

## SUPPORTING STATEMENT - PART A

### Workplace Environment Changes and Safety Questionnaire– 0704-WECS

#### 1. Need for the Information Collection

Washington Headquarters Services (WHS) is a services provider to the Pentagon, Mark Center, and other leased facilities within the National Capital Region. In response to the Coronavirus Pandemic (COVID-19), WHS implemented new policies within the buildings to provide a safe workplace environment for those working in the buildings. This collection of information will provide WHS an understanding of the effectiveness of these new policies in making the tenants feel safer in working inside the building, what additional assistance WHS can provide to further improve tenants' safety, to assure accurate and continuous communication efforts, and telework experience. This survey is authorized by Chief Management Officer's memorandum, "Survey - Redefined Workspace During and After COVID-19 Pandemic."

#### 2. Use of the Information

Pentagon, Mark Center, and Leased Facilities tenants, including government employees, military, and contractors, will be asked to participate in the online survey. An email with survey purpose, link, and a signed memo from Ms. Hershman, CMO, will be sent to the point of contacts for each tenant organization requesting further distribution. The survey will be open for approximately two weeks. A reminder to complete the survey will be sent within the two weeks that the survey is open.

A summary report with aggregate data will be created by the WHS/Enterprise Performance Information Technology Management Division (EPITMD). Comments will be reviewed and summarized as part of the report. Additional reports will be created to review results for each agency, to compare difference between customers who have different levels of satisfaction with the workplace environment.

Through the results, WHS will be able to identify items to implement to improve building safety, teleworking effectiveness, and respond to other information the customers are looking for.

#### 3. Use of Information Technology

100% of the customers submit responses via the internet, which minimizes burden and provides a very efficient method of providing valuable feedback to the service providers.

4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source.

5. Burden on Small Businesses

This information collection does not impose a significant economic impact on a substantial number of small businesses or entities.

6. Less Frequent Collection

This is a one-time survey; less frequent collection would not allow WHS to collect the necessary data to respond to the needs of customers.

7. Paperwork Reduction Act Guidelines

This collection of information does not require collection to be conducted in a manner inconsistent with the guidelines delineated in 5 CFR 1320.5(d) (2).

8. Consultation and Public Comments

Part A: PUBLIC NOTICE

This collection is being submitted to OMB for an emergency approval as it is imperative the Department collect this information immediately. Solicitation for public comments on the collection through the Federal Register will be sought at a later date.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the Federal Register was conducted for this submission.

9. Gifts or Payment

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

10. Confidentiality

A Privacy Act Statement is not required for this collection because we are not requesting individuals to furnish personal information for a system of records.

Personal information is not requested, unless the respondents wants response. Appropriate steps are taken to protect the confidentiality of submissions within the

Interactive Customer Evaluation (ICE) system. The ICE system is certified and accredited IAW DIACAP and is hosted at a secure facility by DISA. Only WHS/EPITMD staff has access to the information.

A System of Record Notice (SORN) is not required for this collection because records are not retrievable by Personally Identifiable Information (PII).

A Privacy Impact Assessment (PIA) is not required for this collection because PII is not being collected electronically.

Records for this information collection are retained for five years.

11. Sensitive Questions

No questions considered sensitive are being asked in this collection.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

1) Collection Instrument(s)

[Workplace Changes and Safety]

- a) Number of Respondents: 240
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 1
- d) Response Time: 5 minutes
- e) Respondent Burden Hours: 20 hours

2) Total Submission Burden

- a) Total Number of Respondents: 240
- b) Total Number of Annual Responses: 240
- c) Total Respondent Burden Hours: 20 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument(s)

[Workplace Changes and Safety]

- a) Number of Total Annual Responses: 240
- b) Response Time: 5 minutes
- c) Respondent Hourly Wage: \$32.33
- d) Labor Burden per Response: \$2.69
- e) Total Labor Burden: \$646.60

2) Overall Labor Burden

- a) Total Number of Annual Responses: 240
- b) Total Labor Burden: \$646.60

The Respondent hourly wage was determined by using the Office of Personnel Management 2029 General Schedule (GS) Locality Pay Tables ([https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2020/DCB\\_h.pdf](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2020/DCB_h.pdf))

13. Respondent Costs Other than Burden Hour Costs

There are no annualized costs to respondents other than the labor burden costs addressed in Section 12 of this document to complete this collection.

14. Cost to the Federal Government

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

- 1) Collection Instrument(s)  
[Workplace Changes and Safety]
  - a) Number of Total Annual Responses: 240
  - b) Processing Time per Response: 7 minutes
  - c) Hourly Wage of Worker(s) Processing Responses: \$69.75
  - d) Cost to Process Each Response: \$8.14
  - e) Total Cost to Process Responses: \$2,008.80
  
- 2) Overall Labor Burden to the Federal Government
  - a) Total Number of Annual Responses: 240
  - b) Total Labor Burden: \$2,008.80

Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
  - a) Equipment: \$0
  - b) Printing: \$0
  - c) Postage: \$0
  - d) Software Purchases: \$0
  - e) Licensing Costs: \$0
  - f) Other: \$0
  
- 2) Total Operational and Maintenance Cost: \$2,008.80

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$2,008.80
  
- 2) Total Operational and Maintenance Costs: \$0

3) Total Cost to the Federal Government: \$2,008.80

15. Reasons for Change in Burden

This is an existing collection currently in use without an OMB Control Number.

16. Publication of Results

The results of this information collection will not be published.

17. Non-Display of OMB Expiration Date

We are not seeking approval to omit the display of the expiration date of the OMB approval on the collection instrument.

18. Exceptions to "Certification for Paperwork Reduction Submissions"

We are not requesting any exemptions to the provisions stated in 5 CFR 1320.9.