



2009 NOAA ANNUAL EMPLOYEE SURVEY

Frequently Asked Questions

What is the 2009 NOAA Annual Employee Survey (AES)?

The 2009 NOAA AES is a survey that supports our efforts to improve how we engage, lead, develop, and retain our most important resource: our people. It collects feedback from employees to gauge their impression about areas where NOAA is doing well, and where improvements may be needed. The survey measures employee satisfaction in the areas of Personal Work Experiences; Recruitment, Development and Retention; Performance Culture; Leadership; Knowledge Management; Job Satisfaction; and Satisfaction with Benefits.

When will the survey be available?

The AES will be available from October 5 through October 23, 2009. Note that the Department of Commerce is also planning to launch an AES, but theirs will occur beginning in late October 2009. Their survey is by invitation only and only a limited number of NOAA employees will be invited. In contrast, all NOAA employees are invited to participate in NOAA's AES.

Do I have to participate in the Department of Commerce AES?

It is your choice to participate if you are invited to by the Department of Commerce.

Where can I access the survey?

The survey is housed on a commercial, third-party survey application called Survey Monkey. The link is:

http://www.surveymonkey.com/s.aspx?sm=lzJmMaKCLL_2bsouonP4dMqw_3d_3d

Who came up with the questions?

The annual employee surveys are required by regulation; the U.S. Office of Personnel Management developed a standardized set of questions that are used by all Federal agencies from year to year.

How long should this survey take?

The survey should take you no more than 20 minutes to complete.

Is this mandatory?

No, the survey is voluntary. However, you are strongly encouraged to participate so that your voice can be heard – your opinions do matter and will help NOAA and your respective Line or Staff Office develop strategies to enhance what is working and fix what needs improvement.

Will you collect personal information about me?

The survey does not collect names or email addresses. Some demographic information (such as your Office, state of your duty location, gender, grade, etc.) is collected so that various types of analysis can be performed, but such information will only be treated in aggregate form. Additionally, no group smaller than 10 will be reported on; so, for example, if you are in an office with less than 10 people, your survey response will be rolled into a larger pool.

Who should participate?

While the survey is intended for NOAA Federal employees (including NOAA Corps and Wage Mariners), it is open for contractors and associates as well. While contractor and associate data will be viewed and analyzed separately, it is definitely of interest to NOAA's Leadership. Any contractor or associate participating in the AES should respond accordingly in the demographics section.

What will happen with my input?

Once the survey is closed, the results will be analyzed to identify areas of strength and areas for improvement. Analyses will be performed at both the NOAA and Line/Staff Office level. The results of the NOAA-wide analysis will be posted on the NOAA Workforce Management Office website within 120 days of the close of the AES (late January). Each Line and Staff office will decide how best to communicate their results to their people. Next, action plans will be formulated that take into account the analyses and include specific initiatives to build on strengths and address challenges.

Who is accountable for the resulting action plans?

NOAA Senior Leadership and the Leadership from each Line or Staff Office are responsible for resulting action plans.

How else is the information used?

Employee satisfaction with their agency is of interest to the Office of Management and Budget and the Office of Personnel Management. For more, see:

<http://www.chcoc.gov/Transmittals/TransmittalDetails.aspx?TransmittalID=2467>

<http://www.whitehouse.gov/omb/asset.aspx?AssetID=1373>

Who is running the survey?

The survey is being run by the NOAA Workforce Management Office, in close coordination with the Human Capital Council (with representatives from each Line/Staff Office).

Who should I contact if I have a question?

Questions can be directed by email to employee.survey@noaa.gov.