

**Request for Approval under the “Fast Track Generic Clearance for the
Collection of Qualitative Feedback on Agency Service Delivery”
(OMB Control Number: 0704-0553)**

TITLE OF INFORMATION COLLECTION: NAVSUP FLC Bahrain Foreign Workforce Climate Survey

PURPOSE:

To collect employee feedback from Foreign National employees at Naval Supply Systems Command (NAVSUP) Fleet Logistics Center (FLC) Bahrain.

The NAVSUP FLC Bahrain Foreign Workforce Climate Survey assesses how employees jointly experience the policies, practices, and procedures characteristic of their agency and its leadership. The survey will allow Foreign National employees to share their perceptions regarding critical topics including their work experiences, their agency, and leadership. Annual surveys such as the Defense Organizational Climate Survey (DEOCS) and the Federal Employee Viewpoint Survey (FEVS) exclude Foreign National employees, but NAVSUP FLC Bahrain senior leadership values feedback from all employees. This survey will give a voice to Foreign National employees working at NAVSUP FLC Bahrain.

As a key part of our command "Get Real, Get Better" campaign, the data resulting from the survey will be used to develop meaningful information that our management team may leverage to drive future key process improvements. Participation in the survey may provide senior leadership with actionable insights regarding the success of improvement initiatives, as well as information for identifying aspects of the workplace where improvements should be made.

DESCRIPTION OF RESPONDENTS:

The NAVSUP FLC Bahrain Foreign Workforce Climate Survey will be administered to Foreign National employees working at NAVSUP FLC Bahrain. These include Direct Hires and Indirect Hires.

- Direct Hires: Under the direct-hire system, U.S. forces are the legal employer of the foreign nationals and assume responsibility for all administrative and management functions related to foreign national employment.
- Indirect Hires: Under indirect hire, the host government serves as the legal employer of U.S. forces' foreign nationals.

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 | ☒ Other: <u>Climate Survey</u> |

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 not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential 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: Sadie Strausburg

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

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? ☐ Yes ☒ No
2. If yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? ☐ Yes ☐ No
3. If yes, has an up-to-date System of Records Notice (SORN) been published? ☐ Yes ☐ No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? ☐ Yes ☒ No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Individuals or Households (Foreign Nationals)	100	20 min	33.3
Totals	100	20 min	33.3

PUBLIC COST: The estimated annual cost to the public is \$539. This was calculated using the number of respondents, estimated participation time, and the average hourly wage for the intended survey audience of Foreign Nationals.

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?

☒ 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?

We will pull a comprehensive list of NAVSUP FLC Bahrain Foreign National employees currently onboard from Total Workforce Management Services (TWMS). TWMS is a web-based Government Off-the-Shelf application that gathers information from official Programs of Record

(PoR) or their systems. The total workforce includes data on Civilians (APF, NAF, Foreign Nationals), Military, Reservists, Contractors, and even Non-Navy Personnel. TWMS is a secure Department of Navy system. We are intending to survey the entire population of NAVSUP FLC Bahrain Foreign National employees.

Administration of the Instrument

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