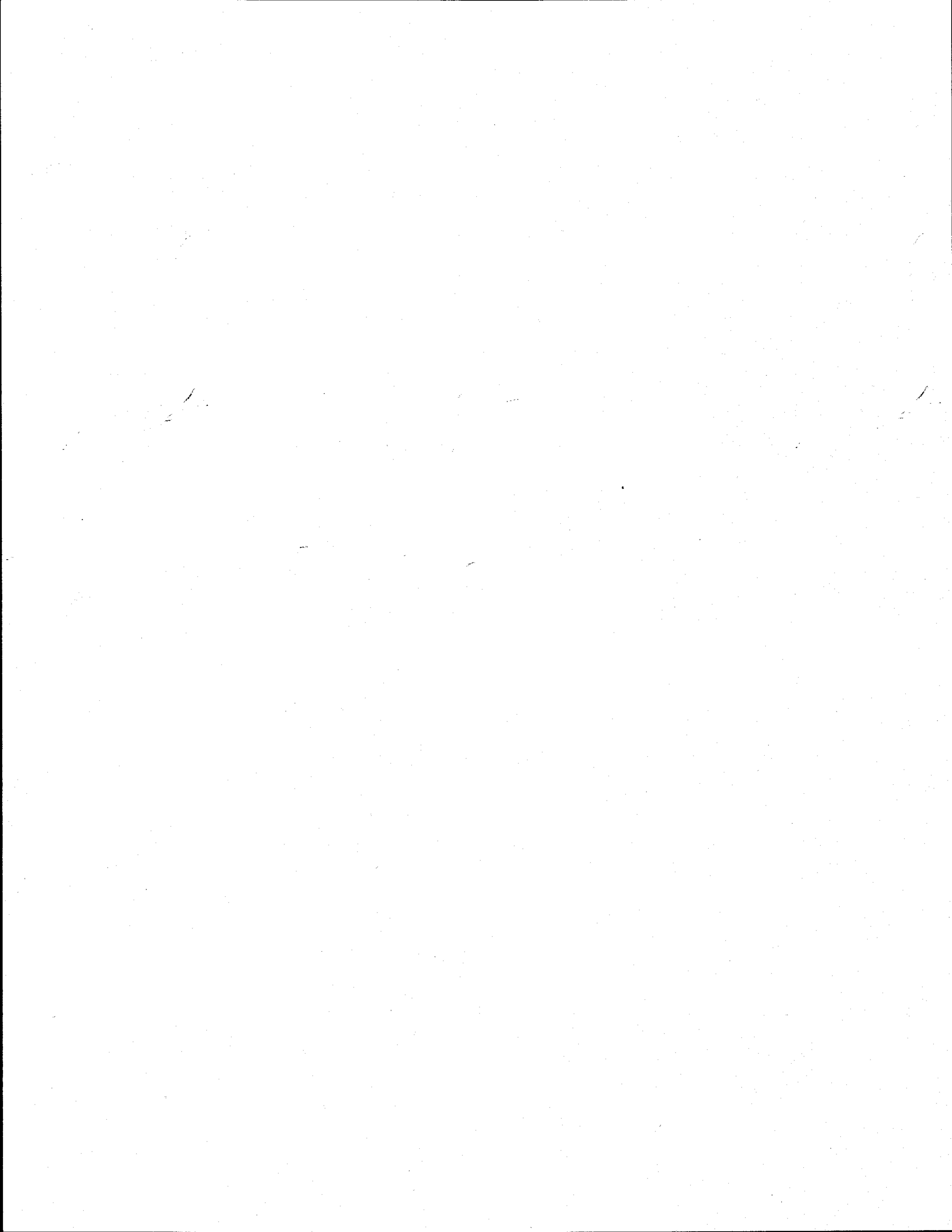


**DMDC**

*Information and Technology for Better Decision Making*

**May 2006 Status of Forces Survey of  
DoD Civilians**

**Tabulations of Responses**



**MAY 2006 STATUS OF FORCES SURVEY  
OF DoD CIVILIAN EMPLOYEES:  
TABULATIONS OF RESPONSES**

**Defense Manpower Data Center  
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# MAY 2006 STATUS OF FORCES SURVEY OF DoD CIVILIAN EMPLOYEES: TABULATIONS OF RESPONSES

## *Introduction to the Survey*

The *Human Resources Strategic Assessment Program* (HRSAP), Defense Manpower Data Center (DMDC), conducts both Web-based and paper-and-pencil surveys to support the personnel information needs of the Under Secretary of Defense for Personnel and Readiness (USD[P&R]). These surveys assess the attitudes and opinions of the entire Department of Defense (DoD) community on a wide range of personnel issues. An exclusively Web-based survey program, known as the *Status of Forces Surveys* (SOFS), provides data several times per year on active-duty and Reserve component members and DoD civilian employees. Paper-and-pencil surveys are used to supplement Web-based surveys to obtain data on sensitive topics (e.g., sexual harassment) and from populations who may have limited Internet access (e.g., spouses of active and Reserve members).

