

2013

## Federal Employee Viewpoint Survey Results

Employees Influencing Change

U.S. Trade and Development Agency  
1st Level Response Rate Report

United States Office of  
Personnel Management



## U. S. T R A D E A N D D E V E L O P M E N T A G E N C Y

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### 2013 Federal Employee Viewpoint Survey

#### USTDA Results

Based on the Office of Personnel Management's (OPM) comparative results of the 2013 government-wide Federal Employee Viewpoint Survey, the U.S. Trade and Development Agency (USTDA) has been recognized as the "Top Small/Independent Agency Performer Across the Indices." The Human Capital Assessment and Accountability Framework (HCAAF) indices were created to guide agencies in building high-performing organizations by providing consistent metrics for measuring progress in four key areas. USTDA led all other comparably-sized Federal agencies in positive responses to questions categorized in two of the four indices, "Leadership and Knowledge Management," and "Result-Oriented Performance Culture," and was high ranked in "Talent Management." The Leadership and Knowledge Management grouping of questions, which indicates the extent to which employees hold their leadership in high regard, had an 81% positive score. The Results-Oriented Performance Culture index, measuring the extent to which employees believe that the organizational culture of the agency promotes improvements in processes, products and services, had a 76% positive score, which is more than twenty percent higher than the government-wide average. With a 76% positive result for Talent Management, USTDA was only one percentage point behind the top agency for this index measuring the extent to which employees think the organization has the talent necessary to achieve organizational goals. In the critical "Employee Engagement Index," which is the extent to which an employee is not only fully involved in, but enthusiastic about their work, USTDA had the highest positive score in the small agencies category at 84%.

The USTDA response rate to the Federal Employee Viewpoint Survey increased from 73.5% in 2012 to 83.8% in 2013. The Federal government's 2013 response rate as a whole was 48.2%. The 2013 results indicated that in all cases the Agency's positive responses compared favorably against other Federal agencies. Question #39, "The Agency is successful at accomplishing its mission" received a 100% positive response from USTDA employees. Three other questions: #7 - "When needed I am willing to put in the extra effort to get a job done"; #28 - "How would you rate the overall quality of work done by your work unit"; and #57 - "Managers review and evaluate the organization's progress toward meeting its goals and objectives" also received 100% positive scores.

There were significant increases in the percentage of positive responses in several key questions dealing with the work environment and personal empowerment: #32 - "Creativity and innovation

are rewarded"; #3 - "I feel encouraged to come up with new and better ways of doing things"; and #27 - "The skill level in my work unit has improved in the past year." Notably, there were positive increases in questions dealing with promotions: #22 - "Promotions in my work unit are based on merit"; and #67 – "How satisfied are you with your opportunity to get a better job in your organization?"

Consistent with the Federal government as a whole, several responses reflected employee concern over issues such as work/life balance (#42 - "My supervisor supports my need to balance work and other life issues"), pay (#70 - "How satisfied are you with your pay?"), and workload (#10 - "My workload is reasonable").

