



**DATE:** May 15, 2023

**TO:** JR Smith  
National Cancer Institute, Office of Workforce Planning and Development

**FROM:** NIH Privacy Act Officer

**SUBJECT:** Applicability of the Privacy Act: NCI Community Engagement Initiative

I have reviewed the NCI Community Engagement Initiative submission to OMB under the Paperwork Reduction Act which proposes to create an OMB clearance for the NCI Community Engagement Initiative under OMB Control No. 0925-0046.

The purpose of this form is to obtain information needed by the National Cancer Institutes to assess and give NCI a deeper understanding of how staff experiences the organization. This will give employees a voice in designing solutions to create an environment that amplifies all our voices. As a result, our goal is for all NCI employees to experience a more collaborative work environment that encourages staff to take risks in a safe and inclusive way to accomplish NCI's mission to advance scientific knowledge to help all people live longer, healthier lives

Submission will be made via the secure Verint online tool. Additionally, WebEx will be used to record the interviews with respondents.

I have determined that the Privacy Act will apply to this information collection because personally identifiable information (PII) is collected and retrieved by a unique identifier. The applicable System of Records Notice is 09-25-0156, Records of Participants in Programs and Respondents in Surveys Used to Evaluate Programs of the Public Health Service. If you have any questions, please contact me at (301) 402-6469.

Dustin Close  
NIH Privacy Act Officer

cc: Mikia Currie and Tawanda Abdelmouti, Project Clearance Branch (PCB)  
Diane Kreinbrink, NCI OMB Clearance