

U.S. OFFICE OF GOVERNMENT ETHICS (OGE)

SURVEY OF THE ETHICS INFORMATION CENTER

PLEASE READ BEFORE COMPLETING SURVEY ...

For several years, OGE has maintained an Ethics Information Center which serves as a repository for all types of ethics training materials developed and contributed by OGE and other Federal agencies. OGE is conducting this survey to determine how the Center might better serve your needs and those of the ethics training community at large. Please respond to this brief survey and return it by February 21, 1997, to Donald Williams via fax (202-208-8039) or mail: 1201 New York Avenue, Suite 500, Washington, DC 20005.

Important Note: This survey is intended for completion by Federal employees only.

1. Prior to this survey, had you heard of the Ethics Information Center (EIC)?
 Yes No (If no, skip to Question 12)

2. How did you first become aware of the EIC?
 OGE DAEOgram
 OGE Ethics Newsgram Article
 OGE Training
 Internal Agency Source
 Other (specify) _____

3. Have you ever used (including telephone or mail requests) the EIC?
 Yes No (If no, skip to Question 11)

4. What was your purpose in using the EIC? **(Rank order the applicable choices: 1 = primary purpose, 2 = next, etc.)**
 To obtain general information on the EIC and its offerings
 To research materials for use, as-is, in the delivery of your ethics training
 To research materials for use in creating your own, agency-specific training materials
 Other (specify) _____

5. Overall, how would you rate your experience with the EIC?

Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Please describe your **primary** use of the EIC. (**Check only one**; If a telephone or mail request ultimately led to an actual visit to the EIC, please check "Visit ...")

- Visit (Walk-in or Appointment)
- Telephone Request
- Mail Request

[If you have not actually VISITED the EIC, skip to question 11]

7. What did you find useful in the EIC?

Very Somewhat Not too Not at all Not
Useful Useful Useful Useful Useful

Applicable

- | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Discussion/exchange of information with the EIC staff | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Written reference materials | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Video Tapes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Other (specify below) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
-

8. Please rate your satisfaction with the EIC in each of the following areas.

Very Very
Satisfied Satisfied Neutral Dissatisfied Dissatisfied

- | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Usefulness of materials | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Assistance provided by the EIC staff | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Facilities (computer, copying equipment, VCR's, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Office environment (furniture, lighting, noise level, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

9. Have you visited the EIC more than once over the past two calendar years?

- Yes (If yes, skip to Question 11) No

10. If you did not make a repeat visit, please indicate the primary reason why you haven't. (**Check only one**)

- Needs satisfied on initial visit
- EIC was not deemed useful based on initial visit
- Have not had the time to revisit

Other (specify) _____

11. If you have not used the EIC, please explain why. **(Check all that apply)**

- I did not think it would be useful to me.
- I have not needed help with my ethics training.
- I could not find the time to use it.
- I work outside the Washington area and have been unable to visit.
- Not applicable/ I have used the EIC.

12. Based on your agency's current and future ethics training requirements, in what areas are you likely to need assistance in developing or delivering ethics training?

	Very Likely	Somewhat Likely	Somewhat Unlikely	Very Unlikely
a. Initial ethics training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Annual ethics training in general	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Annual ethics training for a specific class (or classes) of covered employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Ensuring an adequate level of variety in annual ethics training from year to year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Other (specify below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. In order to meet your needs and effectively perform its repository function, what types of materials do you believe are important for the EIC to maintain?

	Very Important	Somewhat Important	Not too Important	Not at all Important
a. Videos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Computer-based training modules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Short pamphlets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Binders/booklets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Interactive media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Other (specify below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14. What type of service would you like the staff of the EIC to offer?

	Strongly Recommend	Recommend	Neutral	Not Recommend	Strongly Not Recommend
a. SELF-SERVICE (Allow on-site use of cataloged materials)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. CONSULTANT SERVICE (Learn about your particular needs and assist you in finding appropriate materials)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15. If you had training materials that were appropriate for the EIC, would you submit them?

Yes (If yes, skip to Question 17) No

16. If your response to Question 15 was no, please explain why.

17. Have you ever sent any materials to the EIC for distribution?

Yes No

18. We would appreciate any additional thoughts you may have regarding how we can improve the EIC to better serve your needs. **(Continue on reverse side if necessary)**

GENERAL INFORMATION

1. Are you a full or part-time ethics official?

Full Time Part Time Not Applicable

2. How many years have you worked in ethics?

_____ Number of Years Not Applicable

ONE MORE PAGE >>>

3. Where is your office located?

Headquarters/
DC Metro. Area

Field Office
(DC Metro. Area)

Field Office
(Outside DC Metro. Area)

Optional Information

Your name _____

Department/Agency/Organization _____

Bureau/Component (if applicable) _____

Daytime phone number _____

* * *

THANKS FOR YOUR PARTICIPATION!

