

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**



AIR FORCE INSTRUCTION 38-501

12 MAY 2010

**HQ UNITED STATES AIR FORCE
ACADEMY
Supplement**

13 FEBRUARY 2014

Certified Current 12 September 2022

Manpower and Personnel

AIR FORCE SURVEY PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AFMA/MAPP

Certified by: HQ USAF/A1M
(Mr. William H. Booth, SES)

Supersedes: AFI 36-2601,
1 February 1996

Pages: 20

(USAFA)

OPR: HQ USAFA/A9A

Certified by: USAFA A5/8/9
(Lt Col Christopher J Nelson)

Supersedes: AFI36-2601_USAFASUP,
12 April 2005

Pages:7

This instruction implements AFD 38-2, *Manpower, Mar 2, 1995*, and DoDI 1100.13, *Surveys of Department of Defense Personnel, Nov 21, 1996*. This instruction applies to individuals at all levels who prepare, manage, review, certify, approve, and/or disseminate, official attitude and opinion surveys to members of the Air Force, which includes the Air Force Reserve, and Air National Guard. It provides guidance on approving and conducting surveys within the Air Force. The program's objective is to assess the attitudes, opinions, and intentions of Air Force military and civilian members, their families, and retired members, using questionnaires, polls, and interviews. The program is structured to ensure individual responses are confidential and no adverse actions will result from an individual's response to an official Air Force survey. Do not issue supplements without advance approval of the Air Force Manpower Agency, Performance Management Division, AFMA/MAP, 550 E Street East, Randolph AFB TX 78150, and in accordance with AFI 33-360, *Publications and Forms Management*. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from

the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

(USAFA) Air Force Instruction (AFI) 38-501, *Air Force Survey Program*, is supplemented as follows: This supplement references AFI 35-101, *Public Affairs Responsibilities and Management*, Department of Defense Regulation (DODR) 5400.7 Air Force Manual (AFMAN) 33-302, *Freedom of Information Act Program*, AFI 33-332, *Air Force Privacy Act Program*, and AFI 40-402_USAFASUP, *Protection of Human Subjects in Biomedical and Behavioral Research*. The Office of Primary Responsibility (OPR) for this supplement is Assessment Division

(USAFA) . It provides guidance on the approval and administration of all surveys at the United States Air Force Academy (USAFA). The USAFA survey program is structured to ensure individual responses are protected and that no adverse actions result from responses to an official USAFA survey. This supplement applies to all Air Force military and civilian personnel (includes US Air Force Reserve (AFRC), Air National Guard (ANG) units, and Civil Air Patrol (CAP) members) at USAFA. Refer recommended changes and conflicts between this and other publications to USAFA/A9, 2304 Cadet Drive, Suite 3800, USAF Academy CO 80840, on AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

(USAFA) This document has been revised as a supplement to AFI 38-501 and supersedes AFI 36-2601_USAFASUP, dated 12 April 2005. It delineates the responsibilities of the USAFA Survey Program, review and approval of surveys and issuance of Survey Control Numbers (SCNs), modifies responsibilities for data and record retention, and provides survey review guidelines for survey developers.

Chapter 1

SCOPE OF PROGRAM

1.1. Scope of the Program. The Air Force Manpower Agency (AFMA) controls and provides all attitude and opinion surveys, polls, questionnaires, and telephone interviews to Air Force members.

1.1.1. Controls, conducts, and approves survey research and program evaluation at the Air Force level.

1.1.1.1. **(Added-USAFA)** Air Force Personnel Center, Manpower Agency (AFPC/MA). AFPC/MA will be involved in surveys that impact multiple bases. Installation and unit commanders will oversee their own Survey Control Program addressing personnel solely assigned to their base, providing the commander has the authority to change the survey topics addressed. Reference AFI 38-501, paragraph 2.7.

1.1.2. Provides oversight by ensuring surveys meet mission requirements and fulfill the information needs of functional authorities.

