

# 2015 FEDERAL EMPLOYEE VIEWPOINT SURVEY

## FAQS FOR COMMERCE EMPLOYEES

CONTENTS:	<a href="#"><u>Q.1. Why is this survey being conducted?</u></a>
	<a href="#"><u>Q.2. When and by whom will the survey be administered?</u></a>
	<a href="#"><u>Q.3. How will the survey be administered?</u></a>
	<a href="#"><u>Q.4. Who will be able to respond to the survey?</u></a>
	<a href="#"><u>Q.5. How long does it take to complete the survey?</u></a>
	<a href="#"><u>Q.6. May I pass/forward the survey on to someone else to take?</u></a>
	<a href="#"><u>Q.7. When will results be available?</u></a>
	<a href="#"><u>Q.8. When will the survey be administered again?</u></a>
	<a href="#"><u>Q.9. What actions have been taken based upon previous FEVS survey results?</u></a>
	<a href="#"><u>Q.10. How can I be assured that my responses are confidential?</u></a>
	<a href="#"><u>Q.11. How is the demographic information presented and used?</u></a>
	<a href="#"><u>Q.12. What do I do if I encounter technical difficulties?</u></a>
	<a href="#"><u>Q.13. Whom may I contact for more information?</u></a>

### **Q.1. Why is this survey being conducted?**

Public Law 108-136, The National Defense Authorization Act for Fiscal Year 2004, Section 1128, codified in Title 5, Code of Federal Regulations, Part 250, Subpart C, Employee Survey, requires all Federal Government agencies to conduct annual surveys of employees to assess their satisfaction with leadership policies and practices. From 2002 to 2009, the survey requirement was fulfilled through OPM's Federal Human Capital Survey (FHCS) and the Commerce Annual Employee Survey (AES). In 2010, both the FHCS and AES were replaced by the annual Federal Employee Viewpoint Survey (FEVS).

### **Q.2. When and by whom will the survey be administered?**

The U.S. Office of Personnel Management (OPM) will administer the 2015 FEVS to Federal employees during the period of May 4 – June 12, 2015. The survey will be open to Commerce employees for six weeks beginning sometime during the week of May 4, 2015.

### **Q.3. How will the survey be administered?**

The FEVS is a web-based survey. Employees within the sample will receive an e-mail invitation from [EVCM@opm.gov](mailto:EVCM@opm.gov) with a unique link to access the survey. OPM will send weekly e-mail reminders as long as sampled employees do not complete the survey.

### **Q.4. Who will be able to respond to the survey?**

Data from the National Finance Center was provided to and used by OPM to identify a sample of 18, 311 non-seasonal, full-time and part-time, and permanent Commerce employees who have been on board since October 31, 2014 and have an email address on file associable with their social security number. Those employees will receive individual email messages from OPM with a unique link to access the web-based survey.

### **Q.5. How long does it take to complete the survey?**

You should be able to complete the survey in approximately 20 – 30 minutes.

**Q.6. May I pass/forward the survey on to someone else to take?**

No, each link to the survey is unique and can only be used once. Please do not forward your link to any individuals or groups because after the survey is completed, the link will no longer allow you to access the survey again.

**Q.7. When will results be available?**

The Department-wide results will be available online sometime during November 2015.

**Q.8. When will the survey be administered again?**

OPM administers the FEVS annually. Although the 2016 administration dates have not been specified yet, the dates usually fall around the same time every year.

**Q.9. What actions have been taken based upon previous FEVS survey results?**

A list of some of the notable actions taken by bureaus in response to feedback from employees on the FEVS can be found at:

[https://publish.doc.gov/s/groups/public/@doc/@cfoasa/@ohrm/documents/content/prod01\\_010308.pdf](https://publish.doc.gov/s/groups/public/@doc/@cfoasa/@ohrm/documents/content/prod01_010308.pdf)

**Q.10. How can I be assured that my responses are confidential?**

OPM is responsible for administering the FEVS and does not provide raw data to any participating Federal agencies. Therefore, no Department of Commerce units will have access to any individual's responses. All reports provided to the Department from OPM will only present calculated aggregate percentages or counts. OPM has set respondent thresholds that organizational units must meet in order for aggregate results to be provided for that unit.

**Q.11. How is the demographic information presented and used?**

Demographic information is voluntarily provided by survey respondents and the information is used to enhance understanding of workforce diversity in Federal Government. No individual answers to survey questions are ever provided to participating agencies, including responses to demographic questions. The Department uses demographic data to compare the composition of the respondents to the composition of our workforce, as one of our validity measures. Please see the previous Commerce FEVS results at the following link to view how demographic data is presented:

<http://hr.commerce.gov/FEVS>

**Q.12. What do I do if I encounter technical difficulties?**

Invitations to complete the survey will come from [EVCM@opm.gov](mailto:EVCM@opm.gov). If the survey link that comes to your email address does not take you directly to the survey; copy and paste the link into the address bar of your web browser or manually type in the link. If you still are unable to access the survey, please contact your servicing IT support helpdesk. You may also contact the FEVS Help Desk (toll free) at 1-855-OPM-FEVS (1-855-676-3387).

**Q.13. Whom may I contact for more information?**

More information on the FEVS administration methodology and results is available at OPM's website at [www.fedview.opm.gov](http://www.fedview.opm.gov) and on the Department's FEVS website at <http://hr.commerce.gov/FEVS>. Additionally, you may send an email to [CommerceSurveys@doc.gov](mailto:CommerceSurveys@doc.gov).