the OE Method has experienced some decline in participation but to a lesser extent; this is likely because individuals who are sampled via the OE Method are contacted directly, unlike the Establishment Method, for which selected individuals remain anonymous and questionnaire distribution is coordinated through a POC. Thus, the OE Method provides an efficient approach for collecting and updating occupations that are increasingly difficult to survey under the Establishment Method.

The second factor leading to a decline in the estimated burden is that we have corrected an overestimation in the assumed number of questionnaires returned per establishment. In prior years’ estimates of burden, the assumed number of questionnaires returned per establishment did

¹ OMB Supporting Statement Part B includes a detailed description of the sampling methodology used to select establishments. For each set of occupations being studied, the establishment sample is released periodically over time as subwaves. The schedule of subwaves can vary depending on the difficulty of the occupations of interest, which causes fluctuations in the burden estimates for each year of the burden period.

not fully account for establishments that fail to return at least one questionnaire. This has been corrected for the 2024–2027 burden period.

While increasing establishment and OE sample sizes can help with meeting production goals, declining response rates raise the risk of nonresponse bias. O*NET has several strategies in place to monitor and protect data quality. The Establishment Method employs a MAS design, in which target numbers of responding employees are defined by census region, business size, and industry division for each occupation before data collection begins. The progress of each occupation is monitored daily to assess representativeness of the respondent sample with respect to the target cells, and data collection in a cell may be terminated once the target is achieved. MAS ensures that the resulting sample for each occupation is distributed across these target cells approximately in proportion to the population distribution. Additionally, the design-based sampling weights produced for Establishment Method are adjusted for nonresponse at both the establishment and employee levels. These adjustments help to correct for differential nonresponse with respect to the establishment and employee characteristics available from the sampling frame. The effectiveness of these methods at mitigating risk of nonresponse bias is continually monitored; a nonresponse bias analysis is conducted annually to assess unit and item nonresponse for the Establishment Method. Results for the last three analysis cycles are presented in Appendix H; findings suggest that the risk for significant nonresponse bias due to establishment, employee, or item nonresponse is small. Despite declining response rates in recent years, we have not observed increased evidence of nonresponse bias. MAS and O*NET’s weighting methods are described in detail in Part B, Section 1.1.

Finally, the last row of Appendix Exhibit G-1 shows that the combined establishment and employee total cost burden is \$893,948 for March 2024–February 2025, \$978,739 for March 2025–February 2026, and \$1,039,925 for March 2026–February 2027. The slight increase in total cost burden across the 3-year period March 2024–February 2027 results from minor variations in the data collection schedule for each year as well as from the inflation adjustment applied to the assumed average total compensation per hour.

Detailed Comparison of Projected Burden for 2024–2027 with Previous 3-Year Burden Period

Appendix Exhibit G-2 compares the projected burden hours for each year in the period March 2024–February 2027 with the average annual burden as estimated for the period December 2021–November 2024 in the OMB Supporting Statement, Part A, dated November 2021. The projected total annual burden hours for March 2024–February 2027 range from 14,498 to 15,627. The average annual burden is 15,138 hours, compared with an average annual

burden of 16,431 hours requested for the previous 3-year period (2021–2024). In addition, as indicated in Appendix Exhibit G-2, the total burden hours for the March 2024–February 2027 period, 45,415, reflect a decrease in burden compared with the 2021–2024 period, for which a total 49,294 hours were requested (U.S. Department of Labor, 2021). The decrease in burden hours is primarily due to two factors: (1) increasing the proportion of occupations that will be completed annually under the OE Method, a more efficient method of data collection that incurs a smaller amount of burden than the Establishment Method, and (2) correcting a previous overestimation in the assumed number of Establishment Method employee respondents.

Appendix Exhibit G-2 also compares the estimated costs to respondents for March 2024–February 2027 with the average annual cost estimated for 2021–2024. The estimated annual average cost for the March 2024–February 2027 period, \$970,871, is higher than the annual average for the 2021–2024 period, \$899,081. The increase in annual costs since 2021–2024 are because of inflation in the benefits portion of employee compensation.