1.1.2.1. **(Added-USAFA)** The USAFA Survey Program has oversight of all surveys satisfying USAF Academy cadet academic requirements specific to surveying other cadets/faculty/staff for a cadet course requirement that executes research for a grade. After the USAFA Survey Control Program reviews the request, these particular surveys will normally be granted an exemption from the local USAFA Survey Control Program requirements, as long as the subject matter is not a politically charged, nationally sensitive, or high-profile topic.

1.1.3. Issues Survey Control Number (SCN) for approved survey requests submitted by Air Force organizations, contracted individuals, or organizations.

1.1.3. **(USAFA)** The USAFA Survey Program has oversight of all surveys (to include polls, questionnaires, interviews, customer service polls, focus groups, or any other means of collecting attitude, opinion, preference or intention data and faculty research surveys) conducted on USAFA or involving USAFA personnel except:

1.1.3.1. **(Added-USAFA)** Surveys administered solely within a classroom or multiple sections of a common course by instructors or cadets within the classrooms for the purpose of demonstrating course-related concepts or course related opinions to enhance academic learning. Cadets and instructors should not administer course-developed surveys outside of the classroom without appropriate survey control approval.

1.1.3.2. **(Added-USAFA)** Post experimental questionnaires that provide feedback about an experimental experience rather than being used as a data collection instrument related to the experimental hypothesis.

1.1.3.3. **(Added-USAFA)** Customer satisfaction surveys for products or service or program if the sole purpose is to ask about the product or service or program.

1.1.3.4. **(Added-USAFA)** Medical, nutritional, diagnostic or counseling support assessment administered on an individual basis by USAFA Medical personnel that does not ask for attitudes, opinions or intentions.

1.1.3.5. **(Added-USAFA)** Diagnostic instruments administered and reported by USAFA agencies only on an individual basis for the purposes of education or careers assistance, or financial management awareness.

1.1.4. **(Added-USAFA)** Surveys directed and administered by higher headquarters, such as Department of Defense (DoD), Office of Management and Budget (OMB), Defense Manpower Data Center (DMDC) or Headquarters Air Force (HAF), while not overseen by the USAFA Survey Program, should be coordinated through the USAFA Survey Program and the USAFA OPR for the topic addressed.

Chapter 2

RESPONSIBILITIES

2.1. Responsibilities. All personnel shall maintain strict confidentiality concerning the identity of individual survey respondents. Do not communicate, either verbally or in writing, information that could reasonably allow identification of individual survey respondents to any individual or agency, either within or outside the Air Force. Do not take any adverse or administrative action against an individual as a result of his or her responses to an official Air Force survey.

2.2. Survey Participants. Provide responses to surveys accurately and honestly to provide the best possible data for analysis. Classified information, however, may not be included in any response to a survey. Survey participation is voluntary and personnel should be encouraged, but not directed, to complete surveys.

2.3. HQ USAF/A1M, Director Manpower, Organization and Resources. Develop policies for the Air Force Attitude and Opinion Survey Program within the scope of this instruction.

2.4. HQ USAF/A1PF, Director Force Management Division. Approve and conduct surveys to support selection, classification and Force Management analysis.

2.5. MAJCOMFOADRU/A1M. Provide survey support to AF Survey Office such as marketing, collection of data and distribution of final results.

2.6. AFMA/MAPP, AF Survey Office.

2.6.1. Develop and implement procedures for survey operations, including Department of Defense (DoD) surveys conducted within the Air Force under DoDI 1100.13, *Surveys of DoD Personnel*.

2.6.2. Plan, approve, evaluate, coordinate, and provide oversight of attitude and opinion surveys.

2.6.3. Develop and administer attitude and opinion surveys.

2.6.4. Analyze and report survey findings in appropriate formats as requested by HQ USAF functional authorities.

2.6.5. Advise Air Force organizations on survey administration, processes, and analysis.

2.6.6. Represent the Air Force on the Inter-Service Survey Coordinating Committee IAW DoDI 1100.13, *Surveys of DoD Personnel*.

2.6.7. Inform survey requesters that all survey data collected may be releasable to the public under the Freedom of Information Act (FOIA) and to consider OPSEC implications (paragraph 5.2.6).

