# Request for Approval under the "Generic Clearance for the Collection of Routine Customer Feedback" (OMB#: 0925-0648 Exp., date: 06/2024)

**TITLE OF INFORMATION COLLECTION:** NLM: Future of Work

**PURPOSE:** The NLM Future of Work (FoW) Working Group was formed to re-envision how NLM does its work in the future. The working group will think about where we work, how we work, and why and what NLM does in considering the future of work, and provide recommendations to the NLM leadership team about how to make NLM an attractive employer and successfully meet our mission. To inform these recommendations, the FoW Working Group intends to conduct a survey to collect feedback from NLM staff.

**DESCRIPTION OF RESPONDENTS**:

The survey will be open to all NLM staff, contractors, and fellows.

**TYPE OF COLLECTION:** (Check one)

[ ] Customer Comment Card/Complaint Form          [ ] Customer Satisfaction Survey
[ ] Usability Testing (e.g., Website or Software          [ ] Small Discussion Group
[ ] Focus Group                                                            [ X ] Other: survey_____

**CERTIFICATION:**

I certify the following to be true:
1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does <u>not</u> raise issues of concern to other federal agencies.
4. The results are <u>not</u> intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of <u>substantially</u> informing <u>influential</u> policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name:__Lisa Federer_____

To assist review, please provide answers to the following question:

**Personally Identifiable Information:**
1.  Is personally identifiable information (PII) collected?  [  ] Yes  [ 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 |
|---|---|---|---|---|
| Individuals | 425 | 1 | 5/60 | 35 |
|  |  |  |  |  |
| **Totals** |  | 1 |  | **35** |

| Category of Respondent | Total Burden Hours | Hourly Wage Rate* | Total Burden Cost |
|---|---|---|---|
| Individuals | 35 | $38.81 | $1,358 |
|  |  |  |  |
| **Totals** | 35 | $38.81 | $1,358 |

*[Life, Physical, and Social Science Occupations](#)

**FEDERAL COST:**  The estimated annual cost to the Federal government is _$1,358_____

| Staff | Grade/Step | Salary* | % of Effort | Fringe (if applicable) | Total Cost to Gov't |
|---|---|---|---|---|---|
| **Federal Oversight** |  |  |  |  |  |
| Librarian | 14/6 | $147,272 | .1% |  | $147 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Contractor Cost** |  |  |  |  |  |
|  |  |  |  |  |  |
| Travel |  |  |  |  |  |
| Other Cost |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  |  |  |  | $147 |

*the Salary in table above is cited from https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/ 2018/DCB.pdf

**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?
All NLM staff, contractors and fellows will be invited to respond; however, we do not expect to receive responses from everyone and estimate a response rate of approximately 25%.

**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

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**