This report contains tabulations of responses from the DoD civilian employee SOFS Web survey conducted April 10 to June 1, 2006. This introduction (1) summarizes the survey content, (2) defines the total population surveyed and the subgroups used in tabulations of responses, (3) summarizes the survey methodology,<sup>1</sup> and (4) provides details on how to use the tabulations. The tabulations and a copy of the survey items follow this introduction.<sup>2</sup>

## **Survey Content**

The *May 2006 Status of Forces Survey of DoD Civilians* was subdivided into questions covering the following 13 topic areas:

1. *Background Information*—Military department, status (permanent/non-permanent), pay plan/grade, gender, race/ethnicity, tenure, age, education, retirement eligibility and plan, disability status, veteran status, supervisory status, location, and civil service personnel demonstration project/alternative personnel system status.
2. *Overall Satisfaction*—Satisfaction with aspects of working for the organization, overall satisfaction with the organization and the job, and level of personal and work stress.
3. *Satisfaction With Quality of Work Life*—Organizational and overall quality of work life satisfaction.

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<sup>1</sup> Details on survey methodology are reported by Riemer and Kroeger (2003) and DMDC (2006b).  
<sup>2</sup> Refer to DMDC (2006a) to view a screen-shot version of the survey as it appeared on the Web.



4. *Leadership and Management*—Level of agreement with a series of statements pertaining to managers/supervisors, along with satisfaction measures.
5. *Retention and Commitment*—Likelihood to continue to work for DoD, intentions to leave in the next five years, plans to look for another job in the coming year, and organizational commitment.
6. *Preparedness*—Individual and unit preparedness, along with perceptions of training effectiveness.
7. *Personnel Services*—Satisfaction with aspects of services and an overall assessment.
8. *Motivation/Development/Involvement*—Level of agreement with a series of statements related to high performing organizations,<sup>3</sup> and career and work motivation, development, and involvement.
9. *Personnel Actions*—Assessment of turnover, hiring, and whether supervisors/managers possess the authority, resources, and skills necessary for quality human resources management.
10. *Pay and Benefits*—Satisfaction with specific pay and benefits, overall measures of satisfaction with pay and benefits, and comparisons between federal and non-federal compensation.
11. *Performance Management*—Level of agreement with statements pertaining to performance recognition, compensation, and grievance/appeal procedures; measures of workforce quality and management of employees, along with satisfaction measures of recognition, feedback, pay, and training.
12. *National Security Personnel System (NSPS)*—Awareness and perception of possible impact of NSPS, agreement with statements pertaining to training effectiveness, and identification of the most important supervisor skills and abilities under the new personnel system.
13. *Structural Changes*—Awareness of various organizational structural changes (e.g. realignment/relocation).

### ***Population and Reporting Categories***

The target population for all civilian SOFS consists of DoD-appropriated-fund civilian employees (including Senior Executive Service [SES]), to include employees of the Department of the Army, Department of the Navy (including employees working at

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Marine Corps locations), Department of the Air Force, and civilian employees working at DoD Agencies and Activities who have either full-time, part-time, or intermittent work schedules, and who had at least six months tenure at the time the questionnaire is first fielded. Survey results are presented for the total population and by a variety of reporting categories. To form the reporting categories for the tabulations, respondents are classified primarily by survey self-report. If the self-reported data are missing, then DMDC's *Civilian Personnel Master Edit File (CPMEF)* data, at the time of sampling, are used to impute the subgroup classification. Exceptions to this procedure include respondents assigned to groups within the Supervisor/Manager and Veteran categories. These categories are determined solely by responses to survey questions, because personnel record data are not available to make these specific distinctions. In addition, assignment to the SES subgroup (within the Pay Plan/Grade category), NSPS Status, and Occupational Groups categories was done exclusively from the *CPMEF*.