**U.S. TRADE AND DEVELOPMENT AGENCY  
2013 FEDERAL EMPLOYEE VIEWPOINT SURVEY RESULTS**

		Percent Positive	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Item Response Total**	Do Not Know/ No Basis to Judge
*1. I am given a real opportunity to improve my skills in my organization.	N		11	13	3	4	0	31	NA
	%	77.48	35.83	41.65	10.30	12.22	0.00	100.00	
2. I have enough information to do my job well.	N		10	17	2	1	0	30	NA
	%	90.35	33.23	57.12	6.44	3.21	0.00	100.00	
3. I feel encouraged to come up with new and better ways of doing things.	N		15	13	1	2	0	31	NA
	%	90.37	47.72	42.66	3.09	6.53	0.00	100.00	
*4. My work gives me a feeling of personal accomplishment.	N		14	12	3	2	0	31	NA
	%	84.78	45.09	39.69	9.07	6.16	0.00	100.00	
*5. I like the kind of work I do.	N		14	13	1	3	0	31	NA
	%	87.97	45.09	42.88	3.09	8.94	0.00	100.00	
6. I know what is expected of me on the job.	N		11	17	3	0	0	31	NA
	%	90.75	35.15	55.60	9.25	0.00	0.00	100.00	
7. When needed I am willing to put in the extra effort to get a job done.	N		23	8	0	0	0	31	NA
	%	100.00	73.86	26.14	0.00	0.00	0.00	100.00	
8. I am constantly looking for ways to do my job better.	N		18	12	1	0	0	31	NA
	%	96.93	58.57	38.36	3.07	0.00	0.00	100.00	
9. I have sufficient resources (for example, people, materials, budget) to get my job done.	N		10	13	4	4	0	31	0
	%	74.40	33.19	41.21	12.40	13.20	0.00	100.00	
*10. My workload is reasonable.	N		4	11	5	9	2	31	0
	%	49.25	14.46	34.79	15.04	29.54	6.16	100.00	
*11. My talents are used well in the workplace.	N		10	11	6	3	1	31	0
	%	67.89	31.69	36.20	19.70	8.95	3.45	100.00	
*12. I know how my work relates to the agency's goals and priorities.	N		17	11	3	0	0	31	0
	%	89.69	54.74	34.95	10.31	0.00	0.00	100.00	
*13. The work I do is important.	N		14	14	3	0	0	31	0
	%	90.76	46.32	44.44	9.24	0.00	0.00	100.00	
*14. Physical conditions (for example, noise level, temperature, lighting, cleanliness in the workplace) allow employees to perform their jobs well.	N		17	13	0	1	0	31	0
	%	97.09	54.52	42.57	0.00	2.91	0.00	100.00	
*15. My performance appraisal is a fair reflection of my performance.	N		15	13	1	1	0	30	0
	%	93.09	48.66	44.43	3.72	3.19	0.00	100.00	
16. I am held accountable for achieving results.	N		15	15	1	0	0	31	0
	%	96.91	46.99	49.91	3.09	0.00	0.00	100.00	

Survey Administration Period: April 23, 2013 to June 7, 2013

Percentages are weighted to represent the Agency's population.

\* AES prescribed items

\*\* Unweighted count of responses excluding 'Do Not Know' and 'No Basis to Judge'

Sample or Census: Census

Number of surveys completed: 31

Number of surveys administered: 37

Response Rate: 83.8%

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2013 FEDERAL EMPLOYEE VIEWPOINT SURVEY RESULTS**

		Percent Positive	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Item Response Total**	Do Not Know/ No Basis to Judge
17. I can disclose a suspected violation of any law, rule or regulation without fear of reprisal.	N		12	12	4	0	1	29	2
	%	81.75	40.52	41.23	14.94	0.00	3.31	100.00	
*18. My training needs are assessed.	N		10	12	3	3	3	31	0
	%	71.46	31.69	39.77	9.06	8.81	10.67	100.00	
*19. In my most recent performance appraisal, I understood what I had to do to be rated at different performance levels (for example, Fully Successful, Outstanding).	N		11	12	3	3	0	29	1
	%	79.95	37.20	42.75	9.86	10.19	0.00	100.00	
*20. The people I work with cooperate to get the job done.	N		15	13	1	1	1	31	NA
	%	90.91	47.48	43.43	3.09	2.91	3.09	100.00	
*21. My work unit is able to recruit people with the right skills.	N		10	15	2	3	0	30	1
	%	82.61	33.06	49.55	6.81	10.58	0.00	100.00	
*22. Promotions in my work unit are based on merit.	N		10	12	4	3	0	29	2
	%	76.03	33.10	42.93	14.09	9.88	0.00	100.00	
*23. In my work unit, steps are taken to deal with a poor performer who cannot or will not improve.	N		4	16	1	3	1	25	5
	%	79.80	15.31	64.48	3.86	12.52	3.83	100.00	
*24. In my work unit, differences in performance are recognized in a meaningful way.	N		7	4	8	6	1	26	5
	%	43.46	26.70	16.76	29.42	23.46	3.67	100.00	
25. Awards in my work unit depend on how well employees perform their jobs.	N		9	6	7	2	2	26	5
	%	57.34	34.12	23.23	26.63	8.66	7.36	100.00	
26. Employees in my work unit share job knowledge with each other.	N		14	14	1	1	1	31	0
	%	90.88	43.26	47.62	3.12	2.91	3.09	100.00	
27. The skill level in my work unit has improved in the past year.	N		10	14	3	1	0	28	2
	%	85.60	35.98	49.61	11.00	3.40	0.00	100.00	
		Percent Positive	Very Good	Good	Fair	Poor	Very Poor	Item Response Total	Do Not Know/ No Basis to Judge
28. How would you rate the overall quality of work done by your work unit?	N		23	8	0	0	0	31	NA
	%	100.00	73.69	26.31	0.00	0.00	0.00	100.00	
		Percent Positive	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Item Response Total**	Do Not Know/ No Basis to Judge
*29. The workforce has the job-relevant knowledge and skills necessary to accomplish organizational goals.	N		13	16	2	0	0	31	0
	%	93.47	41.26	52.21	6.53	0.00	0.00	100.00	

