

ARMY REGULATION

No. 600-46

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 18 September 1968

PERSONNEL--GENERAL
PERSONNEL SURVEYS

	Paragraph
Purpose.....	1
Explanation of terms.....	2
Scope and applicability.....	3
Responsibilities.....	4
Policies.....	5
Procedures.....	6

1. Purpose. This regulation establishes policy guidance and sets forth responsibilities concerning surveys as defined herein which involve Army personnel as respondents in order to—

a. Foster the development of compatible and effective personnel survey activities throughout the Army.

b. Reduce the impact of personnel survey administration upon field commands.

c. Avoid repetitious or unwarranted exposure of Army personnel to survey solicitations.

d. Provide for coordination of Army personnel survey activities with other components of the Department of Defense.

e. Set forth policies and standards for evaluating requests for personnel surveys.

f. Establish procedures for obtaining approval to conduct surveys of Army personnel.

2. Explanation of terms. *a.* Survey or personnel survey—an organized activity to solicit indications of attitudes and opinions and to obtain related information from individuals when communication of the information is not a normal administrative requirement. As used herein, the term “survey” excludes: manpower utilization surveys conducted pursuant to AR 1-45, and surveys primarily concerned with review and evaluation of civilian personnel management programs, practices, and training activities which are conducted by the U.S. Civil Service Commission, by the Director of Civilian Personnel of ODCSPER, and by the appropriate civilian personnel organizations at commands and field activities.

b. Survey sponsor—the governmental agency, Army staff agency, or field command which proposes a personnel survey and which usually has primary interest in the results of the survey.

c. Data processing support—the use of data processing facilities of the U.S. Army Data Support Command (USADATCOM) and the data processing activities (DPA) of major Army field commands to perform one or more of the following: selection and listing of potential survey respondents; distribution of listings and required survey forms to serviced units; receipt and accounting for returned survey forms; card punching and verifying; transmitting data records to DA; optically scanning answer sheets; reduction of survey data to tape; and editing, tabulating, and other statistical processing by computer.

3. Scope and applicability. The provisions of this regulation are applicable to—

a. Headquarters, Department of the Army, and major Army field commands, including subordinate commands thereof.

b. Recurring and special personnel surveys.

c. Surveys of military and civilian personnel of the Army, including members of the Reserve components and Army retirees.

4. Responsibilities. *a.* The Deputy Chief of Staff for Personnel (DCSPER), Department of the Army, is responsible for establishing broad policies concerning personnel survey activities throughout the Army.

b. The Chief of Personnel Operations (COPO) is responsible for—

(1) Serving as the DA point of contact within the Army and with the Office of the Deputy Assistant Secretary of Defense (Military Personnel Policy) (ODASD(MPP)) on all matters concerning personnel surveys.

(2) Providing for liaison and participation in surveys originated by the Office of the Secretary of Defense and other DOD components.

Return to Army Library
Room 1A522, Pentagon

(3) Disseminating Army policy and developing and disseminating procedures concerning personnel surveys conducted among military and civilian personnel of the Department of the Army.

(4) Reviewing and staffing personnel surveys to be conducted by an Army staff agency or field command when submission for DA approval is required by this regulation.

(5) Advising and assisting Army staff agencies and Army field commands in planning personnel surveys upon request.

(6) Planning, supervising, and conducting personnel surveys for survey sponsors in the Army secretariat, staff, or field commands upon request.

(7) Maintaining a direct channel of communication on technical matters concerning personnel surveys with Personnel Survey Control Officers appointed by major field commanders in accordance with f(6) below.

(8) Maintaining the Army depository of reports of findings from Army surveys and furnishing copies of survey reports or results determined to be of particular interest to the ODASD (MPP) for the DOD depository.

c. The Adjutant General is responsible for administrative support of personnel surveys, including procurement and distribution of questionnaires, instructional material, and publications.

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

e. DA staff agencies and their subordinate elements are responsible for—

(1) Making appropriate use of personnel survey data as a management tool for formulating, evaluating, and revising policies, programs, and procedures.

(2) Submitting plans to COPO for any proposed survey which requires DA review and approval under the provisions of this regulation.

(3) Informing COPO of proposed surveys which do not require DA approval and, upon request, furnishing COPO with a copy of survey material and final reports for inclusion in the DA depository of survey data.

f. Major Army field commanders are responsible for—

(1) Making appropriate use of personnel survey data as a management tool for formulating, evaluating, and revising local policies, programs, and procedures.

(2) Submitting plans to COPO for any proposed survey which requires DA review and approval under the provisions of this regulation.

(3) Informing COPO of proposed surveys which do not require DA approval and, upon request, furnishing COPO with a copy of survey material and final reports for inclusion in the DA depository of survey data.

(4) Administrative and logistical support of DA approved or directed personnel surveys, including data processing support, as prescribed in this regulation or as contained in DA instructions issued in connection with specific surveys.