Survey results are tabulated by component, pay plan/grade, NSPS status, occupational groups, supervisor/manager, education, schedule/location, bargaining unit, disability, veteran/preference, type of appointment, retirement plan/eligibility, age, length of service, gender, and race/ethnicity. Definitions for reporting categories follow:

- *Component*—Groups include the three military departments, *Army*, *Navy* (including employees working at Marine Corps locations), and *Air Force*, along with *DoD Agencies/Field Activities*.
- *Pay Plan/Grade*—The group of *White Collar Total* includes General Schedule (GS) and related pay plans (e.g., General Manager and General Government, and comparable pay bands) at grade levels *GS 1 to 4*, *GS 5 to 8*, *GS 9 to 12*, *GS/GM 13 to 15*, and *SES* pay plan. The group of *Blue Collar Total* includes Wage Grade (WG), Wage Leader (WL), and Wage Supervisor (WS) at the *WG 1 to 5*, *WG 6 to 9*, *WG 10 to 15*, and *WS/WL 1 to 19* grade levels. The *NSPS Pay Plans* include all employees with pay plans under the new personnel system. *Demo/APS Pay Plans* include employees under a demonstration project or alternate personnel system, excluding employees under NSPS.
- *NSPS Status*—*Spiral 1.1* includes employees who were under NSPS at the time of the survey administration. *All Others* includes employees who were not under NSPS at the time of the survey administration.
- *Occupational Groups*—*Professional* refers to white-collar occupations that require knowledge in a field of science or learning characteristically acquired through education or training equivalent to a bachelor's degree (or higher) with major study in a specialized field. *Scientists* and *Engineers* are specific occupations within the *Professional* group. *Administrative* refers to white-collar occupations that involve the application of a substantial body of knowledge of principles, concepts, and practices applicable to one or more

fields of administration or management. *Technical* refers to white-collar occupations that involve work typically associated with and supportive of a professional or administrative field involving extensive practical knowledge gained through on-the-job experience and/or specific training less than that represented by college graduation. *Clerical* refers to white-collar occupations involving structured work in support of office, business, or fiscal operations; performed in accordance with established policies or techniques; and requiring training, experience, or working knowledge related to the tasks to be performed. *Other White Collar* refers to white-collar occupations that cannot be related to the *Professional, Administrative, Technical, or Clerical* groups (e.g., Fire Protection and Prevention, Police, Security Guard, General Student Trainee, Social Science Student Trainee). *Blue-Collar* occupations comprise the trades, crafts, and manual labor (unskilled, semiskilled, and skilled) including supervisory positions with trade, craft, or labor experience and knowledge as the paramount requirements.

- *Supervisor/Manager*—*Supervisor* refers to first-line supervisors who do not supervise other supervisors; they are typically responsible for employees' performance appraisals and approval of leave. *Manager* refers to those in management positions who typically supervise one or more supervisors. *Wage Leader* refers to those who lead three or more workers to (a) accomplish trades and labor work or (b) train them in the non-supervisory work of a trades and laboring occupation. *Wage Supervisor* refers to supervisors who exercise technical and administrative supervision over subordinate workers in accomplishing trades and labor work. *Team Leader* (white-collar) refers to work leaders who, on a regular and recurring part of their assignment, lead three or more employees in general schedule or equivalent occupations to (a) accomplish professional, administrative, technical, or clerical work or (b) train them in non-supervisory work in these occupations. *Non-Supervisor* refers to persons who are not supervisors or managers.
- *Education*—The group *No College* includes anyone without any college credit. *Some College* includes those with some college credit, including a 2-year degree, but does not include those with a 4-year degree. *4-year Degree* includes those with a 4-year degree and those with some graduate school, but no graduate or professional degree. *Graduate/Professional Degree* includes those with masters, doctorates, and first professional degrees.
- *Schedule/Location*—Work schedule is collapsed into two groups: *Full-Time* and *Other Than Full-Time*. *Other Than Full-Time* includes all persons with part-time and intermittent work schedules. Locations are defined as locality pay areas where respondents work that are collapsed into *CONUS* (within the contiguous 48 states and the District of Columbia) and *OCONUS* (outside the contiguous 48 states).



