



### Question Bank

The DEOCS team recognizes that adding customized questions to the DEOCS is a feature valued by commanders, organization leaders, and EO professionals. Due to DoD guidance (DoDM 8910.01, DoDI 8910.01, and DoDI 1100.13) the DEOCS team had to change the process used to add questions. When initiating a DEOCS through the new online DEOCS portal, you will be asked to select up to 10 multiple-choice and 5 short answer questions from a “bank” of over 400 pre-approved questions. This bank provides questions that cover a wide selection of topics of interest to commanders, organization leaders, and EO professionals (available for download at <https://www.defenseculture.mil/Assessment-to-Solutions/A2S-Home/>).

### Adding Questions

To ensure that the bank of questions meets the changing needs of the Force, the DEOCS team has developed a process to regularly 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 customizable bank. Once a quarter, the DEOCS team will review the submitted questions and topic areas and add questions to the customizable bank.

Some questions will be added to the bank as they are submitted. Others questions will be edited by the DEOCS team to ensure all DEOCS questions conform to industry best practices, DEOCS standards, and DoD policy. If you would rather suggest a topic area (rather than a specific question) for consideration, the DEOCS team of survey professionals can write appropriate DEOCS questions for that topic. Questions that are redundant with existing DEOCS questions, are not applicable across the Force, or that do not meet regulatory requirements set forth by the DoD Office of People Analytics, DoD Human Subjects Review, and DoD Privacy Review, may be rejected.

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>

### Response

After each quarterly review, the DEOCS team will send an email announcing decisions on all submitted questions or themes. Submissions will receive either “Concur” (question or topic area added to the DEOCS) or “Non-Concur” (questions or topic areas not added to the DEOCS). Concurred items will include any edits that the DEOCS team made to the suggested question or questions developed for suggested topics. Non-Concurred suggestions will include a reason for non-concurrence. The decisions

represented on the excel sheet and sent out from the DEOCS team are final and there is no opportunity for appeal.

## Schedule

The schedule for submitting custom questions for consideration and review is below.

**First update- Questions must be received by November 25th 2020**

**Second update – Questions must be received by February 25th 2021**

**Third update – Questions must be received by May 25th 2021**

**Fourth update- Questions must be received by August 25th 2021**

Cut-off Date for Suggestions	Date new items are added to the custom bank
11/25/2021	1/25/2021
2/25/2021	4/25/2021
5/25/2021	7/25/2021
8/25/2021	10/25/2021

## References

Department of Defense (June 30<sup>th</sup>, 2014) *DoD Information Collections Manual: Procedures for DoD Internal Information Collections*(DoDM 8910.01)

Department of Defense (June 30<sup>th</sup>, 2014) *Information Collection and Reporting* (DoDI 8910.01)

Department of Defense (January 15<sup>th</sup> 2015) *DoD Surveys*(DoDI 1100.13)

Peterson, R. A. (2000). *Constructing effective questionnaires*. Thousand Oaks, CA: Sage.

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