(5) Supervising subordinate commands in conducting field survey operations in order to obtain complete, accurate, and timely survey data.

(6) Appointment of an appropriate staff officer in the headquarters and in each major subordinate command (including Class I installations) to serve as Personnel Survey Control Officer (PSCO). Such appointees will serve as the point of contact for their command on all personnel survey matters and exercise staff supervision over personnel survey operations within the command and satellite activities.

(7) Maintaining records of personnel surveys conducted throughout the command in order to coordinate survey efforts, avoid duplication in requests for surveys, and answer inquiries of both higher and lower echelons.

5. Policies. *a.* The use of personnel surveys which employ scientific methods to obtain needed management or research information is encouraged. However, a survey shall be initiated only after it has been determined that—

(1) Available information, including results of past surveys of the same or similar individuals, is not adequate to fill the need satisfactorily.

(2) Currently programed surveys cannot either produce information adequate for the purpose or be adapted to obtain the required information.

(3) The need for the information warrants the cost of administration and analysis of the survey.



0001153384

(4) The survey is designed to produce reliable and valid information with the least burden to individual respondents and participating organizations.

b. The methods and content of personnel surveys will be designed to respect the personal rights and privacy of individuals designated to be respondents and to avoid obviously offensive or degrading inquiries.

c. Promises of anonymity and confidentiality will be strictly observed and all involved with the administration and processing of a survey will be charged with responsibility not to divulge individual responses to any one not involved in the routine handling of responses. All survey operations will be conducted in a manner and under conditions which will assure respondents that their personal rights are being respected.

d. Survey instrument design, field methods, data processing, and analytical techniques will conform to recognized scientific survey principles and statistical standards in the field of the social sciences.

e. Personnel surveys may be conducted by contract only when Army survey resources are not available or when special competence and objectivity are required.

f. All proposed surveys of Army military and civilian personnel will be submitted to COPO for DA review and approval prior to administration, except—

(1) Surveys to be conducted entirely among personnel under the exclusive jurisdiction of one Army staff agency or major field command.

(2) Surveys of Army personnel conducted as an adjunct to research and development.

(3) Student followup surveys by service schools to obtain information pertinent to school operations.

(4) Recurring survey of family housing, RCS DD-I&L (A)-665.

g. Army staff agencies and field commands are encouraged to consult COPO concerning the technical aspects of proposed personnel surveys and may request that COPO conduct desired surveys.

h. Surveys of Army personnel requested by a government department or agency other than the

Department of the Army will be forwarded to COPO for DA approval. Requests for Army assistance in such surveys will normally be approved by DA subject to—

(1) Compatibility with the policies set forth herein.

(2) Compliance with security requirements with respect to handling and use of responses where classified information is involved.

(3) Feasibility of providing the assistance requested without interference with the mission of the Army.

(4) Agreement by the sponsor to reimburse the fiscal costs arising from the administration of the survey.

i. Official sanction for conducting or providing assistance in surveys requested by nongovernmental (private) sponsors will be granted only after obtaining approval from Headquarters, Department of the Army. Such DA approval will be based on—

(1) A clear and direct Army interest in the survey results.

(2) Avoidance of giving direct support or the appearance of official sanction to private survey efforts which may lead to commercial exploitation or invasion of privacy for unofficial purposes.

(3) The potential for generation of a large number of requests by individuals or organizations having equally meritorious claims for Army assistance.

(4) The propriety of giving either official sanction or special assistance or privileges that primarily will benefit an individual or a profit-making organization.

j. Response by Army personnel to private surveys addressed to them as individuals without official participation of the Army will, in general, be neither encouraged nor discouraged. Army personnel will be informed that their responses will not be based on classified information or information derived from performance of their official duties if such information is not available to the general public.

6. Procedures. *a.* Requests for DA approval of a proposed personnel survey or requests for consul-

AR 600-46

tation and assistance will be submitted to the Chief of Personnel Operations, ATTN: OPOPME, Department of the Army, Washington, D.C. 20310.

b. Requests for DA approval will be accompanied by—

(1) Identification of the sponsor to include name and organization.

(2) A statement explaining the purpose, data

collection plans, individual and command effort required, schedule of events, related surveys, and plans for final report.

(3) A draft of the proposed forms, schedules or questionnaires, and instructions to be used for collecting data.

(4) The name, title, address, and telephone number of the senior project officer.

The proponent agency of this regulation is the Office of Personnel Operations. Users are invited to send comments and suggested improvements to Chief of Personnel Operations, ATTN: OPOPM, Department of the Army, Washington, D.C. 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:

To be distributed in accordance with DA Form 12-9 requirements for AR, Personnel General:

Active Army: C (Quan rqr block No. 436).

ARNG: D (Quan rqr block No. 437).

USAR: D (Quan rqr block No. 437).