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*30. Employees have a feeling of personal empowerment with respect to work processes.	N		10	12	6	2	0	30	1
	%	73.68	32.77	40.90	19.61	6.72	0.00	100.00	
31. Employees are recognized for providing high quality products and services.	N		10	13	4	1	1	29	1
	%	79.23	33.90	45.33	14.02	3.08	3.67	100.00	
*32. Creativity and innovation are rewarded.	N		11	17	1	2	0	31	0
	%	90.39	34.81	55.58	3.08	6.53	0.00	100.00	
*33. Pay raises depend on how well employees perform their jobs.	N		7	7	5	6	1	26	5
	%	54.34	25.93	28.41	20.29	21.68	3.69	100.00	
34. Policies and programs promote diversity in the workplace (for example, recruiting minorities and women, training in awareness of diversity issues, mentoring).	N		8	13	4	2	0	27	3
	%	78.43	30.07	48.36	14.35	7.22	0.00	100.00	
*35. Employees are protected from health and safety hazards on the job.	N		15	15	0	1	0	31	0
	%	96.92	48.31	48.61	0.00	3.08	0.00	100.00	
*36. My organization has prepared employees for potential security threats.	N		10	18	3	0	0	31	0
	%	90.52	32.86	57.65	9.48	0.00	0.00	100.00	
37. Arbitrary action, personal favoritism and coercion for partisan political purposes are not tolerated.	N		12	8	4	3	2	29	2
	%	69.72	40.69	29.03	13.34	10.51	6.43	100.00	
38. Prohibited Personnel Practices (for example, illegally discriminating for or against any employee/applicant, obstructing a person's right to compete for employment, knowingly violating veterans' preference requirements) are not tolerated.	N		14	9	3	1	0	27	3
	%	86.08	50.69	35.39	10.71	3.21	0.00	100.00	
39. My agency is successful at accomplishing its mission.	N		18	13	0	0	0	31	0
	%	100.00	56.81	43.19	0.00	0.00	0.00	100.00	
40. I recommend my organization as a good place to work.	N		14	13	1	3	0	31	NA
	%	86.61	45.31	41.30	4.14	9.25	0.00	100.00	
41. I believe the results of this survey will be used to make my agency a better place to work.	N		12	12	5	1	0	30	1
	%	81.11	39.13	41.98	15.33	3.55	0.00	100.00	
*42. My supervisor supports my need to balance work and other life issues.	N		14	9	4	2	2	31	0
	%	75.24	45.63	29.61	12.92	5.68	6.16	100.00	
43. My supervisor/team leader provides me with opportunities to demonstrate my leadership skills.	N		14	11	2	2	1	30	0
	%	83.15	47.01	36.14	7.26	6.42	3.17	100.00	
*44. Discussions with my supervisor/team leader about my performance are worthwhile.	N		14	5	7	3	1	30	0
	%	65.04	48.16	16.88	22.70	9.09	3.18	100.00	

