

## Locally Developed Questions Bank

- ✓ Questions selected will be added to the survey during the request process.
- ✓ Requesting organizations can select up to ten locally developed questions.
- ✓ All questions will be answered using the following five-point scale:

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
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### **Available Resources and Support**

- Administrative Support Staff meets my needs.
- Commander's Support Staff meet my needs.
- I have sufficient time in my duty day to conduct my core duties.

### **Communication/Flow of Information**

- Commander's Calls/All hands effectively pass on information I need to know.
- Communication between platoons is good.
- Communication flow up the chain of command is good.
- Communication flows freely from senior leadership to all levels of the organization.
- Communication from my direct leadership is clear.
- Communication from the chain of command is timely.
- My command keeps an updated EO/EEO bulletin board with upcoming cultural events, policy letters, complaint procedures and general EO/EEO information.
- My immediate supervisor explains things clearly to me.
- My supervisor shares information that has been presented during staff meetings.

### **Discrimination/Harassment**

- Coworkers challenge discriminatory or sexual harassing behaviors.
- I am aware of my EO/EEO rights as a Federal employee.
- I am familiar with the extremist organization and activities policy letter.
- I know how to contact an EO/EEO counselor.
- I know the complaint procedure process.
- I know what actions to take if someone expresses a desire to do harm to themselves or others.

### **On-Boarding**

- The unit orientation program is adequate for new personnel/employees.

### **Enforcement/Obedience of Rules**

- My command displays high standards of discipline.
- Rules, regulations and policies are enforced in this command.
- Rules, regulations and policies are obeyed in this command.

## **Engagement**

- At my job I always persevere, even when things do not go well.
- I am proud of the work that I do.
- I can continue working for long periods at a time.
- I feel happy when I am working intensely.
- I find the work that I do full of meaning and purpose.
- I get immersed in my work.
- I understand how my platoon supports the mission of the overall unit.
- My work inspires me.
- My work is challenging to me.
- When I am working, I forget everything else around me.
- When I get up in the morning, I feel like going to work.

## **Stress/OPTEMPO**

- I experience a high level of stress in this command.
- I feel emotionally worn out.
- I feel mentally worn out.
- I feel physically worn out.
- In the past 30 days, I have been able to control important things in my life.
- In the past 30 days, I have felt confident about my ability to handle my personal problems.
- In the past 30 days, I have felt things were going my way.
- In the past 30 days, I have not felt that difficulties were piling up so high that I could not overcome them.

## **Fairness**

- Additional duties are assigned fairly.
- Awards in my workgroup depend on how well employees perform their jobs.
- Correctional training for poor performance is enforced fairly in this command.
- Deployments are distributed fairly throughout the organization.
- Favoritism does not occur in my work area.
- I am afforded opportunities to take leave.
- The leave policy is administered fairly.
- When making an honest mistake on the job, members of this command are corrected fairly.

## **Family Support/Work Life Balance**

- If I were to deploy, my family members would have adequate resources on base to be taken care of.
- The leaders in my command show a real interest in the welfare of families.
- This unit takes an active role in caring for the needs of family members of deployed unit personnel.

## **Feedback and Recognition**

- I am recognized for contributing to a positive atmosphere in my workplace.
- I am rewarded for my duty performance.
- I am satisfied with my latest one-on-one rater feedback session with my rater.
- I receive periodic formal feedback from my rater.
- Participation for community service is recognized.
- The unit recognition program enhances our ability to perform our mission.

## **Hazing**

- I have not experienced or witnessed hazing while assigned to this command.
- Unit leadership discourages hazing.
- Unit leadership does not tolerate hazing.
- Unit leadership has published a policy that prohibits hazing.
- Unit leadership would punish anyone who hazes others.

## **Help Seeking Behaviors**

- Members are well trained to recognize the signs of depression, suicidal thoughts, or Post Traumatic Stress Disorder (PTSD).
- Seeking help for depression, suicidal thoughts, or Post Traumatic Stress Disorder (PTSD) is a sign of strength.
- Seeking help for depression, suicidal thoughts, or Post Traumatic Stress Disorder (PTSD) would negatively impact a member's career.