- *Bargaining Unit*—*Not in Bargaining Unit* are employees who are not members of a collective bargaining group, whereas *In Bargaining Unit* are members of such groups.
- *Disability*—Disability status is presented in two groups: *No Disability* and *Disability*. Subgroups under *Disability* include *Targeted Disability* and *Other Disability*. *Targeted disabilities* refers to disabilities “targeted” for emphasis in affirmative action planning (e.g., deafness, blindness, missing extremities). *Other disabilities* include disabilities that are not readily apparent (e.g., asthma, arthritis, and chronic fatigue syndrome).
- *Veteran/Preference*—Whereas the *Non-Veteran* and *Veteran* groups are exclusive, a limited number of non-veterans are included in the preference subgroups under the *Veteran* group due to their eligibility to receive a preference (e.g., widowed spouses of career military members who receive veteran’s preference based on spouse’s service).
- *Type of Appointment*—*Permanent* employees refer to those who have completed their probationary period for initial employment, whereas *Non-Permanent* employees refers to those still serving a probationary period.
- *Retirement Plan/Eligibility*—*CSRS* refers to employees enrolled in the Civil Service Retirement System, *FERS* refers to employees enrolled in the Federal Employee Retirement System, and *Other Plan* refers to employees in other retirement plans. *Not Eligible* refers to persons who are not yet eligible to retire. The conditions needed to be considered *Optional Eligible* are the same for persons retiring under FERS (if born before 1948) or CSRS. These conditions include the following: a) 55-59 years of age and having at least 30 years of creditable service, b) 60-61 years of age and having at least 20 years of creditable service, or c) 62 years of age or older and having at least five years of creditable service. *Optional Eligible* retirement under FERS differs for persons born during or after 1948; persons born during or after 1948 must meet the Minimum Age Requirements (set by year of birth) and have 10 or more years of creditable service. Hazardous duty employees (i.e., fire fighters, law enforcers) are *Optional Eligible* at age 50 with 20 years of creditable FERS or CSRS service. *Discontinued Service Eligible* includes persons who can retire under either FERS or CSRS if they are a) 50-54 years of age and have at least 20 years of creditable service, b) 55-59 years of age and have between 20-29 years of creditable service, or c) 49 years of age or less and have at least 25 years of creditable service.
- *Age & Length of Service*—The *Age* category includes five groups depending on the respondent’s age, including *29 Years Old or Less*, *30 to 39 Years Old*, *40 to 49 Years Old*, *50 to 59 Years Old*, and *60 Years Old or More*. The length of service category refers to length of service working for the Federal Government. It includes all years of service that count toward a civil

service retirement, time working for the Department of Defense (or any other Federal agency), and years of military service. The five groups reported include *6 Months to 4 Years of Service*, *5 to 10 Years of Service*, *11 to 20 Years of Service*, *21 to 30 Years of Service*, and *More Than 30 Years of Service*.

- **Gender & Race/Ethnicity**—The *Gender* category is self-explanatory. *Race/Ethnicity* is classified based on self-reported categories consistent with requirements of the *Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity* (1997). *Total Minority* includes all persons marking one or more of the races other than White and/or marking that they are Spanish/Hispanic/Latino. *Non-Hispanic Black* includes persons marking only Black or African American and not reporting being Spanish/Hispanic/Latino. *Hispanic* includes anyone marking that they are Spanish/Hispanic/Latino, regardless of how they answered the question on race. *Non-Hispanic Asian* includes anyone marking that they are Asian and/or Native Hawaiian or Other Pacific Islander on the race question and not reporting being Spanish/Hispanic/Latino.

### **Survey Methodology**

The Web survey administration process began on April 10, 2006, with the mailout of notification letters to sample members. The notification letter explained why the survey was being conducted, how the survey information would be used, and why participation was important. Throughout the administration period, additional e-mail and postal reminders were sent to encourage survey participation. Data were collected between April 24 and June 1, 2006.

Single-stage, nonproportional stratified random sampling<sup>4</sup> procedures were used. The sample consisted of 75,536 individuals drawn from the sample frame constructed from DMDC's *Civilian Personnel Master Edit File*. Members of the sample became ineligible if they indicated in the survey or by other contact (e.g., telephone calls to the data collection contractor) that they were not employed by DoD or its components as of the first day of the Web survey, April 24, 2006 (1% of sample).

Completed surveys (defined as 50% or more of the questions asked of all participants answered) were received from 42,530 eligible respondents. The overall weighted response rate for eligibles, corrected for nonproportional sampling, was 59%. Data were weighted to reflect the population of interest. These weights reflect (1) the probability of selection, (2) a nonresponse adjustment factor to minimize bias arising

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<sup>4</sup> In stratified random sampling, all members of a population are categorized into homogeneous groups. For example, employees might be grouped by gender and component (e.g., all male Army personnel, all female Navy personnel in another). Members are chosen at random within each group. Small groups are oversampled in comparison to their proportion of the population so there will be enough responses from those groups to analyze. Weights are used so that groups are correctly represented in the analyses.



