DA PAM 611-3 cy. 2

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# *Department of the Army Pamphlet 611–3

**Personnel Selection and Classification**

# Army Occupational Survey Program Questionnaire Administration

**Summary.** This pamphlet on administering Army Occupational Survey Program (AOSP) questionnaires has been revised. The revision provides updated procedures for administering questionnaires. It also provides instructions for accounting for and returning completed questionnaire answer booklets.

**Applicability.** This pamphlet applies to all Active Army personnel who administer AOSP questionnaires. It also applies to Army National Guard and US Army Reserve personnel if their members are being surveyed.

**Impact on New Manning System.** This pamphlet does not affect or implement the New Manning System.

**Interim changes.** Interim changes to this pamphlet are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** The proponent agency of this pamphlet is the US Army Soldier Support Center—National Capital Region. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Commander, US Army Soldier Support Center—National Capital Region, ATTN: ATZI-NCO-O, 200 Stovall St., Alexandria, VA 22332.

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## Section I
## General

### 1. Purpose

This pamphlet is to be used with AR 611–3 (Army Occupational Survey Program). It provides specific instructions for administering Army Occupational Survey Program (AOSP) questionnaires. It establishes criteria for selecting personnel to participate in the survey. It also provides instructions for accounting for and returning completed questionnaire answer booklets.

### 2. References

Required publications are listed below.

*a. AR 340–3 (Official Mail).* Cited in paragraph 10.

*b. AR 340–5 (Correspondence Distribution Management).* Cited in paragraph 10.

*c. AR 611–3 (Army Occupational Survey Program).* Cited in paragraph 1.

*d. DA Pam 600–8 (Military Personnel Management and Administrative Procedures).* Cited in paragraph 5.

### 3. Explanation of abbreviations

*a.* AOSP..... Army Occupational Survey Program
*b.* ASI..... additional skill identifier
*c.* MOS..... military occupational specialty
*d.* MTOE.... modification table of organization and equipment
*e.* RDD..... required delivery date
*f.* SC..... specialty code
*g.* SQT..... skill qualification test
*h.* SSC–NCR US Army Soldier Support Center—National Capital Region
*i.* SSI..... specialty skill identifier
*j.* TDA..... table of distribution and allowances

## Section II
## Questionnaire Administration

### 4. Preparing for questionnaire administration

Upon receipt of AOSP questionnaire and answer booklets, the AOSP project officer will—

*a.* Inventory the AOSP materials received to insure

*This pamphlet supersedes DA Pam 611–3, 14 February 1973.

that the number of questionnaires and answer booklets stated in the transmittal letter has been received.

*b.* Complete the inclosed DA Form 5233 (Acknowledgment of Shipment Received). This form is stocked by the US Army Soldier Support Center—National Capital Region (SSC–NCR) only; it is not available through the US Army Adjutant General Publications Centers. Figure 1 shows a sample of a completed DA Form 5233.

(1) If the shipment total is correct, the AOSP project officer will acknowledge receipt on the DA Form 5233.

(2) If the shipment total is less than stated, he or she will list shortages on the DA Form 5233.

(3) If the shipment total is more than stated, he or she need not annotate the DA Form 5233 with that information. Questionnaires and answer booklets in excess of shipment total will be kept for use at the activity in case additional AOSP materials are needed.

*c.* Return the pre-addressed DA Form 5233 to the SSC–NCR within 5 days of receipt.

*d.* Notify the SSC–NCR project officer if there are not enough personnel at the activity to complete the answer booklets. The name and telephone number of the SSC–NCR project officer are given in the transmittal letter.

*e.* Select members to complete the answer booklets per guidance in the transmittal letter and the following instructions:

(1) Select members whose duty specialty or military occupational specialty (MOS) matches the one printed on the front of the questionnaire booklet.

(2) Select members who represent both MTOE and TDA units.

(3) Select members from as many units, areas, and countries as possible.

(4) Select, if possible, members who have at least 3 months of service in the same duty position.

