

6 May 2002

**MEMORANDUM FOR HUMAN RESOURCES MANAGEMENT DIRECTORS AT THE
PRESIDENT'S MANAGEMENT COUNCIL AGENCIES**

**FROM: NANCY E. RANDA, ACTING ASSOCIATE DIRECTOR
OFFICE OF MERIT SYSTEMS OVERSIGHT AND
EFFECTIVENESS**

SUBJECT: GOVERNMENTWIDE SURVEY ON HUMAN CAPITAL

I am very pleased to transmit to you the final Governmentwide Survey on Human Capital. A copy of the survey is attached for your review. I appreciated your comments on the questions and assistance in finalizing your agency-specific sampling and administration strategies. Data from this survey will be essential in gauging progress toward improving the way your agency manages its workforce.

We plan to administer the survey in a pilot test to employees at the U.S. Office of Personnel Management and the Office of Management and Budget beginning Monday, May 13, 2002. Beginning May 20, 2002, we plan to launch the survey in non-intelligence agencies that are members of the President's Management Council (PMC). Our governmentwide sample size will be approximately 228,000 employees. The final instrument contains 100 carefully constructed standardized items. We estimate that it will take respondents 30 minutes or less to complete the electronic version of the survey.

We have set a goal of a 50 percent response rate for the Governmentwide survey and we want to enlist your support in accomplishing this goal. To this end, I am attaching a copy of the Governmentwide Survey Deployment and Communications Plan. This plan will provide you with examples and options of different types of communications you may use to ensure a successful deployment of this survey within your agency. Letters, newsletters, posters, and other creative options including an intra-agency competition between bureaus, offices and groups would likely increase interest and motivate employees to respond to the survey. We also strongly urge you to set up additional computers or kiosks with internet access in convenient locations in your agency for employees without access to an internet-ready computer. If you have questions about implementation, feel free to call Kamaron Kellum-Cloman or Phil Sagal on (202) 606-2820.

I am also attaching a copy of a sample letter we ask you to distribute to all employees within your agency informing them about the survey. Although every employee will not be included in the survey sample population, we believe that all employees should be aware of the survey and its importance.

We anticipate that the survey will be open for five weeks and that the results of the survey will be ready in August. All agencies will be able to compare themselves to PMC norms on all standard survey items, and to private sector norms on some items. Governmentwide and agency data will be displayed by each of the five areas of the Human Capital Scorecard. If you opted for

additional (non-standard) items, that data will be sent to you for your analysis and use. You will be able to access the Governmentwide survey data at www.gws.opm.gov. You can assure your employees that individual responses to the survey will be kept confidential and will not be shared with their agencies.

Attachments