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45. My supervisor/team leader is committed to a workforce representative of all segments of society.	N		15	8	6	1	0	30	1
	%	78.73	50.17	28.56	18.27	2.99	0.00	100.00	
46. My supervisor/team leader provides me with constructive suggestions to improve my job performance.	N		14	9	3	3	2	31	0
	%	76.43	45.63	30.80	8.78	8.81	5.98	100.00	
*47. Supervisors/team leaders in my work unit support employee development.	N		15	10	2	3	1	31	0
	%	81.78	49.78	32.00	6.00	9.14	3.08	100.00	
48. My supervisor/team leader listens to what I have to say.	N		17	9	2	3	0	31	NA
	%	85.02	55.76	29.26	6.22	8.76	0.00	100.00	
49. My supervisor/team leader treats me with respect.	N		17	9	2	3	0	31	NA
	%	85.06	55.76	29.31	6.17	8.76	0.00	100.00	
50. In the last six months, my supervisor/team leader has talked with me about my performance.	N		16	10	2	3	0	31	NA
	%	85.43	52.85	32.57	5.81	8.76	0.00	100.00	
*51. I have trust and confidence in my supervisor.	N		15	9	3	3	1	31	NA
	%	79.06	49.76	29.31	9.08	8.76	3.09	100.00	
		Percent Positive	Very Good	Good	Fair	Poor	Very Poor	Item Response Total	Do Not Know/ No Basis to Judge
*52. Overall, how good a job do you feel is being done by your immediate supervisor/team leader?	N		17	9	2	2	1	31	NA
	%	85.05	56.80	28.24	6.00	5.86	3.09	100.00	
		Percent Positive	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Item Response Total**	Do Not Know/ No Basis to Judge
*53. In my organization, leaders generate high levels of motivation and commitment in the workforce.	N		9	12	5	5	0	31	0
	%	69.25	27.90	41.35	15.33	15.42	0.00	100.00	
54. My organization's leaders maintain high standards of honesty and integrity.	N		13	14	2	2	0	31	0
	%	87.17	40.79	46.38	6.14	6.69	0.00	100.00	
*55. Managers/supervisors/team leaders work well with employees of different backgrounds.	N		10	18	3	0	0	31	0
	%	90.41	32.03	58.38	9.59	0.00	0.00	100.00	
*56. Managers communicate the goals and priorities of the organization.	N		11	19	1	0	0	31	0
	%	97.09	35.12	61.98	2.91	0.00	0.00	100.00	
*57. Managers review and evaluate the organization's progress toward meeting its goals and objectives.	N		13	18	0	0	0	31	0
	%	100.00	41.11	58.89	0.00	0.00	0.00	100.00	

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		Percent Positive	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Item Response Total**	Do Not Know/ No Basis to Judge
58. Managers promote communication among different work units (for example, about projects, goals, needed resources).	N		11	16	2	2	0	31	0
	%	86.94	35.12	51.82	6.70	6.36	0.00	100.00	
59. Managers support collaboration across work units to accomplish work objectives.	N		11	18	0	2	0	31	0
	%	93.64	34.95	58.69	0.00	6.36	0.00	100.00	
		Percent Positive	Very Good	Good	Fair	Poor	Very Poor	Item Response Total**	Do Not Know/ No Basis to Judge
60. Overall, how good a job do you feel is being done by the manager directly above your immediate supervisor/team leader?	N		13	11	4	1	0	29	1
	%	83.28	45.17	38.12	13.04	3.68	0.00	100.00	
		Percent Positive	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Item Response Total**	Do Not Know/ No Basis to Judge
*61. I have a high level of respect for my organization's senior leaders.	N		12	12	4	2	1	31	0
	%	77.18	39.25	37.93	12.32	6.36	4.14	100.00	
62. Senior leaders demonstrate support for Work/Life programs.	N		7	9	5	5	4	30	1
	%	54.98	23.75	31.23	15.87	15.75	13.40	100.00	
		Percent Positive	Very Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Very Dissatisfied	Item Response Total	Do Not Know/ No Basis to Judge
*63. How satisfied are you with your involvement in decisions that affect your work?	N		9	12	6	4	0	31	NA
	%	69.95	27.55	42.40	17.70	12.34	0.00	100.00	
*64. How satisfied are you with the information you receive from management on what's going on in your organization?	N		9	16	4	2	0	31	NA
	%	81.92	29.05	52.87	11.54	6.53	0.00	100.00	
*65. How satisfied are you with the recognition you receive for doing a good job?	N		8	10	6	6	1	31	NA
	%	59.76	25.83	33.94	18.92	17.86	3.45	100.00	
*66. How satisfied are you with the policies and practices of your senior leaders?	N		9	9	6	5	2	31	NA
	%	59.12	29.27	29.85	18.54	15.98	6.36	100.00	
*67. How satisfied are you with your opportunity to get a better job in your organization?	N		7	8	3	9	4	31	NA
	%	50.71	22.01	28.70	9.62	27.34	12.33	100.00	
*68. How satisfied are you with the training you receive for your present job?	N		8	8	6	7	2	31	NA
	%	53.97	26.85	27.13	18.91	20.76	6.36	100.00	

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		Percent Positive	Very Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Very Dissatisfied	Item Response Total	Do Not Know/ No Basis to Judge
*69. Considering everything, how satisfied are you with your job?	N		12	10	6	3	0	31	NA
	%	73.19	38.73	34.46	17.75	9.06	0.00	100.00	
*70. Considering everything, how satisfied are you with your pay?	N		7	10	8	6	0	31	NA
	%	56.49	21.78	34.71	23.84	19.68	0.00	100.00	
71. Considering everything, how satisfied are you with your organization?	N		12	11	6	2	0	31	NA
	%	76.31	37.72	38.59	17.53	6.16	0.00	100.00	

72. Have you been notified that you are eligible to telework? Telework means working at a location other than your normal work site during your regular work hours (excludes travel).