2.6.8. Provide advisory oversight on issues, such as over-surveying certain populations and creating possible survey fatigue.

2.6.9. Review requests for surveys and, where appropriate, issue a SCN.

2.6.9.1. Refer surveys in psychological assessment category to HQ USAF/A1PF for further action.

2.6.9.2. Refers activities that could constitute research with human subjects to an AF Research Reviewer or an AF Institutional Review Board (IRB), as appropriate, for further action prior to initiation. See paragraph 4.3.1.

2.7. Installation and Unit Commander.

2.7.1. Approve administration of local surveys at his/her base, providing the commander has the authority to change the survey topics addressed. If the survey includes questions about policy or procedures mandated by HQ USAF and above, such as satisfaction with pay, benefits, or retention issues, etc., then forward the survey to the AF Survey Office for review and approval. If there are questions concerning the appropriateness of a survey, commanders should consult with the installation public affairs officer and/or the AF Survey Office.

2.7.1.1. **(Added-USAFA)** The USAFA Public Affairs (USAFA/PA) office will be notified of all sensitive in nature survey requests but does not require PA approval for administration as all researchers are notified of the Freedom of Information Act (FOIA) implications before administration of surveys.

2.7.2. Coordinate surveys that include Air Force civilians with the Civilian Personnel Office to determine union impact.

2.7.3. Disapprove requests from private individuals or organizations without federal funding or other support to conduct a poll, survey, or interview within his/her command, unless specific authorization is granted from the AF Survey Office. Exceptions are listed under paragraph 3.11.

2.8. Mission Support Squadron/Force Support Squadron Commander (FSS/CC). Utilize the Manpower and Organization Section of the Manpower & Personnel Flight for survey support.

2.9. (Added-USAFA) USAFA Survey Control Officer (SCO):

2.9.1. **(Added-USAFA)** Develops and implements procedures for survey control at USAFA. Educates faculty and staff on survey approval process.

2.9.2. **(Added-USAFA)** Coordinates a technical review of surveys with survey design experts and provides advice for USAFA organizations relating to the design, administration, analysis and feedback plan of surveys. For surveys conducted on USAFA involving USAFA personnel, makes a recommendation to the Director of A5/8/9 or designated representative regarding approval. For surveys by USAFA personnel of active duty military or Department of the Air Force or Non Appropriated Funds (DAF/NAF) civilians stationed elsewhere, serves as the liaison between the requestor and AFPC/MA regarding approval of the survey.

2.9.3. **(Added-USAFA)** Coordinates with Air Force Personnel Center, Customer Assistance Directorate, Survey Branch (AFPC/MA/MAPP) for requests by private individuals or organizations to survey, poll, or interview USAFA personnel.

2.9.4. **(Added-USAFA)** Maintains a current and historical listing of all surveys conducted at USAFA. Also maintains and stores in the USAFA survey repository the original survey instrument and its associated products to include the survey instrument, survey plan, data elements, feedback measures, and all reports or briefings. Compiles a list of all upcoming external and internal surveys and distributes this list to all mission elements biannually.

2.9.5. **(Added-USAFA)** Ensures survey requesters are aware that all survey data collected may be releasable under the Freedom of Information Act (FOIA) (see AFI 35-101).

2.9.6. **(Added-USAFA)** Assigns Survey Control Numbers.

2.10. (Added-USAFA) Survey Project Officer (SPO).

2.10.1. **(Added-USAFA)** Develops a survey using sound practices. Links the survey goals with the content of the data collection instrument. Ensures that the data collected will address the project's stated goals and expected outcomes. Plans adequate time for proper survey development, approval, administration, analysis and feedback processes. Ensures the survey instrument is professional in appearance. Reference AFI38-501, Chapter 3, Survey Development.

2.10.2. **(Added-USAFA)** Inform the mission element Commander or Vice Commander if the topic of the survey covers an area of responsibility of that particular mission element.

