

# FEVS

## HOW THE FEDERAL EMPLOYEE VIEWPOINT SURVEY (FEVS) STAYS CONFIDENTIAL

1 Office of Personnel Management (OPM) emails the survey to all eligible NIH employees. Data is not transmitted or stored via NIH servers.



25%

2 Respondents must complete 25% of the survey questions for responses to count.

3 Once the survey is closed, the OPM contractor eliminates any surveys with less than 25% of the survey questions answered.



4 OPM's contractor, under the terms of its contract, is subject to the Privacy Act, and as such institutes counter measures ensuring protection of individual responses.

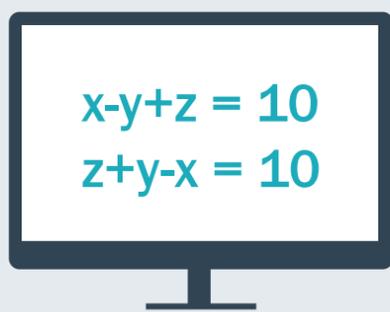


5 OPM provides responses to Agencies by work unit (admin code) **NOT** individual responses.

6 No matter how many responses are submitted only responses in units of 10 or more are reported.



7 NIH cannot get an individual's data even if sorted by demographic factors within an admin code. Demographic information can only be reported in units of 10.



8 OPM creates algorithms to ensure that when agencies are running reports of data, no reports contain units of less than 10.

9 Once the survey is complete, agencies are given access to reports through the FEVS Online Reporting and Analysis Tool. This site is password protected and can only be accessed by agency POCs.



10 0 Individual Data Releases

OPM has been administering the FEVS since 2002 and from among more than 2 million responses, there have been no reported incidents where individual data was released.

