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ARMY REGULATION
No. 600-45

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., *17 August 1965*

PERSONNEL—GENERAL

SAMPLE SURVEY OF MILITARY PERSONNEL

(Reports Control Symbol AG-366)

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1. General. The Sample Survey of Military Personel is a periodic survey required by Headquarters, Department of the Army. It is based on a method of systematic selection which enables prediction of characteristics of the entire military population by means of a relatively small sample.

2. Purpose. The purpose of the Sample Survey of Military Personnel is to provide information to assist Headquarters, Department of the Army agencies and major commanders in planning budget requirements, establishing personnel policies, supporting proposed legislation, answering inquiries from Congress and Government agencies, and determining attitudes, opinions, and characteristics of Army personnel for various personnel management programs.

3. Items for survey. Requests to have items included in the sample survey should be submitted to Chief of Personnel Operations, ATTN: OPOSSE, Department of the Army, Washington, D.C., 20315. Items determined appropriate will be included in the next available survey. Data derived from such items will be reported back to the requesting agency or commander. When appropriate this data also will be included in the general reporting media of the survey.

4. Responsibility. *a.* The Chief of Personnel Operations is responsible for monitoring the overall survey, developing procedures for gathering data, and analyzing and publishing the results of the survey.

b. The Adjutant General is responsible for publication and distribution of prepared questionnaires to major commanders, preparation and distribution of field instructions for preparation and forwarding of the punched cards to major commanders, and for processing of the punched cards upon receipt from major commands.

c. Major commanders are responsible for the administration of the survey in the field and for the return of complete, accurate, and timely survey data to The Adjutant General. The role of adjutants general, adjutants, unit personnel officers, and chiefs Personnel Service Divisions (PSD) of ROAD Divisions in assisting commanders in the fulfillment of this responsibility are outlined in AR 600-8, AR 600-16, AR 600-17, and DA Pam 600-8.

d. Data Processing Activity (DPA) commanders are responsible for preparing a roster of personnel to be included in the survey for each organization serviced, for auditing completed questionnaire forms, for preparing punched cards from the questionnaire forms, for preparing punched cards for nonrespondents, and for submitting the punched cards to Headquarters, Department of the Army, in accordance with separate instructions from The Adjutant General at

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the time of each survey. The DPA commanders will return questionnaires containing errors to Unit Personnel Officers and chiefs of PSD of ROAD Divisions for their information and guidance.

5. Personnel surveyed. *a. Male personnel.* Male commissioned officers, warrant officers, and enlisted men of all components on active duty are eligible for the survey except—

(1) General officers.

(2) Transient personnel assigned to reception stations, oversea replacement stations, oversea returnee-reassignment stations, transfer activities, and personnel actually en route to and from oversea commands.

(3) Patients assigned to medical holding detachments.

(4) Army National Guard and U.S. Army Reserve personnel on active duty for training.

(5) Personnel in confinement.

b. Female personnel. All enlisted women of the U.S. Women's Army Corps will participate in the survey once a year. U.S. Women's Army Corps officers will not participate in the survey.

6. Selection of personnel to be surveyed. *a. Male personnel.* In order to obtain representative selection, male personnel for the sample survey are selected by the last two digits of the Army service number. Usually approximately 5 percent of the enlisted men and 10 percent of the officers and warrant officers are designated for coverage. Only the digits prescribed by Chief of Personnel Operations on the survey questionnaires will be used.

b. Female personnel. All enlisted women will participate in the survey on designated dates.

7. Distribution of forms. *a.* DA Form 1558-**a (Male Officer), DA Form 1558-**b (Male Enlisted), and DA Form 1558-**c (U.S. WAC), "Sample Survey of Military Personnel" questionnaires, are revised each survey. Data Processing Activities in the continental United States will be furnished a supply of forms from The Adjutant General for distribution to organizations serviced. Negatives for reproduction will be furnished to major oversea commanders. Forms will not be stocked in U.S. Army AG publications centers. Organizations will not request initial supply of forms from DPA's.

**Indicates the number of the survey.

b. Questionnaires sent to organizations from DPA's will be accompanied by a list of the names and service numbers of the personnel to be surveyed, together with special instructions to be followed in the administration of the questionnaire.

8. Administration. *a. General.* All personnel designated by service number to be respondents will participate or be accounted for in the survey. Each survey form will be identified with the respondent's service number entered in item number one of the questionnaire. The listing of names and service numbers furnished by the DPA will serve as a minimum guide. All personnel records will be screened (by last digits of service number) to identify other eligible individuals for participation in the survey who do not appear on DPA listing. The questionnaire will be completed by the respondent with the exception of those items designated to be completed by the personnel clerk from appropriate records which will be checked by the respondent and discrepancies resolved. Respondents will be closely monitored while completing their portion of the questionnaire and instructions given as required. Assistance will be limited to interpretation of questions and imparting factual information. Monitors must refrain from influencing the choice of answers to attitude- and opinion-type items.

b. Use of personnel records. Items requiring information from the personnel records will be completed *prior* to administration of the questionnaire to the respondent. Those items that cannot be completed from the personnel records will be noted and the information obtained from the respondent when the questionnaire is reviewed as prescribed in *d* below. Personnel records withdrawn from the files to complete these items may then be utilized in assisting respondents and for the final review of the questionnaire.

c. Instruction of respondents.