	N	%
Yes	28	89.86
No	2	6.00
Not sure	1	4.14
<b>Total</b>	<b>31</b>	<b>100.00</b>

73. Please select the response below that BEST describes your current teleworking situation:

	N	%
I telework 3 or more days per week.	0	0.00
I telework 1 or 2 days per week.	0	0.00
I telework, but no more than 1 or 2 days per month.	2	6.36
I telework very infrequently, on an unscheduled or short-term basis.	20	62.57
I do not telework because I have to be physically present on the job (e.g., Law Enforcement Officers, Park Rangers, Security Personnel).	1	3.48
I do not telework because I have technical issues (e.g., connectivity, inadequate equipment) that prevent me from teleworking.	0	0.00
I do not telework because I did not receive approval to do so, even though I have the kind of job where I can telework.	4	14.28
I do not telework because I choose not to telework.	4	13.31
<b>Total</b>	<b>31</b>	<b>100.00</b>

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74. Do you participate in the following Work/Life programs? Alternative Work Schedules (AWS)

	N	%
Yes	0	0.00
No	7	23.33
Not available to me	24	76.67
<b>Total</b>	<b>31</b>	<b>100.00</b>

75. Do you participate in the following Work/Life programs? Health and Wellness Programs (for example, exercise, medical screening, quit smoking programs)

	N	%
Yes	5	16.89
No	16	52.97
Not available to me	10	30.14
<b>Total</b>	<b>31</b>	<b>100.00</b>

76. Do you participate in the following Work/Life programs? Employee Assistance Program (EAP)

	N	%
Yes	6	19.72
No	19	62.36
Not available to me	6	17.92
<b>Total</b>	<b>31</b>	<b>100.00</b>

77. Do you participate in the following Work/Life programs? Child Care Programs (for example, daycare, parenting classes, parenting support groups)

	N	%
Yes	0	0.00
No	14	45.60
Not available to me	17	54.40
<b>Total</b>	<b>31</b>	<b>100.00</b>

78. Do you participate in the following Work/Life programs? Elder Care Programs (for example, support groups, speakers)

	N	%
Yes	0	0.00
No	18	59.90
Not available to me	13	40.10
<b>Total</b>	<b>31</b>	<b>100.00</b>

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		Percent Positive	Very Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Very Dissatisfied	Item Response Total**	Do Not Know/ No Basis to Judge
79. How satisfied are you with the following Work/Life programs in your agency? Telework	N %	46.59	6 29.09	4 17.50	4 17.93	7 30.25	1 5.23	22 100.00	0
80. How satisfied are you with the following Work/Life programs in your agency? Alternative Work Schedules (AWS)	N %	---	0 ---	0 ---	0 ---	0 ---	0 ---	0 ---	0
81. How satisfied are you with the following Work/Life programs in your agency? Health and Wellness Programs (for example, exercise, medical screening, quit smoking programs)	N %	81.68	1 18.32	3 63.36	1 18.32	0 0.00	0 0.00	5 100.00	0
82. How satisfied are you with the following Work/Life programs in your agency? Employee Assistance Program (EAP)	N %	70.21	2 30.92	2 39.29	2 29.79	0 0.00	0 0.00	6 100.00	0
83. How satisfied are you with the following Work/Life programs in your agency? Child Care Programs (for example, daycare, parenting classes, parenting support groups)	N %	---	0 ---	0 ---	0 ---	0 ---	0 ---	0 ---	0
84. How satisfied are you with the following Work/Life programs in your agency? Elder Care Programs (for example, support groups, speakers)	N %	---	0 ---	0 ---	0 ---	0 ---	0 ---	0 ---	0

Survey Administration Period: April 23, 2013 to June 7, 2013

The work/life satisfaction results only include employees who indicated that they participated in the program.

Percentages are weighted to represent the Agency's population.

\*\* Unweighted count of responses excluding 'Do Not Know' and 'No Basis to Judge'

Sample or Census: Census

Number of surveys completed: 31

Number of surveys administered: 37

Response Rate: 83.8%