2.10.3. **(Added-USAFA)** Unless the Department of Behavioral Sciences and Leadership (DFBL) Volunteer Subject Pool is being used, obtain written approval from the commander or vice commander of their mission element to administer the survey. The SPO must obtain written approval from the DFBL Director of Research in order to use the Volunteer Subject Pool.

2.10.4. **(Added-USAFA)** Avoids, if at all possible, asking personal information (e.g., Social Security Number (SSN), ethnic category, gender). The SPO must state that he/she will protect individual responses if the survey requires SSN. The SPO must comply with AFI 33-332, *Air Force Privacy Act Program*, and provide a Privacy Act Statement. A sample Privacy Act Statement is available at: <http://www.usafa.af.mil/main/disclaimer.asp>
http://static.e-publishing.af.mil/production/1/saf_cio_a6/publication/afi33-332/afi33-332.pdf

2.10.5. **(Added-USAFA)** Meets ethical requirements (such as voluntary participation, mandatory debrief or feedback, etc.) for survey administration. Does not communicate, either verbally or in writing, any information that could reasonably allow identification of individual survey respondents to any individual or group either within or outside USAFA. Ensures no administrative action is taken against any individual as a result of his or her responses to a survey or election not to participate in a survey.

2.10.6. **(Added-USAFA)** Notifies all participants of administration information to ensure efficient and effective use of respondents' time and the collection of quality data.

2.10.7. **(Added-USAFA)** Provides survey feedback and/or findings as established in paragraph 4.4.10 of this supplement.

2.10.8. **(Added-USAFA)** Maintains, stores and archives a copy of the survey instrument, data elements, feedback measures, and all reports or briefings for a period of three years.

2.10.9. **(Added-USAFA)** Researchers must comply with AFI 40-402_USAFASUP. , *Protection of Human Subjects in Biomedical and Behavioral Research*. Surveys used in research must be coordinated with USAFA/A9A for the purpose of assigning a USAFA SCN and are separate from the Institutional Review Board (IRB) review and approval process. Research protocols containing surveys as data collection instruments must be submitted two

weeks prior to the published submission deadline on the USAFA IRB website: <http://www.usafa.edu/superintendent/xp/xpx/irb/links.cfm>

2.10.10. **(Added-USAFA)** Request approval by providing the following information to the USAFA Survey Control Officer at least two weeks prior to the planned administration of the survey. The survey instructions can be found at: <http://www.usafa.edu/superintendent/xp/xpx/survey.cfm>

2.10.11. **(Added-USAFA)** Project Officer Information. Name, title, office symbol, telephone number, fax number, duty or organizational address, and e-mail address. Only USAFA personnel may be Project Officers.

2.10.11.1. **(Added-USAFA)** Purpose and Justification for the Proposed Project. Describe the rationale for conducting the survey. Clearly state the goals and the outcomes the Project Officer expects to achieve from the project. It must be clearly stated if the survey will be used in partial fulfillment of an academic degree or professional certification program or for research purposes.

2.10.11.2. **(Added-USAFA)** Statement of Benefit. Describe how the Project Officer's organization and the Academy will benefit by the proposed project. Project Officers should identify what benefits they expect to gain via Academy support.

2.10.11.3. **(Added-USAFA)** Type of Academy Support Required. Clearly specify the type and level of Academy support required for the project.

2.10.11.4. **(Added-USAFA)** Sample Size and Sample Selection Method. Specify the number of individuals that will be contacted for data collection and how they will be selected for participation. Ensure "the most appropriate sample pool is used".

2.11. (Added-USAFA) Approval Authority. If there is any question concerning the appropriateness of a survey the unit commander has the authority to suspend the survey until the issue in question is resolved in consultation with the installation public affairs officer/or the Air Force Survey Office.

Chapter 3

SURVEY DEVELOPMENT

3.1. Guidelines. The following guidelines are provided to assist survey requestors in developing survey projects.

3.2. Pre-Development.

3.2.1. Survey requestors should discuss survey plans with the AF Survey Office before developing a survey to avoid expenditure of monies and duplication of survey projects and to coordinate timelines/ schedules between survey efforts.

