# Request for Approval under the "Generic Clearance for the Collection of Routine Customer Feedback" (OMB#: 0925-0648 ExpDate: 3/31/18)

## TITLE OF INFORMATION COLLECTION:

Office of Human Resources (OHR) Pulse Survey

#### **PURPOSE:**

The Office of Human Resources Pulse Survey is used to assess current staff perceived retention risk, engagement and satisfaction levels, and organizational climate to provide Office of Human Resources Senior Leadership with insight into NIH OHR's organization health. Results of the survey are used to determine action areas and initiatives to increase employee engagement and satisfaction and improve organizational health.

#### **DESCRIPTION OF RESPONDENTS:**

The survey will be open to all NIH-OHR employees (federal and contract staff). Contractors will have an abbreviated survey (approximately half of the questions asked of federal staff). All respondents are current employees of NIH-OHR.

TYPE OF COLLECTIO	N: (Check one)	
[ ] Customer Comment Card/Complaint Form [ ] Usability Testing (e.g., Website or Software [ ] Focus Group		
CERTIFICATION:		
	ntary. ourden for respondents an	d low-cost for the Federal Government. t raise issues of concern to other federal
4. The results are <u>not</u> inte	ended to be disseminated	to the public
		rpose of substantially informing influential
6. The collection is targe		pinions from respondents who have ience with the program in the future.
Name: Lillian T	homas	
To assist review, please pr	ovide answers to the follo	owing question:
Personally Identifiable In	nformation:	
1 Is personally identifial		octed? [ ] Ves [X ] No

- 2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? [ ] Yes [ ] No
- 3. 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  $[\ X\ ]$  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
Federal Government Contractors	15	2	5/60	3
Totals	15	30		3

Category of Respondent	Total Burden	Hourly Wage Rate*	Total Burden
	Hours		Cost
Federal Government	3	\$31.85	\$95.55
Contractors			
Totals			\$95.55

<sup>\*</sup>Cite source per bls.gov if applicable

Bls.gov Occupational Employment and Wages, May 2014, 13-1071 Human Resources Specialists <a href="http://www.bls.gov/oes/current/oes131071.htm#st">http://www.bls.gov/oes/current/oes131071.htm#st</a>

<b>FEDERAL COST:</b>	The estimated	annual co	st to the l	Federal	government is
\$13,183					

				Fringe (if applicable)	Total Cost to Gov't
Staff	Grade/Step	Salary	% of Effort	,	
Federal Oversight	GS 14/2	110,902	5%		\$5,545
	GS 12/1	76,378	10%		\$7,638
Contractor Cost					
Travel					
Other Cost					

Total			\$13,183

## 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?

[X] 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?

This is a full population survey of all current Office of Human Resources FTE and contract staff.

## **Administration of the Instrument**

1.	How will you collect the information? (Check all that apply)
	[X] Web-based or other forms of Social Media
	[ ] Telephone
	[ ] In-person
	[ ] Mail
	[ ] Other, Explain
2.	Will interviewers or facilitators be used? [ ] Yes [X] No