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Title 5 - Administrative Personnel
Chapter I - Office of Personnel Management
Subchapter B - Civil Service Regulations
Part 250 - Personnel Management in Agencies

Authority: 5 U.S.C. 1101 note, 1103(a)(5), 1103(c), 1104, 1302, 3301, 3302; E.O. 10577, 12 FR 1259, 3 CFR, 1954-1958 Comp., p. 218; E.O. 13197, 66 FR 7853, 3 CFR 748 (2002). Subpart B also issued under 5 U.S.C. 1401, 1401 note, 1402.
Source: 58 FR 36119, July 6, 1993, unless otherwise noted.

Subpart C Employee Surveys

- § 250.301 Definitions.
- § 250.302 Survey requirements.
- § 250.303 Availability of results.

Subpart C - Employee Surveys

Source: 81 FR 89367, Dec. 12, 2016, unless otherwise noted.
Authority: 5 U.S.C. 105; 5 U.S.C. 7101 note; Public Law 108-136

§ 250.301 Definitions.

Agency means an Executive agency, as defined in 5 U.S.C. 105.

§ 250.302 Survey requirements.

- (a) Each executive agency must conduct an annual survey of its employees to assess topics outlined in the National Defense Authorization Act for Fiscal Year 2004, Public Law 108-136, sec. 1128, codified at 5 U.S.C. 7101.
 - (1) Each executive agency may include additional survey questions unique to the agency in addition to the employee survey questions prescribed by OPM under paragraph (a)(2) of this section.
 - (2) The 16 prescribed survey questions are listed in the following table:

(i) Leadership and Management practices that contribute to agency performance	
	My work unit has the job-relevant skills necessary to accomplish organizational goals.
	Managers communicate the goals of the organization.
	I believe the results of this survey will be used to make my agency a better place to work.
(ii) Employee Satisfaction with -	
(A)	Leadership Policies and Practices:
	How satisfied are you with your involvement in decisions that affect your work?
	How satisfied are you with the information you receive from management on what is going on in your organization?

	Considering everything, how satisfied are you with your organization?
(B)	Work Environment:
	The people I work with cooperate to get the job done.
	My workload is reasonable.
	Considering everything, how satisfied are you with your job?
	I can disclose a suspected violation of any law, rule or regulation without fear of reprisal.
(C)	Rewards and Recognition:
	In my work unit, differences in performance are recognized in a meaningful way.
	How satisfied are you with the recognition you receive for doing a good job?
(D)	Opportunities for professional development and growth:
	I am given a real opportunity to improve my skills in my organization.
	My talents are used well in the workplace.
(E)	Opportunity to contribute to achieving organizational mission:
	I know how my work relates to the agency's goals.
	I recommend my organization as a good place to work.

§ 250.303 Availability of results.

- (a) Each agency will make the results of its annual survey available to the public and post the results on its Web site unless the agency head determines that doing so would jeopardize or negatively impact national security. The posted survey results will include the following:
 - (1) The agency's evaluation of its survey results;
 - (2) How the survey was conducted;
 - (3) Description of the employee sample, unless all employees are surveyed;
 - (4) The survey questions and response choices with the prescribed questions identified;
 - (5) The number of employees surveyed and number of employees who completed the survey; and
 - (6) The number of respondents for each survey question and each response choice.
- (b) Data must be collected by December 31 of each calendar year. Each agency must post the beginning and ending dates of its employee survey and either the survey results described in paragraph (a) of this section, or a statement noting the decision not to post, no later than 120 days after the agency completes survey administration. OPM may extend this date under unusual circumstances.