(5) Select commissioned officers in all specialty skill identifiers (SSI) within the specialty code (SC) being surveyed.

(6) Select warrant officers in all grades of the MOS being surveyed.

(7) Select enlisted members in all ranks, skill levels, and additional skill identifiers (ASI) of the MOS being surveyed.

(8) Verify qualifications of members identified on SSC–NCR listing (by name), if it has been provided. Replacements will be selected from within the activity if members listed are not qualified.

*f.* Complete DA Form 4308 (Army Occupational Survey Program Questionnaire Data Sheet) for each enlisted incumbent to be surveyed. These forms are provided with each shipment of AOSP materials for enlisted incumbents. Figure 2 shows a sample of a completed DA Form 4308.

*g.* Distribute enlisted AOSP materials to questionnaire administrators with suspense dates for return.

*h.* Distribute officer and warrant officer AOSP materials to individual survey participants with suspense dates for return.

*i.* Contact the SSC–NCR project officer for any further explanation. The name and telephone number of the SSC–NCR project officer are given in the transmittal letter.

## 5. Enlisted questionnaires

*a.* Questionnaire administrators appointed under DA Pam 600–8, procedure 9–9, will administer enlisted questionnaires.

*b.* There will be—

(1) One questionnaire administrator for the first 25 participants.

(2) One assistant questionnaire administrator for each additional group of 25 participants.

*c.* Questionnaire administrators will insure that each participant is provided with the following equipment:

(1) Two black lead pencils (No. 2 or 2 ½).

(2) One copy of the proper questionnaire booklet.

(3) One copy of the proper answer booklet.

(4) One chair with desk, table, or lap board and adequate work space.

*d.* Questionnaire administrators will—

(1) Administer enlisted questionnaires to groups at one central location.

(2) Check DA Forms 4308 to insure the correct duty MOS incumbents are being surveyed.

(3) Give a brief explanation of the AOSP and its purpose to the survey participants. An example follows: "You are here today to take part in an occupational survey. The purpose of the survey is to collect data about your duty MOS. The Army needs this information to find out what soldiers actually do in their jobs. The data collected is used to support and evaluate Army programs such as MOS classification and development, MOS training, and assignment policies. It is also used to develop skill qualification tests (SQT) and criteria for recruiting."

(4) Read aloud the instructions for completing the survey that are in the questionnaire booklet. Go through each section separately. Answer any questions from the survey participants. Insure all instructions are understood. Contact the AOSP project officer if help is required.

(5) Insure survey participants do not consult each other while completing the answer booklets. (Individual responses are required.)

(6) Allow one 10-minute break per hour for survey participants.

(7) Emphasize care in handling the answer booklets. The booklets are read and processed by machine

upon completion; mishandling or mutilation makes them useless.

### 6. Commissioned officer and warrant officer questionnaires

The AOSP project officer distributes these questionnaires directly to survey participants and includes his or her name and phone number as the point of contact for help. These questionnaires are designed for self-administration.

### 7. Answer booklets

The following answer booklets are used in AOSP surveys:

*a.* DA Form 4666 (Enlisted Answer Booklet).

*b.* DA Form 4773 (Commissioned Officer Answer Booklet).

*c.* DA Form 5141 (Warrant Officer Answer Booklet).

*d.* DA Form 4777 (Training Factor Enlisted Answer Booklet).

*e.* DA Form 4776 (Training Factor Officer Answer Booklet).

## Section III
## Actions After Questionnaire Administration

### 8. Enlisted questionnaires

*a.* Questionnaire administrators will review the answer booklets before releasing survey participants. They will insure that—

(1) Each survey participant's name is printed on the front of his or her answer booklet.

(2) The MOS printed on the front of the questionnaire booklet is printed on the front of the answer booklet.

(3) Each survey participant's current duty MOS is printed on the front of his or her answer booklet.

(4) Each item in section I of the answer booklet has been completed.

(5) There is only one mark for each item in the response columns of sections II through VI of the answer booklet.

(6) There are no patterned responses (such as the same column being marked or uniform responses given throughout the answer booklet).

