Your opinion matters to us! Please take a moment to participate in the NASA HQ Support Services Satisfaction Survey.

1. **What type of services did you receive?**

-- Archives services, including historical research, historical appraisal, and access to collection

-- Audio-Visual services, including conference equipment set up, and support for special events

-- Courier Driver services, including passport/visa processing and delivering letters/packages to local government agencies

-- Electrical services, including moving electrical outlets or moving electrical cables

-- Executive Driver services, including driving executives to official meetings and events

-- Facilities Help Desk services, including receiving requests for support services and making conference room reservations

-- Information services, including receiving visitors and distributing publications

-- Library services, including providing current books and materials related to NASA, space policy, and management

-- Mail Center Operations services, including mailing of letters/packages, and delivering shredder bins

-- Maintenance Mechanic services, including hanging signs/pictures, and repairing/painting walls

-- Mover services, including moving boxes and setting up tables for conferences

1. **The services were received within a satisfactory time frame**

Strongly Disagree

Disagree

Neutral

Agree

Strongly Agree

1. **The services were provided in a courteous manner**

Strongly Disagree

Disagree

Neutral

Agree

Strongly Agree

1. **Please provide comments about the services you received, or suggestions on how we can improve.**

This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The control number for this collection is 2700-0153 and expires on **\_\_/\_\_/\_\_\_\_**. We estimate that it will take about three minutes to read the instructions, gather the facts, and answer the questions.