

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB#: 0925-0648 Exp Date: 03/31/2018)

TITLE OF INFORMATION COLLECTION:

National Institute of Mental Health (NIMH) Office of the Director and Extramural Programs
Workforce Resource Analysis

PURPOSE:

The National Institute of Mental Health (NIMH) Workforce Resource Analysis is an internal employee engagement and workforce analysis assessment launched by the NIMH Office of the Director. This assessment of NIMH staff and contractors will be used to assess and identify solutions to optimize and align the workforce with future goals and the strategic direction of the Institute. NIMH is assessing the alignment of the institute’s strategy and resources, scientific priorities, process, people, and culture of the institute to ensure organizational alignment. Results of the assessment will be used to determine action areas and initiatives to increase employee engagement and satisfaction and improve organizational health.

DESCRIPTION OF RESPONDENTS:

All NIMH employees (federal and contract staff) are welcome to participate in the assessment. All respondents are current employees of NIMH.

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input checked="" type="checkbox"/> Focus Group | <input checked="" type="checkbox"/> Other: <u>Interviews</u> |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Nicole Martino, NIMH

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes No

2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? [] Yes [] No
3. If Applicable, has a System or Records Notice been published? [X] N/A [] Yes [] No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? [] Yes [X] No

ESTIMATED BURDEN HOURS and COSTS

Category of Respondent	No. of Respondents	No. of Responses per Respondent	Time per Response (in hours)	Total Burden Hours
Federal Government Contractors – Individual Interview Discussion Guide	20	1	1	20
Federal Government Contractors – Focus Group Discussion Guide	20	1	90/60	30
Totals	20	40		50 hours

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Federal Government Contractors	50	\$31.69	\$1,585
Totals			\$1,585

*Source: U.S. Department of Labor, Bureau of Labor Statistics (May 2015) Metropolitan and Nonmetropolitan Area Occupational Employment and Wage Estimates (All Occupations) Washington-Arlington-Alexandria, DC-VA-MD-WV Area - https://www.bls.gov/oes/current/oes_47900.htm#00-0000

FEDERAL COST: The estimated annual cost to the Federal government is: \$242,095

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Management Analyst	GS 13/1	\$92,145	10%		\$9,2145
Contractor Cost (Total including NITAAC Fee)					\$149,000
Other Cost					
Total					\$241,145

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
 Yes No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

This is a voluntary individual interview for current NIMH Office of the Director and Extramural leadership staff (Directors, Team Leads, Branch Chiefs), and voluntary opportunity to for participation in a focus group for federal and contract staff.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)

- Web-based or other forms of Social Media
 Telephone
 In-person
 Mail
 Other, Explain

2. Will interviewers or facilitators be used? Yes No