(7) There is an explanation by survey participants in section VII of current tasks performed. This is required only if the participant has marked no tasks in the answer booklet.

(8) The answer booklet has been completed in pencil only.

(9) All responses that have been changed in the answer booklet have been erased cleanly.

(10) All marks in the answer booklet, other than responses, have been erased.

(11) The answer booklet is securely stapled and that loose pages have been returned to their proper position.

(12) The data sheet has been returned to the survey participant.

*b.* After the questionnaire administrator has completed the actions in *a* above, he or she will return the proper questionnaire booklet to each survey participant.

### 9. Commissioned officer and warrant officer questionnaires

The AOSP project officer will insure that—

*a.* Each survey participant's name is printed on the front of the answer booklet.

*b.* The specialty or MOS printed on the front of the questionnaire booklet is printed on the front of the answer booklet.

*c.* Each survey participant's current duty specialty or MOS is printed on the front of the answer booklet.

*d.* The answer booklet has been completed per instructions contained in the questionnaire booklet and the transmittal letter.

### 10. Return of answer booklets

The AOSP project officer will—

*a.* Send answer booklets to the US Army Soldier Support Center—National Capital Region, ATTN: ATZI-NCO-O, 200 Stovall St., Alexandria, VA 22332.

*b.* Package and mail the booklets per instructions in AR 340–3 and AR 340–5.

*c.* Put a required delivery date (RDD) on cartons shipped to, from, or within oversea areas. (AR 340–3 provides instructions for use of RDDs.)

*d.* Prepare a DA Form 200 (ADP Data Transmittal Record) to accompany each shipment of answer booklets (as shown in fig 3). He or she will include in item 16 of the DA Form 200 a complete explanation of the shipment as follows:

(1) List number, type, and specialty or MOS of completed booklets in shipment.

(2) List number, type, and specialty or MOS of booklets received that could not be completed and explain why booklets could not be completed.

**ACKNOWLEDGEMENT OF AOSP SHIPMENT**

For use of this form, see DA PAM 611-3; the proponent agency is SSC-NCR.

*REFERENCE: Letter, Transmittal of AOSP Questionnaire MOS/SC* 63H

ACTION TO BE TAKEN BY MILPO

☒ ACKNOWLEDGE RECEIPT WITHIN 5 DAYS.
☒ OTHER Reference Fonecon 1 Feb 83. 30 Day Extension Authorized For Return of Answer Booklets

| POC IN SSC-NCR AND AUTOVON NUMBER | SIGNATURE AND DATE |
|---|---|
| SP5 M. Ridgeway 221-9000 | Mary Ridgeway |

COMPLETE AND RETURN

☒ I ACKNOWLEDGE RECEIPT OF THIS SHIPMENT
☒ ACCORDING TO THE ALLOCATION LETTER, I AM SHORT

- 7 INCUMBENT ANSWER BOOKLETS
- _____ INCUMBENT QUESTIONNAIRE BOOKLETS
- _____ TRAINING FACTOR ANSWER BOOKLETS
- 2 TRAINING FACTOR QUESTIONNAIRE BOOKLETS, FORM(S) B

| POC IN MILPO AND AUTOVON NUMBER | SIGNATURE AND DATE RECEIVED |
|---|---|
| SGT William A. Smith 978-1234 | William A. Smith |

DA FORM 5233, Jul 83

**Figure 1. Sample of completed DA Form 5233**

## ARMY OCCUPATIONAL SURVEY PROGRAM QUESTIONNAIRE DATA SHEET

For use of this form, see DA PAM 611-3; the proponent agency is SSC-NCR.

NAME *(Last, first, MI)* BROWN JOHN J.

The following background information will be completed by the PERSONNEL RECORDS CUSTODIAN, or PERSONNEL OFFICER, prior to administering the questionnaire to the soldier. This data sheet will be presented to the service member at the time of administration and the information will be transferred to the questionnaire in the appropriate spaces located in the Background Information Section.

