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ARMY REGULATION
No. 600-45

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 28 January 1970

PERSONNEL—GENERAL
SAMPLE SURVEY OF MILITARY PERSONNEL
Reports Control Symbol OPO-126 (Min)

Effective 15 March 1970

This regulation prescribes policies and procedures for the conduct of the Quarterly Sample Survey. It is a complete revision of AR 600-45. Included are changes in responsibilities, forms used, roster preparation, handling of TDY personnel, publication of results, handling of non-respondents, and deletion of punchcards. Local limited supplementation of this regulation is permitted, but not required. If supplements are issued, Army Staff agencies and major Army commands will furnish one copy of each to the Chief of Personnel Operations; ATTN: OPOPME.

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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 systematic selection which enables estimates to be made of characteristics of the entire active duty military population by means of a relatively small sample.

2. Purpose. This regulation describes responsibilities and procedures for the Army Sample Survey of Military Personnel. This survey is conducted periodically to provide the Department of the Army information about attitudes, opinions, and characteristics of Army personnel. This information is used to develop or support budget requests, personnel policy, proposed legislation, personnel management programs and to answer inquiries from Congress or other Government agencies.

3. Items for survey. Requests to have items included in the sample survey should be submitted to Chief of Personnel Operations, ATTN: OPOPME, Department of the Army, Washington, DC 20315. Items determined appropriate will

be included in the next available survey. Data developed will be reported back to the requesting agency or commander. These data are also published in reports which are available to other agencies in need of the information.

4. Responsibilities. *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 administrative support of the survey, including procurement and distribution of Answer Sheets (DA Form 3421), and for printing and distribution of prepared questionnaires and instructional material.

c. The Commanding Officer, U.S. Army Data Support Command, is responsible for data processing support of personnel surveys.

d. Major commanders are responsible for administration of the survey in the field and for the return of complete, accurate, and timely survey data to USADATCOM. The roles of adjutants

*This regulation supersedes AR 600-45, 17 August 1965 and rescinds Reports Control Symbol AG-366.

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general, adjutants, unit personnel officers, chief of Personnel Service Divisions (PSD), and commanders Personnel Service Companies (PSC) 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. The Personnel Survey Control Officer, appointed under the authority of AR 600-46, will serve as the point of contact for each command and exercise staff supervision over personnel survey operations within the command and satellite activities.

e. Data Processing Activity (DPA) commanders are responsible for preparing a transmittal letter; for special instructions; for preparing a roster of personnel to be included in the survey for each organization serviced; for distribution of questionnaires and answer sheets; for auditing and consolidating completed answer sheets; and for submitting the completed answer sheets to USADATCOM in accordance with separate instructions issued in a letter published by The Adjutant General at the time of each survey. A copy of the transmittal letter and special instructions will be furnished to the Personnel Survey Control Officer of each Army Headquarters and to the Personnel Survey Control Officer at each installation serviced.

5. Selection of personnel to be surveyed. *a. Male personnel.* Commissioned officers, warrant officers, and enlisted men of all components on active duty are eligible for the survey administered quarterly 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 US Women's Army Corps will participate in the survey on designated dates. US Women's Army Corps officers will not participate in the survey.

c. Representative selection. In order to obtain representative selection, male personnel for the sample survey are selected by the terminal digits

of the social security account number (SSAN). 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.

6. Distribution of forms. *a.* DA Form 1558—²a (Male Officer), DA Form 1558—²*b (Male Enlisted), and DA Form 1558—²c (US WAC), "Sample Survey of Military Personnel" questionnaires, are revised for 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. Answer Sheets (DA Form 3421) are distributed in the same manner as the questionnaires. Answer sheets will not be reproduced locally as tolerances and specifications required for optical scanning must be exact. No other answer sheets are authorized.

b. Questionnaires and answer sheets sent to organizations from DPA will be accompanied by a list of the names and SSAN of the personnel to be surveyed, together with special instructions to be followed in the administration of the survey.

c. PERMACAP units in each command may prepare sample survey rosters at the option of the CONUS or oversea Army headquarters. Supplemental instructions will be issued to PERMACAP activities by these headquarters.

d. Personnel rosters for individuals undergoing basic combat training (BCT) and advanced individual training (AIT) are not prepared by the DPA. These rosters will be prepared by the respective Army training centers.

7. Administration. *a. General.* All personnel designated by SSAN to be respondents will participate or be accounted for in the survey. Each answer sheet will be identified with the respondent's SSAN entered in the appropriate section of the answer sheet. The listing of names and SSAN furnished by the DPA will serve as a minimum guide in identifying the individuals who should be respondents. Unit personnel offices will add to the listing the name, grade, and SSAN of individuals not listed who have the designated termi-

² Indicates the number of the survey.



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nal digits in their SSAN and whose records are in the custody of their organization. The answer sheet will be completed by the respondent with the exception of those items designated to be completed by the personnel specialist from appropriate records.

b. 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. Survey may be administered to officers on an individual basis.

(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 contained in the questionnaire to enlisted respondents.

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

(5) 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.

c. Review of answer sheets. When a respondent completes the answer sheet, one of the supervisors will review each answer sheet for compliance with survey requirements.

d. TDY personnel. The SSAN of personnel on TDY with a unit will be screened and the respondents' portion of the survey administered to those who are included in the survey. Final responsibility for completing the questionnaire rests with the unit having possession of the individual's personnel records at the time of the survey.

e. 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 lower 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 not available, the appropriate reason for nonavailability as shown below will be entered after the individual's name on the DPA roster.

Reason for Nonavailability

	<i>Code</i>
AWOL	A
On leave and cannot be reached.....	B
Disciplinary confinement.....	C
Did not attend group administration or failed to complete answer sheet as instructed.....	D
Extended field exercise.....	E
Hospitalized and cannot be reached.....	F
TDY without records or could not be reached in time	G
Reason other than one of the above.....	H

f. Nonrespondent answer sheets. Personnel offices will initiate answer sheets for all eligible individuals who were not surveyed at periods specified in the DA letter of instruction published by The Adjutant General. The letter of instruction will contain detailed instructions for marking these nonrespondent answer sheets.

g. Transmittal of answer sheets. An answer sheet for each individual surveyed, with an annotated copy of the roster provided by DPA, will be forwarded to the servicing DPA not later than 11 workdays after the "as of" date of the survey. Questionnaires will not be returned to DPA but will be retained for the period prescribed in the letter of instruction from The Adjutant General and subsequently destroyed.

8. 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.

9. Reliability checks. A reliability check will be conducted for selected surveys. Commands selected for reliability checks will be notified and given procedural instructions by the Chief of Personnel Operations at the time of the survey.

10. Publication of survey results. Survey results will be reported quarterly to Headquarters, Department of the Army, and agencies which submitted the questions and to other DA staff elements. Bibliographies of all completed surveys are

distributed to DA staff agencies and to major field commands.

11. Survey dates. The survey dates are 28 February, 31 May, 31 August, and 30 November. Report will continue under MINIMIZE.

The proponent agency of this regulation is the Office of Personnel Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to Chief of Personnel Operations, ATTN: OPOPM, Department of the Army, Washington, DC 20315.

By Order of the Secretary of the Army:

Official:

KENNETH G. WICKHAM,
Major General, United States Army,
The Adjutant General.

W. C. WESTMORELAND,
General, United States Army,
Chief of Staff.

Distribution:

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