(1) Instruction of respondents, individually or in groups, will be arranged and supervised by an officer or senior noncommissioned officer possessing sufficient background to direct the survey and answer questions.

(2) Prior to instructing respondents, supervisory personnel will familiarize themselves with the administrative instructions, questionnaire items, and special instructions for each survey. The

questionnaire should be clearly understood so explanations can be given and respondents' questions can be answered. One assistant supervisor or proctor should be provided for each group of 10–15 respondents.

(3) When a group is assembled, the supervisor will explain the purpose of the survey and read the instructions from the first page of the questionnaire to enlisted respondents.

(4) The respondents will be instructed to check each item completed by the personnel clerk and to assist the administrator in completing any blank items or correcting any information that he feels is in error.

d. Review of questionnaire. When a respondent completes the questionnaire, one of the supervisors will review each item for accuracy and completeness. Attitude and opinion items need only be checked for completeness. Unknown or doubtful information will be checked against the personnel records and conflicts resolved while the respondent is present. Changes or corrections as a result of the review will be entered on the questionnaire.

e. TDY personnel. The service numbers of personnel on TDY with a unit will be screened and the respondent's portion of the survey administered to those who are included in the survey. Data Processing Activities will provide additional questionnaires to Chiefs PSD ROAD Divisions and Unit Personnel Officers for this purpose. If the TDY respondent's personnel records accompanied him to his TDY station, the questionnaire will be completed and forwarded to the DPA which services the unit of assignment of the respondent. If the TDY respondent's personnel records did not accompany him to his TDY station, the questionnaire will be forwarded to the respondent's unit of assignment not later than the 6th working day after the "as of" date of the survey for completion and forwarding to the DPA. Final responsibility for completing the questionnaire rests with the unit having possession of the individual's personnel records at the time of the survey.

f. Nonavailable respondents. The number of nonrespondents must be held to a minimum to assure representative results of the survey. The number of individuals "not available" can be held at a low level by administering the questionnaire prior to the departure of individuals known to be departing on leave, temporary duty, permanent change of station, etc., or promptly upon their return within the time period allowed for administration of the survey. If an individual designated to be a respondent is unavoidably not available, a notation that the respondent was not available and the appropriate reason for nonavailability code as shown below will be entered after the individual's name on the DPA roster.

Reason for nonavailability	*Code*
Absent without leave	A
On leave—not available	B
In transit—has departed this command on official orders	C
Had not reported to this command	D
Hospitalized—not available	E
TDY, or rest and recuperation leave—not available in person nor could he be reached by forwarding the questionnaire to his TDY station and returned by the 11th working day after the "as of date" of the survey	F
Reason other than above	G

g. Transmittal of survey forms. A questionnaire for each individual selected for participation in the survey, with an annotated copy of the roster provided by the DPA, will be forwarded to the servicing Data Processing Activity not later than 11 workdays after the "as of" date of the survey.

9. Field tests. Sixty to ninety days before each survey, representatives of the Office of Personnel Operations, Headquarters, Department of the Army, will field test questionnaires in selected commands or will send copies of a preliminary questionnaire to selected commands for comments. Field testing provides a check on the clarity and validity of the new items in the survey. Comments on the wording of items and on the survey techniques are desired at any time and may be mailed direct to Chief of Personnel Operations, ATTN: OPOSSE, Department of the Army, Washington, D.C., 20315.

10. Reliability checks. A reliability check will be conducted for selected surveys. It will produce two completed questionnaires for each respondent selected for the check procedure. The first form will be administered and turned in as

prescribed in paragraph 8. The second questionnaire will be completed in designated units by the respondent and the personnel clerk, one or more days after the completion of the first questionnaire without reference to the first questionnaire. Commands selected for reliability checks will be notified and given procedural instructions by the Chief of Personnel Operations at the time of the survey.

[OPOSSE]

11. Publication of survey results. Survey results will be reported quarterly to Headquarters, Department of the Army, agencies which submitted the questions and periodically to major commanders in a "Summary of the Sample Survey of Military Personnel."

12. Survey dates. The survey dates are 28 February, 31 May, 31 August, and 30 November.

By Order of the Secretary of the Army:

HAROLD K. JOHNSON,
General, United States Army,
Chief of Staff.

Official:
J. C. LAMBERT,
Major General, United States Army,
The Adjutant General.

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