Appendix Exhibit G-1. Estimate of Hour and Cost Burden by Year

	Number of Responses per Sample Unit	Average Burden per Response (Minutes)	Mar 2024–Feb 2025		Mar 2025–Feb 2026		Mar 2026–Feb 2027	
			Sampling Units	Burden Hours	Sampling Units	Burden Hours	Sampling Units	Burden Hours
Establishment Activity								
Verification calls to initial contact at establishment	1	2	51,730	1,724	53,160	1,772	53,160	1,772
Screening call to POC	1	3	33,676	1,684	34,607	1,730	34,607	1,730
Initial recruitment call to POC	1	12	11,888	2,378	12,216	2,443	12,216	2,443
POC creation of occupation lists for sampling	1	20	3,602	1,201	3,702	1,234	3,702	1,234
Call to POC to sample workers	1	10	3,602	600	3,702	617	3,702	617
POC's distribution of questionnaire packets	1	15	3,285	821	3,376	844	3,376	844
Follow-up calls to POC	4	2	3,285	438	3,376	450	3,376	450
Total, establishment ^a	NA	NA	NA	8,846	NA	9,090	NA	9,090
Employee Activity								
Establishment Method employee respondents	1	30	5,107	2,554	6,204	3,102	6,877	3,439
Occupation Expert Method respondents	3	30	2,025	3,038	2,025	3,038	2,025	3,038
Focus Group respondents	1	120	30	60	30	60	30	60
Total, employee ^b	NA	NA	NA	5,652	N/A	6,200	NA	6,537
Total Respondents								
Private sector	NA	NA	31,130	NA	31,991	NA	31,991	NA
Federal government	NA	NA	1,590	NA	1,633	NA	1,633	NA
State/local/tribal governments	NA	NA	956	NA	983	NA	983	NA
Subtotal, establishment respondents	NA	NA	33,676	NA	34,607	NA	34,607	NA
Individuals/households	NA	NA	7,162	NA	8,259	NA	8,932	NA
Total, all respondents ^{c,d}	NA	NA	40,838	NA	42,866	NA	43,539	NA
Total Burden Hours								
Private sector	NA	NA	NA	8,177	NA	8,403	NA	8,403
Federal government	NA	NA	NA	418	NA	429	NA	429

(continued)

Appendix Exhibit G-1. Estimate of Hour and Cost Burden by Year (continued)

	Number of Responses per Sample Unit	Average Burden per Response (Minutes)	Mar 2024–Feb 2025		Mar 2025–Feb 2026		Mar 2026–Feb 2027	
			Sampling Units	Burden Hours	Sampling Units	Burden Hours	Sampling Units	Burden Hours
State/local/tribal governments	NA	NA	NA	251	NA	258	NA	258
Subtotal, establishment burden hours	NA	NA	NA	8,846	NA	9,090	NA	9,090
Individuals/households	NA	NA	NA	5,652	NA	6,200	NA	6,537
Total, all burden hours ^e	NA	NA	NA	14,498	NA	15,290	NA	15,627

	Mar 2024–Feb 2025	Mar 2025–Feb 2026	Mar 2026–Feb 2027
Establishments ^f	\$645,316	\$692,113	\$722,292
Employees ^g	\$248,632	\$286,626	\$317,633
Total	\$893,948	\$978,739	\$1,039,925

Note: NA = not applicable.

Appendix Exhibit G-1 displays the estimated annualized cost to respondents for burden hours by year. The cost burden was estimated with use of average total compensation rates obtained from the December 2022 Employer Costs for Employee Compensation Summary issued by BLS on March 17, 2023. The average total compensation per hour for private industry was \$40.23, which was inflated based on the Employment Cost Index to a median hourly total compensation of \$43.99 for March 2024–February 2025, \$46.23 for March 2025–February 2026, and \$48.59 for March 2026–February 2027. These are the total compensation rates used for estimating the employee cost burden. Given that the POC will often be a human resources manager, the December 2022 total compensation rate of \$67.64 for the Management, Professional and Related category was inflated to a median hourly total compensation of \$72.95 for March 2024–February 2025, \$76.14 for March 2025–February 2026, and \$79.46 for March 2026–February 2027 for estimating the establishment cost burden.

