**OMB Number: 2900–New CVE Site Inspection
Respondent Burden: 5 minutes
Expiration Date: xx/xx/xxxx**

The Paperwork Reduction Act of 1995 requires us to notify you that this information collection is in accordance with the clearance requirements of section 3507 of the Paperwork Reduction Act of 1995. The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, and completing and reviewing the collection of information. No person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Customer satisfaction surveys are used to gauge customer perceptions of VA services as well as customer expectations and desires. The results of this survey will lead to improvements in the quality of service delivery by helping to shape the direction and focus of specific programs and services. Submission of this form is voluntary and failure to respond will have no impact on benefits to which you may be entitled.

**CVE Site Inspection Survey: Regular**

1. How many times has your company been site inspected by CVE during the last 12 months?

\_\_\_\_\_\_\_

1. Did you receive a complete site inspection by the CVE representative?

\_\_\_\_Yes (site inspection was completed) **(Go to Q. 4)**

\_\_\_\_No (the site inspection was not completed due to unavailability of Veteran or other reason)

1. (*If not completed*) Why was the site inspection not completed? Please explain.
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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2. Were you told in advance that your company was going to be inspected?

\_\_\_\_Yes

\_\_\_\_No

1. Did the CVE representative present a VA Identification Card and a credential letter as proof of identity prior to beginning the site inspection?

\_\_\_\_\_VA PIV card

\_\_\_\_\_Credential letter

\_\_\_\_\_None of those

1. Did the site inspector tell you what he/she was seeking during the inspection?

\_\_\_\_Yes
\_\_\_\_No

1. Were additional documents requested during or after the site inspection?

\_\_\_\_Yes

\_\_\_\_No **(Go to Q. 9)**

1. Did the site inspector tell you why the documents were requested and provide uploading information and assistance?

\_\_\_\_Yes

\_\_\_\_No. **Please explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Were you personally interviewed?

\_\_\_\_Yes

\_\_\_\_No

1. Were other managers/employees interviewed during the site inspection?

\_\_\_\_Yes

\_\_\_\_No

1. How long did the site inspection take?

\_\_\_\_\_Less than 1 hour
\_\_\_\_\_1 to 3 hours

\_\_\_\_\_Over 3 hours

1. How satisfied are you with the CVE representative who conducted the site inspection?
\_\_\_\_Very Satisfied **(Go to Q. 14)**
\_\_\_\_Satisfied **(Go to Q. 14)**
\_\_\_\_Unsatisfied
\_\_\_\_Very Unsatisfied
2. (*If Unsatisfied or Very unsatisfied*) Why were you Unsatisfied or Very Unsatisfied with the CVE representative who conducted the site inspection? Please explain.
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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3. In general, how satisfied are you with the site inspection process?
\_\_\_\_Very Satisfied **(Go to Q. 16)**
\_\_\_\_Satisfied **(Go to Q. 16)**
\_\_\_\_Unsatisfied
\_\_\_\_Very Unsatisfied
4. (*If Unsatisfied or Very Unsatisfied*) Why were you Unsatisfied or Very Unsatisfied with the site inspection process? Please explain.
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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5. Did the inspector answer all your questions?
\_\_\_\_Yes **(Go to Q. 18)**

\_\_\_\_No

1. (*If all questions were not answered*) What questions did the inspector not answer?
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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2. Has your company gone through a simplified renewal process prior to the inspection?
\_\_\_\_Yes

\_\_\_\_No

1. Has your company received contracts for the Department of Veterans Affairs during the last 2 years?
\_\_\_\_Yes

\_\_\_\_No

1. Has your company received contracts for any Federal agency (other than VA) during the last 2 years?

\_\_\_\_Yes

\_\_\_\_No

1. How long has your company been in business?

\_\_\_\_Less than a year

\_\_\_\_1 to 3 years

\_\_\_\_4 to 5 years

\_\_\_\_More than 5 years

1. How many employees does your company have?

\_\_\_\_1 (myself)

\_\_\_\_2 to 25
\_\_\_\_26 to 50
\_\_\_\_51 to 100
\_\_\_\_More than one hundred

1. What type of firm do you own?

\_\_\_\_Sole proprietorship
\_\_\_\_[General partnership](http://en.wikipedia.org/wiki/General_partnership)
\_\_\_\_LP
\_\_\_\_LLP

\_\_\_\_LLLP
\_\_\_\_LLC or Ltd. Co.

\_\_\_\_PLLC
\_\_\_\_Corp. or Inc.

\_\_\_\_PC (Professional Corporations)

1. Do you have any suggestions on how to improve CVE’s site inspection process or any comments that you would like to share with the Executive Director of OSDBU? Please explain.

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