*(IF DUTY MOS DOES NOT MATCH MOS ON QUESTIONNAIRE, RETURN TO PROCTOR)*

**BACKGROUND INFORMATION - SECTION 1**

CAREFULLY COMPLETE THE FOLLOWING INFORMATION IN ORDER THAT THE SERVICE MEMBER CAN TRANSFER IT TO THE QUESTIONNAIRE BEING ADMINISTERED

1. QUESTION 2, PAGE 3: DUTY MOS — 6 3 H 2 0

2. QUESTION 3, PAGE 3: DUTY POSITION ASI — L 8

3. QUESTION 7, PAGE 3: TYPE OF UNIT *(Check only one)* — MTOE ✓ ; JTD/TDA ☐

4. QUESTION 9, PAGE 3: AUTHORIZED PAY GRADE — E5

DA FORM JUL 83 4308 EDITION OF NOV 77 IS OBSOLETE.

**Figure 2. Sample of completed DA Form 4308**

**TRANSMITTAL RECORD**
For use of this form, see AR 340-15; the proponent agency is TAGO.

| 1. SECURITY CLASSIFICATION | 2. SHIPMENT NO. |
|---|---|
| UNCLASSIFIED | |

| 3. TITLE/FILE IDENTIFICATION | 4. AS OF DATE | | | 5. SHIPMENT DATE | | |
|---|---|---|---|---|---|---|
| | YEAR | MONTH | DAY | YEAR | MONTH | DAY |
| AOSP Answer Booklets | 83 | 02 | 15 | 83 | 02 | 16 |

| 6. AUTHORITY FOR SHIPMENT | 7. NUMBER OF RECORDS TRANSMITTED |
|---|---|
| DA Pamphlet 611-3 | |

| 8. PERSON TO CONTACT *(Name and telephone)* | 9. REQUIREMENT CONTROL SYMBOL *(AR 335-15)* |
|---|---|
| SGT William A. Smith 978-1234 | MILPC-4 |

10. TYPE OF MEDIA TRANSMITTED

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | HARD COPY | | PUNCHED CARDS | | CASSETTES | | |
| | MICROFILM | | PHOTO | | FICHE | | |

| 11. NUMBER OF BOXES/PACKAGES | 12. NUMBER OF ITEMS |
|---|---|
| 1 | 37 |

13. METHOD OF SHIPMENT

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | COURIER | | FIRST CLASS | | PARCEL POST | | |
| | EXPRESS MAIL | | REGISTERED | | | | |

| 14. SHIPPED TO | 15. SHIPPED FROM |
|---|---|
| US Army Soldier Support Center - National Capital Region<br>ATTN: ATZI-NCR-MO<br>200 Stovall Street<br>Alexandria, VA 22332<br>☐ RETURN RECEIPT REQUESTED *(When box is checked, sign below and return copy to sender)* | US Army Air Defense Center and Fort Bliss<br>ATTN: ABCD-EF<br>Fort Bliss, TX 79916 |
| 14a. TYPED NAME AND TITLE OF RECEIVER | 15a. TYPED NAME AND TITLE OF SENDER<br>SGT William A. Smith<br>AOSP Project Officer |
| 14b. SIGNATURE OF RECEIVER AND DATE | 15b. SIGNATURE OF SENDER<br>William A. Smith |

16. SPECIAL INSTRUCTIONS

17. TYPE COMPONENT USED *(For magnetically recorded data)*

18. REMARKS

1. This shipment contains:

   a. 30 incumbent answer booklets MOS 71L

   b. 7 training factor answer booklets MOS 71L

2. 5 incumbent answer booklets MOS 71L received were not completed (state reason)

DA FORM 200, APR 83 EDITION OF FEB 78 WILL BE USED UNTIL EXHAUSTED.

**Figure 3. Sample of completed DA Form 200**

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.
*General, United States Army*
*Chief of Staff*

Official:

ROBERT M. JOYCE
*Major General, United States Army*
*The Adjutant General*

Distribution: To be distributed in accordance with DA Form 12–9A requirements for Personnel Selection: Active Army, A; USAR and ARNG, D.

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