**Introductory E-mail**

As most of you are aware, the *NIH On the Move* initiative is well underway in its planning stages. Many of our current building leases expire soon and, in conjunction with new HHS lease and space requirements, relocations of current operations are being planned. The Division of Amenities and Transportation Services (DATS) would like to obtain as much information as possible to better understand your current transportation situation. We will work to ensure optimal shuttle routes and commuter options are identified.

The survey, which is secure to the extent permitted by law, will take about 5 minutes to complete. Please complete the survey by \_\_\_\_\_\_\_\_\_\_.

Due to firewall constraints, the survey can be accessed only on NIH computers or other VPN-enabled NIH devices. Currently acceptable browsers include IE, Chrome, and MS Edge.

If you encounter any problems, please contact Dr. Janice Rouiller, with the NIH Office of Research Services (ORS) Office of Quality Management (OQM) at ORSSurveySystem@mail.nih.gov.

Sincerely,

Susan Cook

Director, Division of Amenities and Transportation Services

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