3.2.2. All survey collection tools administered via the commercial internet (.net, .com, etc) must be in accordance with AFI 33-129, Web Management and Internet Use, Section 3.7.4.1. To maintain the security, integrity, and accountability of Air Force information on the Web, most public web sites are managed through the Air Force Public Information Management System and private Air Force Web sites through the Air Force portal. Any Air Force Web site hosted on a commercial server (outside the .mil community) requires SAF/XC approval.

3.3. Survey Utility. To ensure effective survey research, surveys should:

3.3.1. Contribute significantly to the study of relevant Air Force policy or program issues.

3.3.2. Not merely gather information to meet requirements for award of an academic degree or serve as a springboard for future research.

3.3.3. Result in expected benefits to the Air Force clearly outweighing the potential costs (e.g., negative publicity, damage to morale or readiness, time burden on respondents).

3.3.4. Contain questions and issues of an appropriate length to avoid survey fatigue. In addition, certain populations (e.g., deployed members) tend to be surveyed more; therefore, surveys of those populations may be disapproved for that reason.

3.4. Respondent Anonymity and Confidentiality. Use administrative procedures that protect participant's responses and identity IAW AFI 33-332, *Privacy Act Program*.

3.5. Target Population. Identify demographics of the targeted population and calculate the appropriate sample size from which to capture survey responses (i.e., military, civilian, skill sets, rank, grade, etc.)

3.5.1. Determine if survey-sampling techniques can be used to provide valid and reliable information at greatly reduced costs and time burdens on Air Force personnel. Surveys that include all members of a target population are discouraged.

3.5.1.1. Select an appropriate sample size to ensure survey results represent the attitudes and opinions of the target population.

3.5.1.2. Sample the minimum number of respondents necessary to reasonably achieve a satisfactory confidence interval.

3.5.2. Exclude participation of contract employees, which is not authorized for government-sponsored surveys.

3.5.3. Notify the Civilian Personnel Office at each participating Civilian Personnel Element, Manpower & Personnel Flight, for labor union notification prior to releasing an approved survey to civilian employees. For surveys of civilians at more than one base, HQ AFPC/DPIECC, Air Force Program Management and Evaluation, must be notified.

3.6. Survey Questions.

3.6.1. Should not be of a sensitive nature, objectionable, or in bad taste.

3.6.2. Should not require a lot of time and effort to respond.

3.6.3. Should be grammatically correct and easily understood by the respondents.

3.6.4. Do not include survey questions not intended for public release. Treat each survey question as though results will be released to the public. Consider the potential impact of public release on the following groups: Active duty personnel and their families; Air National Guard and Air Force Reserve members; Civilian employees; Service academy members; Reserve Officer Training Corps (ROTC) cadets and auxiliary; Retired military personnel and their families; Community organizations (including civic, trade, industrial, veterans, youth, ethnic, women, religious, environmental, and educational groups); The Congress; Local, state, and Federal Government officials; Professional organizations (e.g., partnerships, associations, corporations, business trusts, legal representatives, organized groups of individuals); and Civic leaders.

3.7. Questionnaire Package, Format, and Structure.

3.7.1. Cover letter or instructions should contain a statement that the survey is anonymous and that individual responses will be kept confidential, but summarized responses may be released to the public.

3.7.2. If copyrighted scales, subscales, or questions are used, the requester must have permission from the author(s) (if required) and cite the author(s) in any subsequent report or summary. Questions concerning copyright issues can be directed to AFLOA/JACQ, Rosslyn, Virginia.

3.7.3. Each topic area should be covered adequately.

3.7.4. Questions should be in a logical sequence.

3.7.5. Questionnaire should present a neat, professional appearance.

3.7.6. Obtain approval and endorsement on all survey requests from HQ USAF functional authority (minimum three-letter office). This ensures effective research is conducted across the Air Force while reducing duplication of similar efforts. Survey requests will not be approved without this endorsement.

3.8. Response Scales

3.8.1. When using response scales, they must be balanced (e.g., when positive and negative responses are called for, there should be equal numbers of responses on both sides of the neutral point, whether the neutral point is explicit or implied).

