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PERSONNEL—GENERAL
SAMPLE SURVEY OF MILITARY PERSONNEL

(Reports Control Symbol AG-366)

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1. General. The Sample Survey of Military Personnel is a periodic survey required by Headquarters, Department of the Army. It is based on a method of random 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 the Headquarters, Department of the Army agencies 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.

3. Responsibility. *a.* The Adjutant General is responsible for monitoring the overall survey, for developing procedures for gathering data, and for processing, analyzing, and publishing the results of the survey.

b. Major commanders in continental United States and overseas are responsible for the operation of the survey in the field and for the return of complete, accurate, and timely survey data to The Adjutant General, Department of the Army.

(1) Adjutants general and adjutants at all echelons are responsible to their commanders, as provided in AR 600-8, for staff and technical supervision of unit personnel sections which administer the survey at the unit level and for establishing adequate controls to insure that prompt distribution of the questionnaires is made to unit personnel officers.

(2) Unit personnel officers are responsible for processing the survey at the unit level to include completing the items answered from personnel records, administering the questionnaires to respondents, reviewing the questionnaires for accuracy and completeness, reporting the reason if a respondent is not available, and transmitting the completed questionnaires to the DPU by the due date of the survey.

c. Data processing unit commanders are responsible for preparing a master control 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 nonavailables, and for submit-

*These regulations supersede AR 600-45, 18 November 1959.

ting the punched cards to Headquarters, Department of the Army in accordance with separate instruction from The Adjutant General at the time of each survey. Periodically the DPU commanders will be requested by The Adjutant General to return questionnaires containing errors to the unit personnel sections for their information and guidance.

4. Personnel surveyed (respondents). *a. Male personnel.* All male commissioned officers, warrant officers, and enlisted men of all components on extended 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 stations, and personnel actually en route to and from oversea commands.
- (3) Patients assigned to medical holding detachments.
- (4) Army National Guard and United States 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.

5. Selection of respondents. *a. Male personnel.* In order to obtain random selection, male personnel for the sample survey are selected by the last two digits of the Army service number. Numbers are selected to sample approximately 5 percent of the enlisted men and 10 percent of the officers. Only the numbers prescribed by The Adjutant General on the survey questionnaires will be used.

b. Female personnel. All enlisted women will participate in the survey, regardless of service number.

6. 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 Units in the continental United States will be furnished a supply of forms from The

**Indicates the number of the survey.

Adjutant General for distribution to organizations serviced. Negatives for reproduction will be furnished to oversea commands. Forms will not be stocked in U.S. Army AG Publications Centers. Organizations will not request initial supply of forms from DPU's.

b. Questionnaires sent to organizations from DPU's will be accompanied by a list of the names and service numbers of the personnel to be surveyed.

7. Administration at unit level. *a. General.* All personnel designated by service number to be respondents will participate or be accounted for in the survey. The roster furnished by the DPU will serve as a minimum guide. However, personnel officers will screen all personnel records to identify all eligible individuals (by last digits of service number) who may not appear on DPU rosters. The number of personnel not available can be reduced by administering the questionnaire prior to the departure of individuals known to be departing on leave, temporary duty, permanent change of station, etc. The questionnaire will be completed by the respondent except for the items to be answered from the personnel records. The respondent will be carefully supervised in completing his part of the questionnaire.

b. Use of personnel records. The unit personnel section will complete the questions that are to be answered from the personnel records PRIOR to administration of the questionnaire to the respondent. Personnel records withdrawn from the files to answer these questions may then be taken to the room in which the respondents will complete the questionnaire for the review prescribed in *d* below. Each survey form will be identified with the respondent's service number. Any question that cannot be answered from the personnel records will be noted and the best possible answer will be obtained from the respondent.

c. Instruction of respondents.

- (1) Instruction of respondents, individually or in groups, will be arranged and supervised by an officer with sufficient background to direct the survey and answer questions. This normally will be the unit personnel officer or the adjutant.
- (2) Supervisory personnel will familiarize themselves with the administrative instructions and the items in the question-

naire prior to instructing respondents. The questionnaire should be clearly understood so explanations can be given and respondents' questions can be answered. One assistant supervisor or instructor 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 general instructions from the first page of the questionnaire to the respondents.
- (4) The respondents will be instructed to check each question answered by the personnel clerk and to assist the administrator in completing any blank questions or correcting any answers that he feels are in error.

d. Review of the questionnaire. When a respondent completes the questionnaire, one of the supervisors will review each item on it. Questions on attitudes and opinions need only be checked for completeness. Unknown or doubtful answers 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. Each unit personnel officer is responsible for screening the service numbers of personnel on TDY to his station and administering the respondent's portion of the survey to those who are included in the survey. Data Processing Units will provide additional questionnaires to unit personnel sections for this purpose. If the TDY respondent's personnel records accompanied him to his TDY station, the Unit Personnel Section of the TDY station will complete the questionnaires and forward them to the DPU 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 DPU. 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. If a respondent is not available, his service number and grade will

be entered on the first page and the words "not available" written in the top margin of the questionnaire. On the last page of the questionnaire the reason for nonavailability will be checked. In addition, a notation that the respondent was not available and the reason will be entered on the DPU master roster.

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

8. Field tests. Sixty to ninety days before each survey, representatives of The Adjutant General's Research and Development Command, U.S. Army, will field test questions 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 questions in the survey. Comments on the wording of the questions and on the survey techniques are desired and may be mailed direct to The Adjutant General, ATTN: AGTP-A, Department of the Army, Washington 25, D.C.

9. Quality checks. A quality check will be conducted for selected surveys. A quality check provides a measure of the reliability of the questions on the questionnaire. 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 7. The second questionnaire will be completed by the respondent and the personnel clerk 1 or more days after the completion of the first questionnaire without reference to the first questionnaire. Commands selected for quality checks will be notified and given procedural instructions by The Adjutant General at the time of the survey.

10. 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" and in the personnel characteristics section of Army Progress Report (TP1).

11. Use of survey. The survey is a valuable management and planning instrument for the Headquarters, Department of the Army Staff and



for major commanders. Requests to have questions included in the sample survey should be submitted to The Adjutant General, ATTN: AGTP-A, Department of the Army, Washington 25, D.C., at least 90 days prior to the "as of" date of the survey. Questions will be carefully evaluated and, if appropriate for the survey, will be included at the earliest practicable date. Data derived from such questions will be reported back to the requesting command or agency as well as being included in the general reporting media of

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BY ORDER OF THE SECRETARY OF THE ARMY:

Official:

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

Distribution:

Active Army: To be distributed in accordance with DA Form 12-9 requirements for DA Regulations—Military Personnel Procedures, Officer and Enlisted—A.
NG and USAR: None.

the survey when appropriate. Commanders submitting questions will be notified by The Adjutant General as to whether or not the questions can be included in the sample survey.

12. "As of" dates and "due" dates. The survey is effective as of 28 February, 31 May, 31 August, and 30 November. Punched cards will be dispatched to Headquarters, Department of the Army, by a "due" date specified in separate instructions issued by The Adjutant General at the time of each survey.

G. H. DECKER,
*General, United States Army,
Chief of Staff.*



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