



OMB#: 0925-0648, exp. date: 05/31/2021

## **Introduction**

### **Burden Disclosure**

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA#0925-0648. Do not return the completed form to this address.

### **Introduction**

This survey asks a series of questions about your readiness to move to 6710B Rockledge Drive. The questions also assess your level of comfort with the changes impacting your workplace as a part of this move. Your feedback is

valuable and will be used to evaluate the effectiveness of our communication efforts, as well as help us understand what types of additional information and/or training should be provided before move-in.

## Instructions

- Your responses are anonymous and secure.
- For each question, select the option that best represents your view.
- The survey will take approximately 5 minutes to complete.
- Try to answer each question as honestly and accurately as possible.
- At any point, you may exit the survey and return at a later time. Your answers will be saved.

Questions about this survey can be sent to Jodi Williams at [jodi.williams@crtkl.com](mailto:jodi.williams@crtkl.com).

## Demographic Information

Which of the statements below applies to you?

- Federal employee (full time)
- Federal employee (part time)

- Contractor/Consultant
- Student/Intern

Are you in a supervisory position?

- Yes
- No

How long have you worked at NIH (including in other ICOs or as a contractor)?

- Fewer than 3 years
- 3-5 years
- 6-10 years
- 11-15 years
- 16-25 years
- 26+ years

## Information Sources and Activities

Please identify all of the information sources that you have accessed, or the activities in which you have participated.

- I attended an all-hands meeting where the move was discussed
- I accessed the NIH on the Move website at <https://nihonthemove.nih.gov/activemoves/6710BRockledge/Pages/default.asp>
- I read information about the move in the AoU newsletter
- I read a communication from the leadership of AoU
- I spoke with or contacted a member of the project team
- I read the Frequently Asked Questions on the NIH on the Move website
- I submitted a question for an answer
- I have not accessed any of the above, but heard about the move from my coworkers
- None of the above
- Other (please specify)

## Workplace Understanding

The following questions are provided to help us understand your comfort level with moving to the new work environment. Your responses will help us understand what additional communications and/or training will be needed prior to move-in.

In general, I understand what the new work environment will be like.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

In general, I am personally very comfortable with the change to the new work environment.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

The people in my work group are generally very comfortable with the change to the new work environment.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

I possess the skills and knowledge necessary to transition into the upcoming workplace change successfully.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

I understand the overall business reasons for the change to the new workplace.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

I would like to receive more information about the move via: (Please select all that apply.)

- Direct communication from my supervisor or director
- E-mail communications from my supervisor or director
- IC-wide e-mail

NIH on the Move website

Other (please specify)

## Other Feedback or Suggestions

If you have suggestions for additional information or training that should be provided prior to the move, please identify these below.

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