## **Inclusion**

- Coworkers allow each other to express their opinions.
- I am encouraged to offer ideas on how to improve operations.
- In this workgroup, I am comfortable being myself.
- In this workgroup, I am comfortable discussing my background.
- In this workgroup, people's differences are respected.
- In this workgroup, people's ideas are judged based on their quality.
- My coworkers treat me as a part of the workgroup.
- My input is sought out before making important decisions.
- My workgroup is accepting of individuals with diverse backgrounds.
- The process for determining who gets developmental opportunities in my workgroup is fair.
- This workgroup allows me to be honest about who I am.
- This workgroup allows me to be true to my core values.
- This workgroup encourages me to share about myself.
- This workgroup makes me feel like I belong.
- This workgroup treats me as an insider.

### **Interpersonal Relations/Social Interactions**

- I have good relationships with members of my workgroup.
- I have seen extremist group behavior or propaganda in my work place.
- My command devotes a reasonable amount of time for social activities.
- My work environment is free from unprofessional behavior.
- Participation in community service is encouraged.
- Relationships at work are professional in nature.

### **Intention to Stay**

- I will leave my current career after completion of current obligation or within the next couple of years.
- My present assignment motivates me to continue a career in the military.
- Provided the opportunity, I would definitely stay in my current career the next several years, but not until retirement.
- Provided the opportunity, I will stay in my current career until retirement.

### **Leadership Accessibility/Openness**

- I would feel comfortable asking my Commander/Director for help.
- I would feel comfortable asking my immediate supervisor for help.
- It is easy for service members in this command to meet with the Commander about problems.
- It is easy for service members in this command to meet the senior enlisted NCO.
- The Commander frequently visits my duty section. The Commander is accessible.
- The Commander shows an interest in my welfare.

### **Leadership Effectiveness**

- I feel that the Commander/Director will use the information from this survey to improve the command.
- I trust management/leadership to handle complaints, problems, or issues seriously.
- My Commander is a competent leader.
- My immediate supervisor sets the right example with his/her actions.
- The Commander understands what my job entails.
- The leaders in my command deal effectively with adversity or conflict within the command.

### **Military-Civilian Relations**

- Civilian managers supervise military personnel as effectively as they supervise civilian personnel.
- Civilians are treated as valued members of the unit by leadership.
- Contract employees are viewed as part of the team.
- Military managers supervise civilian personnel as effectively as they supervise military personnel.

### **Physical Environment**

- I am satisfied with the physical surroundings of my work area.
- Parking is available at work.
- Work areas are accessible to persons with disabilities.

### **Physical Health/Well-being**

- A mandatory structured physical training program should be implemented in my unit.
- Alcohol abuse by the members of this command is not a problem.
- I am given adequate time to maintain my physical conditioning.
- Illegal drug use is not a problem in this command.
- The overall health of this unit is better now than one year ago.

### **Respect for Individuals**

- All unit personnel receive the same level of respect from leadership.
- An atmosphere of respect exists in my work area.
- I am not harassed by higher ranking personnel while off duty.
- I am not harassed by higher ranking personnel while on duty.
- I am treated with dignity and respect in this command.
- My command enforces the standards of military courtesy.
- My Commander takes steps to ensure I am treated with respect.

### **Skill Utilization/Appropriateness of Assigned Duties**

- Contributions of all career fields are respected in my squadron.

### **Skill Utilization/Appropriateness of Assigned Duties**

- Additional duties are not interfering with my ability to perform my primary mission.
- I am assigned duties that are commensurate with my grade.
- I am being fully utilized in my work center.
- I am challenged by my job.
- I am challenged in my duties.
- I do not feel overburdened with additional duties.

### **Special Observances/Cultural Celebrations**

- Cultural heritage celebrations such as Black History Month and Hispanic Heritage Month help bring unit members closer together as a team.
- My command allows me to participate in or attend special observance programs.
- My command supports special observance programs.

### **Teamwork/Team Cohesion/Morale**

- Junior enlisted service members care about what happens to each other.
- The current level of morale in my command is high.

