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Survey of Federal Personnel Specialists, 1988

Record Group 479 Records of the Merit System Protection Board

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J. Nelson
October 1, 1992

NOTE TO REFERENCE STAFF

Two different files exist for the Survey of Federal Personnelists. One is a flat file EBCDIC data set. The other file is a SPSS version of the same data and serves as an utility copy.

National Archives



Washington, DC 20408

Survey of Federal Personnelists, 1988

DOCUMENTATION

RECORD GROUP 479

Records of the U.S. Merit Systems Protection Board

National Archives and Records Administration

Reference Copy #2



Soung Cho
January 27, 1992
3-479-92-001

VALIDATION STATEMENT

When the National Archives acquired custody of this file, the accessioning procedures called for a manual comparison of the documentation to a printout of a portion of the records in each data set. This manual comparison is referred to as a "preliminary assessment" or "validation." The number of records which were compared varied from data set to data set. However, as a general rule the comparison involved less than ten records and was limited to only the first and last records in each data set. This is a statement of the results of the preliminary assessment or validation.

title: Federal Personnelist Survey, 1988

logical record length: 80

number of datasets: 1

No discrepancies between the documentation and a sample dump of the data were noted during hand validation.



J. Nelson
September 15, 1992

NOTES ON DOCUMENTATION

The U.S. Merit Systems Protection Board provided this technical documentation packet consisting of a brief technical introduction, a data record description, a list for labeling of all variables, tables showing stratification and counts for weighing data, and a sample survey for the Survey of Federal Personnelists, 1988.



U.S. MERIT SYSTEMS PROTECTION BOARD
1120 Vermont Avenue, N.W.
Washington, D.C. 20419

Dear Federal Personnel Specialist:

The U.S. Merit Systems Protection Board (MSPB)--an independent Federal agency created by Congress in 1978--needs your help. We've developed the attached questionnaire to help us examine specific personnel management issues and evaluate the current health of the civil service system. We believe that you, a professional in Federal personnel, can provide valuable insight for our study by completing this questionnaire.

The questions will give you the opportunity to share your observations, experiences, and opinions on a range of critical issues. Your responses will be confidential. Please don't put your name anywhere on the questionnaire.

We're distributing the questionnaire to a nationwide random sample of Personnel Specialists in grades 11 and above. Our sample represents only a small share of Federal Personnel Specialists; thus, it is extremely important that you complete and return the questionnaire. You may answer the questions at work or in the privacy of your home. You'll be able to complete the questionnaire in about 45 minutes.

Please return your completed questionnaire in the enclosed postage-paid envelope within 5 days after you receive it. If you'd like a copy of the reports we publish using questionnaire results, please write to us at the address given on the next page.

We very much appreciate your taking time to complete this questionnaire. Our study's usefulness in helping to make the Federal Government a better place in which to work depends upon your frank and careful responses.

Sincerely,

A handwritten signature in cursive script that reads "Evangeline W. Swift".

Evangeline W. Swift
Director, Office of
Policy and Evaluation





U. S. MERIT SYSTEMS PROTECTION BOARD
WASHINGTON, D. C. 20419

1988 SURVEY OF FEDERAL PERSONNEL SPECIALISTS

This questionnaire asks you to share your opinions and experiences on a variety of personnel management issues. The questions are divided into the following topical areas:

- Merit principles and prohibited personnel practices
- General effectiveness of personnel programs and activities
- Effectiveness of specific personnel programs
- Recent developments in Federal personnel management
- Demographic information
- Comments on personnel management issues

You may not need to answer every question in this survey. Instructions throughout the questionnaire will tell you which questions to skip.

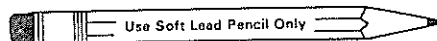
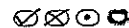
MARKING INSTRUCTIONS

- DON'T use ink or ballpoint pens.
- Erase completely and cleanly any answer you wish to change.
- Don't make any stray marks in this booklet.

CORRECT MARK:



INCORRECT MARKS:



PRIVACY ACT NOTICE

Collection of the requested information is authorized by the Civil Service Reform Act of 1978 (P.L. 95-454). Your participation in this survey is completely voluntary and none of the information you choose to supply will be associated with you individually.

