

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

**TITLE OF INFORMATION COLLECTION:**

Workplace + Organizational Performance Survey

**PURPOSE:**

We are sending a survey to the National Institutes of Health (NIH) Institutes and Centers (ICs) who work in the affected space to participate in a web-based survey to help us understand how well the current individual spaces and collective spaces support the organizational performance of the ICs. We are asking both federal and contract employees who will be impacted by the move to confirm their requirements are achieved during the design and construction portions of the project. The information collected will assist with the development of a Program of Requirements (POR) to support the lease acquisition of replacement space for the expiring leases of 6001 Executive Boulevard and 6101 Executive Boulevard.

**DESCRIPTION OF RESPONDENTS:**

NIH Federal and contract employees who work in the affected spaces of 6001 Executive Boulevard and 6101 Executive Boulevard.

**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 type="checkbox"/> Focus Group                                   | <input checked="" type="checkbox"/> Other: Feedback   |

**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. The results are not intended to be disseminated to the public.
4. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
5. 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: Brad Moss

Communications Director  
Office of Research Services/Office of Research Facilities  
National Institutes of Health

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

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected? [ ] Yes [x] No
2. If yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? [ ] Yes [x] No
3. If applicable, has a System or Records Notice been published? [ ] Yes [x] 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
Individuals (Federal Contractors)	708	1	15/60	177
<b>Total</b>		<b>708</b>		<b>177</b>

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals (Federal Contractors)	177	\$27.12	\$4,800.24
<b>Total</b>		<b>\$27.12</b>	<b>\$4,800.24</b>

\*Cite source per bls.gov if applicable [http://www.bls.gov/oes/current/naics4\\_622300.htm#00-0000](http://www.bls.gov/oes/current/naics4_622300.htm#00-0000)

**FEDERAL COST:** The estimated annual cost to the Federal government is \$10,683.65.

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Communications Director	GS14/10	\$145,629	0.005	-	\$728.15
Contractor Cost	-	-	-	-	-
Workplace Strategy Task Leader (Contractor)	-	-	-	-	-
Project Assistant (Contractor)	-	-	-	-	-
<b>Total Contractor Cost</b>					<b>\$9,955.50</b>
Travel	N/A	\$0	0	-	N/A
Other Cost	N/A	\$0	0	-	N/A
<b>Total</b>					<b>\$10,683.65</b>

**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?

The list of respondents include NIH Federal and contract employees who work in the affected spaces of 6001 Executive Boulevard and 6101 Executive Boulevard. The total number of people impacted is approximately 708.

**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

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**