

**Cover Letter
for
Physical Measurements Laboratory Diversity Team (PML DT)
CUSTOMER SATISFACTION SURVEY**

This Survey is issued to all the employees (federal employees) and Affiliates (non- federal employees – i.e. contractors, students, ...) of Physical Measurements Laboratory (PML) through the PML Diversity Team (PML DT). The PML DT intends to gain insights about the concerns and interests that PML Staff and Affiliates have (hereafter referred to as “staff”) on issues surrounding diversity policies and programs within PML. The staff’s replies gathered from this survey instrument will be used to help improve diversity awareness amongst individual staff, as well as to assist in increasing diversity hiring and retentions. As an employee of the Physical Management Laboratory (PML), we are interested in your thoughts and opinions regarding your project team communication, PML diversity policies and your general job satisfaction.

The survey should take approximately 10 minutes at most. It will be taken off line within 2 weeks to be analyzed. The results will be summarized and a report will be made available to all staff.

THIS SURVEY IS COMPLETELY ANONYMOUS and CONFIDENTIAL. Please feel free to be as open and candid as possible.

Thank you in advance for your time and input. We greatly appreciate your participation.

OMB Control # 0693-0031

**Physical Measurements Laboratory Diversity Team
Employee Satisfaction and Information Survey Jan. 2012 Notwithstanding Statement**

NOTE: This questionnaire contains collection of information requirements subject to the Paperwork Reduction Act (PRA). Notwithstanding any other provisions of the law, no person is required to respond to, nor shall any person be subject to penalty for failure to comply with, a collection of information subject to the requirements of the PRA, unless that collection of information displays a currently valid OMB Control Number. The estimated response time for this questionnaire is **10** minutes. The response time includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Send comments regarding this estimate or any other aspects of this collection of information, including suggestions for reducing the length of this questionnaire, to the NIST PML DT care of:

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303-497-5121

The OMB Control No. is 0693-0031, which expires on 02/29/2012.