

# Navy Survey Approval Process

August 2011

# Background

- Navy Survey Office resourced by N14, with NPRST in functional role of Navy Survey Approval Manager
- NPRST asked to assume Navy Survey Approval functions in March 2004 when active duty billet no longer funded
- Navy survey approval process conducted in accordance with OPNAV 5300.8C



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
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IN REPLY REFER TO

OPNAVINST 5300.8C  
N10  
24 Apr 08

OPNAV INSTRUCTION 5300.8C

From: Chief of Naval Operations

Subj: COORDINATION AND CONTROL OF PERSONNEL SURVEYS

Ref: (a) DoD 8910.1-M, Management and Control of Information Requirements, of 30 Jun 98  
(b) DoD Instruction 1100.13, Surveys of DoD Personnel, of 21 Nov 96  
(c) SECNAV M-5214.1 of 1 Dec 05  
(d) SECNAVINST 3900.39D  
(e) SECNAVINST 5720.47B  
(f) SECNAVINST 5720.42F  
(g) SECNAVINST 5211.5E

# Navy Survey Approval: Objectives



- Ensure surveys provide maximum benefits to Navy leadership and the Fleet
  - At lowest possible personnel cost
  - With least disruption to operational tempo
- Provide technical review of Fleet surveys by NPRST survey experts
- Reduce survey burden on the Fleet
  - Avoid oversurveying and survey duplication

# Benefits of Survey Approval Process



# Major Functions of Navy Survey Approval Manager

- Provides technical review and approves proposed surveys in accordance with OPNAV 5300.8C
- Maintains Navy Survey Policy Website
  - <http://www.public.navy.mil/bupers-npc/organization/NPC/SurveyPolicy/Pages/default.aspx/>
- Determines need for Protection of Human Subjects approval, per SECNAVINST 3900-39D
- Determines if survey plans meet website security requirements of SECNAVINST 5720.47B
- Requests and issues OPNAV Report Control Symbols (RCS) that “license” Navy surveys

# Major Functions of Navy Survey Approval Manager (cont'd)

- Alerts POCs of “unlicensed” surveys of submission requirements
- Facilitates the survey application process through direct contact with individuals
- Provides consultation on technical survey issues for N1 and other Navy survey sponsors/customers
- Participates as Navy Survey Representative to the Inter-Service Survey Coordinating Committee (ISSCC) chaired by DMDC

# Navy Survey Submission Requirements

1. **Survey request letter**, to include:
  - Purpose of survey
  - Justification for doing a survey as opposed to another method
  - Participants, including numbers and key groups of interest
  - How the survey was developed
  - Communications plan for results
  - Sponsor POC
  - Performing activity POC
2. **Flag/SES (or appropriate designee) endorsement letter**, indicating total number of man-hours and approximate cost of those man-hours

# Navy Survey Submission Requirements (cont'd)

3. **OPNAV 5214/10 Report Analysis Data Form**, which estimates costs based upon most recent pay tables
4. **Final survey draft**
  - Privacy Statement including notice of voluntary participation must be displayed at beginning of survey

# Types of Surveys Generally Needing Approval

- Navy-wide surveys of active-duty, reserve, spouses, and Navy civilians of:
  - Attitudes, opinions, beliefs, or fact finding
- Interviews that collect survey data
- Internet polls
- Program evaluation surveys

# Types of Surveys Not Needing Navy Survey Approval



- IG surveys
- Task analysis surveys (e.g., NAVMAC surveys)
- Navy Training Evaluation/Course Evaluation Surveys
- Command-specific surveys (e.g., CMEO surveys, Command Teleworking Survey)
- Focus groups
  - To develop surveys or explain research results
- Customer Satisfaction Surveys (if they meet exemption criteria)

# Plans for Future



- Revise OPNAVINST 5300.8C (“Coordination and Control of Personnel Surveys”) and submit for approval
  - Expand definitions to include surveys through new technologies, such as text messaging and blogs
  - Address use of surveymonkey.com or similar civilian websites