About the Custom Question Bank

The DEOCS team recognizes that adding customized questions to the DEOCS is a feature valued by commanders, organization leaders, and Equal Opportunity (EO) professionals. Due to DoD guidance (DoDM 8910.01, DoDI 8910.01, and DoDI 1100.13), the DEOCS team has updated the process to add custom questions.

When initiating a DEOCS through the online DEOCS Portal, survey administrators can select up to 10 multiple-choice and five short answer questions from a "bank" of over 600 pre-approved questions. This bank provides questions that cover a wide range of topics of interest to commanders, organization leaders, and EO professionals. To view the current full bank of questions, please go to the Assessment to Solutions web site (https://www.defenseculture.mil/Assessment-to-Solutions/A2S-Home/) and select "Custom Question Bank."

Adding Custom Questions

To ensure that the bank of questions meets the changing needs of the Force, the DEOCS team has developed a process to review and add new questions to the bank that complies with DoD regulatory requirements. Commanders, DoD organization leaders, EO professionals, and survey administrators can submit questions or topic areas to the DEOCS team to be considered for addition to the custom question bank. The DEOCS team will review the submitted questions/topic areas and add questions to the question bank as policy permits.

Some questions will be added to the bank as they are submitted. Others will be edited by the DEOCS team to ensure all questions conform to industry best practices, DEOCS standards, and DoD policy. If you prefer to suggest a topic area (rather than a specific question) for consideration, the DEOCS team of survey professionals can write appropriate questions related to that topic.

Questions that are redundant with existing DEOCS questions, are not applicable across the Force, or do not meet regulatory requirements set forth by the DoD Office of People Analytics (OPA), DoD Human Subjects Review, DoD Privacy Review, and Office of Management and Budget (OMB) will be rejected. In addition, questions involving economic relief, extremism, COVID-19 (other than "return to work"), and other topics of general public interest cannot be added to the bank at this time.

To have your question or topic area considered for addition to the DEOCS, please fill out the form here: https://www.dodsurveys.mil/EFM/se/074A97156FBE5EFA

Review & Response

After each review, the DEOCS team will send an e-mail announcing decisions on all submitted questions or topics. The e-mail will contain an Excel spreadsheet with decisions regarding each submission. Any submissions identified for inclusion in the

custom question bank will be detailed, along with any edits made to the item submitted. If the submission was a topic, the DEOCS team will detail the questions constructed to address that topic area. The decisions represented on the Excel sheet and sent out from the DEOCS team are final and there is no opportunity for appeal.

Schedule for Updates

Due to recent changes regarding DoD survey guidance, we can no longer update this question bank on a quarterly basis. All DEOCS content was deemed to be "public interest," therefore, any additions or changes to content must be approved by the Office of Management & Budget (OMB). OPA plans to initiate the OMB review in Fall 2022. Any submissions we receive will be considered for additions at that time, dependent on the outcome of the OMB review.

References

Department of Defense (2014). *DoD information collections manual: Procedures for DoD internal information collections* (DoDM 8910.01).

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Department of Defense (2015). *DoD surveys* (DoDI 1100.13).

Peterson, R. A. (2000). *Constructing effective questionnaires*. Sage Publications.

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