3.8.2. Response scales should be complete, covering the full range of possible answers. An "I don't know," "None of the above," "N/A," or "Neither/Nor" response may be necessary.

3.8.3. Responses should be mutually exclusive and when covering a continuous variable such as time, weight, etc., they should be all-inclusive as well.

3.9. Prohibited Survey Topics. Surveys that might prove harmful to mission accomplishment if the results are disclosed to the public, or surveys covering areas of possible intelligence value are prohibited.

3.10. Inappropriate Survey Topics. Surveys on the following topics are normally prohibited and will only be approved on a case-by-case basis.

3.10.1. Political views.

3.10.2. Knowledge or skill assessments.

3.10.3. Opinions about specific individuals or their job performance.

3.11. Survey Projects Exempt or Not Supported.

3.11.1. Occupational surveys which are assigned an Air Force Personnel Test number and controlled according to AFI 36-2623, *Occupational Analysis*.

3.11.2. Internal reporting requirements, including statistical, summary, or status information which must be licensed and approved with a Reports Control Symbol (RCS) number in accordance with AFI 33-324, *Management and Control of Information Reports Requirements*.

3.11.3. Surveys of course graduates, administered on-site, if the sole purpose is to ask about the course. Surveys administered after completion of course, and mailed to graduates or their supervisors, are subject to requirements outlined in Chapter 4.

3.11.4. Post-audit surveys conducted by the Air Force Audit Agency, when the purpose is to obtain feedback on the official audit.

3.11.5. Surveys requiring Office of Management and Budget (OMB) approval. Surveys directed to the general public (non-Federal Government employees) require OMB approval. OMB guidance is located at http://www.whitehouse.gov/omb/assets/omb/inforeg/statpolicy/standards_stat_surveys.pdf and http://www.whitehouse.gov/omb/inforeg/pmc_survey_guidance_2006.pdf.

3.11.6. Inspector General organizations completing surveys under the purview of United States Code Title 10, Sec 8020, *Office of the Secretary of the Air Force, Inspector General* and its implementing AF instructions are exempt from the control measures of this AFI but may utilize the AF Survey Program when appropriate.

3.11.7. Single-base surveys initiated by the installation or unit commander only on issues under his or her control (see paragraph 2.5.).

3.11.8. All surveys submitted by non-Federal employees and that have no Federal funding or other support will be returned without action.

3.11.9. Surveys administered on non-dot mil web sites without SAF/XC approval in accordance with AFI 33-129, Section 3.7.4.1 will not be supported.

3.11.9.1. **(Added-USAFA)** Air Force Cyberspace Strategy & Policy Division in the Directorate of Cyberspace Operations (AF/A3/A6C) granted USAFA a blanket AFI 33-

129 waiver to conduct AFPC/MA-approved surveys in the commercial (.com) environment. This waiver is approved and valid under the following conditions:

3.11.9.1.1. **(Added-USAFA)** All surveys must be approved by AFMA IAW AFI 38-501 and conform to AFMA guidance provided with survey approvals.

3.11.9.1.2. **(Added-USAFA)** All surveys must be conducted in a manner that personally identifiable information (PII) is disconnected and separated from responses.

3.11.9.1.3. **(Added-USAFA)** Publicly viewable content for each survey must be released IAW AFI 35-107, *Public Web Communication*.

3.11.9.1.4. **(Added-USAFA)** Surveys may not collect or store information protected by the Privacy Act unless “operational necessity” dictates per AFI 33-332, *Air Force Privacy Act Program*. Surveys may also not collect or store information protected by Health Insurance Portability and Accountability Act (HIPPA), AF information designated on the Critical Information List (CIL), or classified information

3.11.9.1.5. **(Added-USAFA)** Upon completion of each survey, all information collected, created, stored, or posted on commercial servers associated with that survey must be deleted.

3.11.9.1.6. **(Added-USAFA)** This waiver shall remain valid for one (1) year.