### **Training, Knowledge, and Professional Development**

- Correctional training given to members of my command directly corresponds to the deficiency.
- I have adequate opportunity to pursue off-duty education.
- I have received the necessary training to accomplish my job.
- I receive the counseling and coaching needed to advance in my career.
- I receive adequate support from my immediate supervisor to pursue off-duty education.

### **Deployment**

- My command is well prepared to perform its wartime duties.

## **Sample Short Answer Question (SAQ) Bank**

- ✓ When responding to Short Answer Questions there is a limit of 1000 characters.
- ✓ Questions selected will be added to the survey during the request process.
- ✓ Requesting organizations can select up to five short answer questions.

### **Available Resources and Support**

- Do you get sufficient time and resources to accomplish your assigned tasks? Please explain.
- What can be done to help you better perform your work?
- What things help you perform your work well?
- What things keep you from performing your work well?

### **Engagement**

- How much does your supervisor value, support, and encourage your ideas for improvement?

### **Communication/Flow of Information**

- Describe how information is communicated from senior leadership to all levels of the unit.
- How effective is communication within this unit? How could it be improved?
- How has communication changed in the unit since last year?
- How would you characterize the flow of information at this unit? Please explain.
- How would you feel about expressing your opinion to leadership concerning unit issues?
- How would you improve the communication processes in the unit?
- If communication breaks down in this unit, where do you see it happening?
- What one thing would you change to improve communication?

### **Deployment**

- How can leadership better support the deployment process?
- If you could CHANGE one thing about this deployment, what would it be?
- If you could MAINTAIN one thing about the deployment, what would it be?
- What are your biggest concerns as you prepare to deploy?
- What is the one thing you like LEAST about this deployment?
- What is the one thing you like MOST about this deployment?

### **Family Support/Work-Life Balance**

- How does the balance between work and liberty hours affect your quality of life?
- How would you describe your experiences with Base Support Services?
- The most valuable feature of Base Support Services is:
- What is the quality of life in the barracks? Please explain.
- What one thing would you change about Base Support Services?
- What one thing would you make sure Base Support Services continues to provide?

### **Interpersonal / Inter-departmental Relations**

- How much do you trust the senior leadership at the unit? Please explain.
- How much does fraternization create problems at this unit? Please explain.
- How would you describe the way NCOs in this unit interact with junior enlisted service members?
- How would you describe the way officers in this unit interact with enlisted service members?
- Which inter-department relationships enhance our mission, and why?
- Which inter-department relationships negatively impact our mission, and why?

### **Overall Unit Climate/Culture**

- What would your advice be to someone seeking civilian employment here?
- What would your advice be to someone seeking military orders here?

### **Leadership Effectiveness**

- Can you describe an example where leadership has failed you?
- Do you feel that your Chain of Command micromanages? If yes, please provide an example.
- How effectively do leaders deal with conflicts or difficulties within the unit? Please explain.
- How would you characterize the way leadership within your department treats its members?
- How would you describe the example set by your unit's middle managers? Please explain.
- How would you describe the example set by your unit's top leaders? Please explain.
- How would you describe the way leadership deals with conflict when it occurs within the unit?

### **Mentorship**

- How would you describe your experience with the unit's Mentorship Program?
- What do you recommend to improve the unit's Mentorship Program?
- What is the best feature of the unit's Mentorship Program?

### **Stress/OPTEMPO**

- Briefly list the sources of job related stress you experience, from the greatest source to the least.
- How has the unit's current OPTEMPO impacted you in your personal life?
- How has the unit's current OPTEMPO impacted you professionally?
- What ONE change would you make that you feel would improve the unit's OPTEMPO issues?
- What ONE thing about the unit's OPTEMPO would you NOT want to change?

### **Feedback and Recognition**

- Explain how you feel your responses on this survey will impact your unit.
- How are you recognized for your performance?
- How are your contributions to the unit's mission recognized?
- How well does the unit hold people accountable for their performance?
- What type of performance feedback do you receive from your Chain of Command?  
Describe whether it has been beneficial, and why.



### **Physical Environment**

- If you could make one facility improvement, what would it be?
- What would you suggest to improve the parking situation?