^a Includes total burden time for all establishments (private sector, federal government, and state/local/tribal governments).

^b Includes total burden time for individuals/households.

^c The total number of respondents across all 3 years = 127,243.

^d The total number of respondents was derived by summing the number of POCs (row name is “Screening call to POCs”), Establishment employees (row name is “Establishment Method employee respondents”), and occupation experts (row name is “Occupation Expert Method respondents”).

^e The total number of burden hours across all 3 years = 45,415.

^f Assumed hourly total compensation rates: \$72.95 for March 2024–February 2025; \$76.14 for March 2025–February 2026; \$79.46 for March 2026–February 2027.

^g Assumed hourly total compensation rates: \$43.99 for March 2024–February 2025; \$46.23 for March 2025–February 2026; \$48.59 for March 2026–February 2027.

Source: Bureau of Labor Statistics, U.S. Department of Labor. (2023, March). Employer costs for employee compensation summary. Available from *Economic News Releases*, <https://www.bls.gov/news.release/pdf/ecec.pdf>

Appendix Exhibit G-2. Comparison of Hour and Cost Burden Between 2021–2024 and March 2024–February 2027

Establishment Activity	Annual Average 2021–2024 ^a		Mar 2024–Feb 2025		Mar 2025–Feb 2026		Mar 2026–Feb 2027	
	Sampling Units	Burden Hours	Sampling Units	Burden Hours	Sampling Units	Burden Hours	Sampling Units	Burden Hours
Verification calls to initial contact at establishment	35,500	1,183	51,730	1,724	53,160	1,772	53,160	1,772
Screening call to POC	26,874	1,344	33,676	1,684	34,607	1,730	34,607	1,730
Initial recruitment call to POC	11,018	2,204	11,888	2,378	12,216	2,443	12,216	2,443
POC creates occupation lists for sampling	4,407	1,469	3,602	1,201	3,702	1,234	3,702	1,234
Call to POC to sample workers	4,407	735	3,602	600	3,702	617	3,702	617
POC distributes questionnaire packets	3,812	953	3,285	821	3,376	844	3,376	844
Follow-up calls to POC	3,812	509	3,285	438	3,376	450	3,376	450
Total establishment	NA	8,397	NA	8,846	NA	9,090	NA	9,090
Employee Activity								
Establishment Method employee respondents	13,068	6,534	5,107	2,554	6,204	3,102	6,877	3,439
Occupation Expert Method respondents	1,000	1,500	2,025	3,038	2,025	3,038	2,025	3,038
Focus Group respondents	0	0	30	60	30	60	30	60
Total, employee	NA	8,034	NA	5,652	N/A	6,200	NA	6,537
Total		16,431	14,498		15,290		15,627	
Cost Burden								
Respondent Type	Annual Average 2021–2024 ^a		Mar 2024–Feb 2025		Mar 2025–Feb 2026		Mar 2026–Feb 2027	
Establishments ^b	\$588,044		\$645,316		\$692,113		\$722,292	
Employees ^c	\$311,037		\$248,632		\$286,626		\$317,633	
Total	\$899,081		\$893,948		\$978,739		\$1,039,925	

^a From the OMB Supporting Statement, Part A, dated November 2021.

^b Assumed hourly total compensation rates: \$72.95 for March 2024–February 2025; \$76.14 for March 2025–February 2026; \$79.46 for March 2026–February 2027.

^c Assumed hourly total compensation rates: \$43.99 for March 2024–February 2025; \$46.23 for March 2025–February 2026; \$48.59 for March 2026–February 2027.