Chapter 4

SURVEY REQUESTS

4.1. Survey Request Categories. Survey projects may be submitted in two categories.

4.1.1. Survey fully developed in all phases and requires an SCN.

4.1.1.1. **(Added-USAFA)** When a survey is approved, the USAFA Survey Control Officer issues a USAFA Survey Control Number (SCN) to the Survey Project Officer. The issued SCN must appear on the first page of every distributed survey. USAFA Survey Control Numbers are valid for one year from the date of issue.

4.1.1.2. **(Added-USAFA)** Any modifications to the survey after a SCN is issued must be coordinated with the SCO.

4.1.2. Survey not developed requiring partial or full-phased survey support.

4.1.2.1. AF Survey Office will periodically announce a data call for survey projects requiring full-phased support. This ensures AF survey project efforts are not duplicated and minimizes survey overload on AF members.

4.2. Procedures.

4.2.1. Submissions must follow the Survey Development Guidelines in Chapter 3 of this AFI and include the following:

4.2.1.1. Written endorsement must be submitted from HQ USAF functional authority (three-letter office). For surveys that cross functional areas, endorsement must be obtained from each three-letter functional authority.

4.2.1.2. Formal request for approval must:

4.2.1.2.1. State the purpose, justification, and benefits of conducting the proposed research.

4.2.1.2.2. Indicate how the results will be used (e.g., develop training, publication of results, policy implementation, or program evaluation).

4.2.1.2.3. Specify a point-of-contact, e-mail address, and telephone number.

4.2.1.3. Provide a copy of the proposed survey instrument, interview protocol, questionnaire, or other format, which contains at least one attitude/opinion question.

4.2.1.4. Provide written coordination from SAF/XC regarding survey collection tool on non-dot mil website in accordance with AFI 33-129, Section 3.7.4.1

4.2.1.5. Provide an analysis plan to identify population of survey participants (pilots, engineers, etc.), size of the proposed sample, and sampling strategy.

4.2.1.6. Provide target confidence level and error rate.

4.2.1.7. Indicate mode of data collection (e.g., computer administered, telephone interview, or face-to-face interview).

4.2.1.8. Indicate statistical procedures employed in the analysis of results.

4.2.1.9. Provide a reporting format (e.g., briefing, publication, slide presentation), and a plan for release of survey results.

4.2.1.10. Provide project timeline containing milestones for significant research events (e.g., data collection start and end dates, release of findings).

4.2.1.11. Send the completed submission to the AF Survey Office, af.surveys@randolph.af.mil.

4.3. Processing Time. Sufficient time should be allowed for the survey review process.

4.3.1. Attitude and opinion survey requests must first be submitted to the AF Survey Office. Certified research reviewers will make a determination if the submission meets the criteria for human subject research and requires additional review by an Institutional Review Board (IRB). Criteria for IRB approval is established by 32 CFR 219, directed by DoDD 3216.02, *Protection of Human Subjects and Adherence to Ethical Standards in DoD-Supported Research*, and implemented IAW AFI 40-402, *Protection of Human Subjects in Research*. Forward the submission to an IRB if approval is necessary.

4.3.2. AFMA approval is required prior to assignment of a SCN.

4.3.3. AF Survey Office will process all requests promptly, depending on previous requirements and workload. Incomplete packages may result in additional processing time.

4.4. (Added-USAFA) Approval Requirements. Refer to Table 4.1. for approval requirements.

Table 4.1. Approval Requirements.

	Approval Required						
	USAF/CW or CWV	USAF/DF or DFV	USA USAFA/PL or PLV	Union AFGE Local 1867	USAF Survey Program AFPC/MA/MAP	OMB AFCA/ITC *see note	
Members receiving survey							
Cadets outside of academic time*	X						
Cadets during academic time*	X	X					
Preparatory School Cadet Candidates			X				
Active duty military (to include faculty & staff) stationed at USAFA require ME Commander(s) of populations surveyed	X	X	X		X		

Active duty military stationed elsewhere						X	
DAF/NAF civilians at USAFA					X		
DAF/NAF civilians elsewhere. Approval will include affected commanders and supervisors.							X
Other Civilian personnel (i.e. – family members of retirees, government contractors, candidates for admission, members of the general public)							X
Family members of active duty at USAFA or retired military personnel accessing USAFA services							X
* CW/CC or CW/CV has approval authority over all surveys administered to cadets outside the academic classroom (see 1.1.3.1.).							