### **Physical Health/Well-being**

- How would you characterize the medical care obtained from off-base?
- How would you characterize the medical care obtained from on-base providers?
- What would you change about the current food service?

### **Process Fairness**

- How would you characterize the fairness of the unit's disciplinary actions?

### **Fairness**

- How fair do you see the Individual Augmentee selection process? Please explain.

### **Respect for Individuals**

- How committed is leadership to creating an environment of human respect and dignity? Please explain.
- How would you describe the level of respect higher level leadership provides your department's members?
- Please describe any incidents where members of the unit acted disrespectfully to subordinates.
- Please describe any incidents where members of the unit acted disrespectfully to superiors.
- What kinds of inappropriate or offensive conduct have you witnessed while assigned to this unit?

### **Discrimination/Sexual Harassment**

- Can you provide any recent examples of favoritism or discrimination you have experienced or witnessed? What actions did you take?
- How serious a problem do you think age discrimination is in this unit? Please explain.
- How serious a problem do you think disability discrimination is in this unit? Please explain.
- How serious a problem do you think gender discrimination is in this unit? Please explain.
- How serious a problem do you think racial discrimination is in this unit? Please explain.
- How serious a problem do you think religious discrimination is in this unit? Please explain.
- How serious a problem do you think sexual harassment is in this unit? Please explain.
- If you experienced discrimination or sexual harassment but did not report it, why did you choose not to report it?
- Please describe anything that has been said while at work that offended you or made you uncomfortable.
- To whom would you feel comfortable reporting an act of discrimination or sexual

harassment (Commanding Officer, Dept. Head, Division Officer, SEA, CMC, etc.), and why?

- What do you see as the most prominent form of discrimination in this unit? Please explain.
- What is your impression of the equal opportunity policies at this unit?

### **Unit Climate/Culture**

- How have changes (positive or negative) at this unit during the past year impacted you?
- How is the overall climate of this unit, compared to one year ago? Please explain.
- How would you describe the level of professionalism in your work center/department? Please explain.
- In a few words, how would you describe your workplace?
- What climate issue does this unit most need to improve?
- What do you know about this unit that leadership does not know, but should?
- What do you see as the most significant challenge currently facing this unit right now? What would you recommend to address this challenge?
- What do you see as the most significant challenge facing this unit next year? What would you recommend to address this challenge?
- What do you see as the most significant challenge facing this unit over the next five years? What would you recommend to address this challenge?
- What issues do you feel need to be addressed in your work center/department?
- What one thing about our unit would you want to change?
- What three change(s) would you make that you feel would most improve the unit's climate?

### **On-Boarding**

- How would you describe your experience with your Sponsor when you arrived at this unit?
- How would you describe your experience with your check-in procedures when you first arrived at this unit?

### **Skill Utilization/Appropriate Level of Assigned Duties**

- How important do you feel your daily duties are to this unit's mission? Please explain.
- How would you describe the way time is utilized to complete tasks in your work area?

### **Teamwork/Team Cohesion/Morale**

- How much do you feel like a valued member of the team? Please explain.
- How would you characterize the morale of the civilian staff of this unit?
- How would you characterize the morale of the military members of this unit?
- The greatest morale-enhancing action leadership could make at this unit would be:
- What changes does this unit need to improve morale?
- What do you see as the most significant factor impacting morale at this unit?

## **Training, Knowledge, and Professional Development**

- Describe how the unit encourages or discourages growth/advancement.
- How can the unit assist you with completing the next military education you are scheduled to complete?
- How can the unit assist you with pursuing personal education you are hoping to complete?
- How would you characterize the time and opportunity you are provided to pursue military education?
- How would you characterize the time and opportunity you are provided to pursue personal education?
- How would you characterize the unit's support of formalized training (billet-related and professional)?
- How would you describe the availability of small unit training?
- How would you describe the quality of small unit training?
- How would you describe the value of small unit training?
- What factors contribute to your decision whether or not to pursue a career in the Service?
- What recommendations would you offer to improve unit support of formalized training?
- What type of training would you like to see available to you in the next couple of years?
- What type of training would you like to see available to you in the next fiscal year?

## **Intention to Stay**

- What can be done to motivate you to continue serving in the unit?