

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:

NIH Rockledge Design Team Workplace Aesthetic Survey

PURPOSE:

We are collecting information related to developing and standardizing interior finishes related to the lease consolidation at the Rockledge 1 and II facilities. Multiple tenant groups made up of NIH Institutes/Centers (ICs) will be part of a tenant improvement construction project in the two Rockledge buildings.

We are asking federal and contract employees who will be building occupants and work in the space to participate in a web-based survey that will help the project management team and the consultant Architect and Interior Designer firm understand the parameters of the interior fit-out requirements across multiple ICs.

The survey provides the Design team with direction and preferences for the renovated Rockledge workplace aesthetic. Survey results establish an aesthetic using descriptive words that describe the character, culture, image and ideals of the Rockledge campus occupants. The survey questions start with occupant selected adjectives to describe workplace and then seeks common visual references that define these descriptions. The imagery establishes a common visual vocabulary that defines the aesthetic using visualizations unique to the Rockledge Campus community. With the vocabulary, the group can identify possible materials and colors using the visualizations as definitions.

DESCRIPTION OF RESPONDENTS:

The respondents are the NIH federal and contract employees who will be consolidating their office space into the two Rockledge buildings.

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: <u>Feedback to Designer (website survey)</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.

- 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: A. J. Hull, Jr. Project Officer, NIH/OD/OM/ORF/DDCM

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

Personally Identifiable Information:

- Is personally identifiable information (PII) collected? Yes No
- If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? Yes No
- If Applicable, has a System or Records Notice been published? Yes No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes 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	2500	1	5/60	208
Totals	2500	2500		208

*- Management of each IC will determine which groups of their employees will participate. Some or all.

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals	208	\$28.26	\$5,863.00
Totals	208	\$28.26	\$5,863.00

*Cite source per bls.gov if applicable:

NAICS 999000 - Federal, State, and Local Government, excluding state and local schools and hospitals and the U.S. Postal Service (OES Designation) (all occupations)

FEDERAL COST: The estimated annual cost to the Federal government is \$728.15. This is a one-time cost.

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Project Manager	14-10	145,629	0.005		\$728.15
Contractor Cost					N/A
Travel					N/A
Other Cost					N/A
Total					\$728.15

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 includes the staff for each of the NIH Institutes/Centers (ICs) that are part of the lease consolidation to be housed in the Rockledge I and II buildings. The number of staff for Rockledge I and II is approximately 2,500.

IC management will determine the number and the appropriate groups to be surveyed that will provide the best data for the project. The survey team will be requesting the participant names from the IC management.

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.