Chapter 5

RELEASING SURVEY FINDINGS

5.1. Survey Results. All requests for survey results will be submitted IAW DoD 5400.7-R, *DoD Freedom of Information Act Program*, and released if request meets all requirements.

5.1.1. AFMA does not release record-level data.

5.1.2. Requested survey results are released as aggregate data only.

5.2. Survey Results Not Released.

5.2.1. Identifies individuals based on their response(s).

5.2.2. Survey results may be released IAW DoD 5400.7-R, *DoD Freedom of Information Act Program*, AFI 33-332, *Privacy Act Program*, and AFI 10-701, *Operations Security (OPSEC)*.

5.2.3. **(Added-USAFA)** Requests to release the results of any survey administered at USAFA to the public or media must be submitted to the SCO, who will staff the request to the Superintendent or Vice Superintendent for approval. Results will not be released without this approval.

5.3. Commander Surveys. Commanders who conduct a survey may release the survey instrument or results to the public or media by forwarding them through the unit Public Affairs office. Unless requested and approved under the criteria of DoD 5400.7-R, *DoD Freedom of Information Act Program*, commanders are not required to release surveys or survey results.

5.4. OPSEC Information. Any critical information or classified information as defined by AFI 10-701, *Operations Security (OPSEC)*, will not be released.

Chapter 6

UNAUTHORIZED SURVEYS

6.1. Unauthorized Surveys. An unauthorized survey is a non-local survey (e.g., non-government organization or individual) that has been sent to an official Air Force address/email, or through other forms of communication, and does not have a current AF Survey Control Number, a RCS, or an OMB number. Personnel receiving an unauthorized survey should notify the AF Survey Office to request further instructions.

6.1.1. **(Added-USAFA)** All approved surveys must show some form of current authorization from OMB, DoD, or must reflect a USAF or USAFA SCN. An unauthorized survey is one sent to an official USAFA address or e-mail address or administered at USAFA without the approvals detailed in this instruction.

6.1.2. **(Added-USAFA)** USAFA personnel who receive an unauthorized survey should not respond and should notify the USAFA Survey Control Officer immediately.

Chapter 7**PRESCRIBED AND ADOPTED FORMS**

7.1. Prescribed Forms. None.

7.2. Adopted Forms.

AF IMT 847, *Recommendation for Change of Publication.*

RICHARD Y. NEWTON III, Lt General, USAF
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Vice Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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AFI 33-129, *Web Management and Internet Use*, 3 February 2005 (w IC-2 30 October 2008)

AFI 33-324, *Management and Control of Information Reports Requirements; Controlling Internal, Public, and Interagency Air Force Information Collections*, 1 June 2000

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AFI 36-2601, *Air Force Personnel Survey Program*, 1 February 1996

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Abbreviations and Acronyms

(Added-USAFA) **AF**—Air Force

AFI— Air Force Instruction

AFMA—Air Force Manpower Agency

(Added-USAFA) **AFMAN**—Air Force Manual

AFPD—Air Force Policy Directive

(Added-USAFA) **AFRC**—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

(Added-USAFA) ANG—Air National Guard

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

FOIA—Freedom of Information Act

IG—Inspector General

IMT—Information Management Tool

IRB—Institutional Review Board

OMB—Office of Management and Budget

(Added-USAFA) OPR—Office of Primary Responsibility

OPSEC—Operational Security

PCIE—President’s Council on Integrity and Efficiency

RDS—Records Disposition Schedule

ROTC—Reserve Officer Training Corps

RCS—Reports Control Symbol

SCN—Survey Control Number

(Added-USAFA) SCO—Survey Control Officer

(Added-USAFA) SPO—Survey Project Officer

(Added-USAFA) SSN—Social Security Number

(Added-USAFA) USAFA—United States Air Force Academy