REPORT REQUEST ADDRESS

If you would like a copy of the reports published as a result of this survey, please address your request to:

U. S. Merit Systems Protection Board
Office of Policy and Evaluation
1120 Vermont Avenue, N.W.
Washington, D. C. 20419

1988 SURVEY OF FEDERAL PERSONNELISTS

1. The largest organizational unit for which I can best judge the quality of personnel management is my:
(Please mark only one)

- ① Entire Department, major agency, bureau, or command
- ② The *headquarters* office of my Department or agency
- ③ A *regional office or field installation* of my Department or agency

2. About which Office of Personnel Management (OPM) office are you most knowledgeable?
(Please mark only one)

- ① Central Office (Headquarters)
- ② Regional and/or Area Offices

SECTION 1

3. During the past 12 months, have you personally observed any of the following practices in your organization?

- | | |
|--|-----------------------------|
| | No |
| | Yes, one instance |
| | Yes, more than one instance |
- a. An employee being pressured to contribute to a political campaign ① ② ③
 - b. An employee being pressured to participate in partisan political activity ① ② ③
 - c. An employee actively seeking partisan political office or raising funds on behalf of a partisan political candidate ① ② ③
 - d. A career employee being pressured to resign, transfer, or accept reassignment because of his/her political affiliation ① ② ③
 - e. An appointment to the competitive service made as a result of political party affiliation ① ② ③
 - f. A selection for job or job reward based on family relationship ① ② ③

No
Yes, one instance
Yes, more than one instance

- g. A selection for job or job reward based on personal friendship rather than qualifications ① ② ③
 - h. An attempt to influence someone to withdraw from competition for a Federal job in order to help another person's chances ① ② ③
 - i. An attempt to retaliate against someone because he or she disclosed some wrongful activity in the agency ① ② ③
 - j. An attempt to retaliate against someone because he or she filed a formal appeal ① ② ③
 - k. An attempt to retaliate against someone because he or she engaged in lawful union activity ① ② ③
 - l. An employee being pressured by a supervisor for sexual favors ① ② ③
 - m. A person being denied a job or job reward because of his/her race, color, religion, sex, or national origin ① ② ③
 - n. A person being denied a job or job reward because of his/her age ① ② ③
 - o. A person being denied a job or job reward because of his/her handicap unrelated to job requirements ① ② ③
 - p. A person being denied a job or job reward because of his/her political affiliation ① ② ③
4. In your opinion, how adequate are the protections presently available to persons attempting to expose prohibited personnel practices within the Federal Government? (Please mark only one)
- ① Very adequate
 - ② Somewhat adequate
 - ③ Inadequate
 - ④ Very inadequate
 - ⑤ Not sure/No basis to judge

SECTION 2

In this section we examine the general effectiveness of the personnel programs and activities of OPM and your own organization.

5. How do you feel about the amount of emphasis your organization's personnel program currently places on the following values?

Don't know/No basis to judge
Too little
About right
Too much

- a. Supporting management flexibility ① ② ③ ④
- b. Protecting employee rights ① ② ③ ④
- c. Enforcing personnel laws, rules, and regulations ① ② ③ ④
- d. Complying with the merit principles ① ② ③ ④

6. How effective do you feel that OPM has been in the following of its activities over the past 2 years?

Don't know/No basis to judge
Very ineffective
Ineffective
Effective
Very effective

- a. Monitoring agency personnel systems to detect possible abuses ① ② ③ ④ ⑤
- b. Evaluating how agency use of "human resources" affects success of line programs ① ② ③ ④ ⑤
- c. Providing general management and supervisory training ① ② ③ ④ ⑤
- d. Providing technical assistance and support on implementation of new programs or initiatives ① ② ③ ④ ⑤
- e. Providing information and assistance to the public concerning availability of Federal employment ① ② ③ ④ ⑤
- f. Carrying out personnel research and development efforts directly or in cooperation with agencies ① ② ③ ④ ⑤
- g. Assisting agencies in improving their personnel programs and systems ① ② ③ ④ ⑤
- h. Initiating efforts to improve the Federal personnel management system by simplification and modernization ① ② ③ ④ ⑤

7. If a personnel abuse (e.g., prohibited personnel practice) occurred in your organization, how effective would each of the following be in correcting that abuse?

Don't know/No basis to judge
Very ineffective
Ineffective
Effective
Very effective

- a. Your organization's internal personnel management review system ① ② ③ ④ ⑤
- b. OPM evaluation and compliance audit system ① ② ③ ④ ⑤
- c. An employee "blowing the whistle" to the Merit Systems Protection Board (MSPB) Special Counsel ① ② ③ ④ ⑤
- d. An employee "blowing the whistle" to your organization's Inspector General or internal audit head ① ② ③ ④ ⑤
- e. An employee appealing to the Merit Systems Protection Board ① ② ③ ④ ⑤
- f. An employee filing a grievance ① ② ③ ④ ⑤
- g. An employee filing an EEO complaint... ① ② ③ ④ ⑤

SECTION 3

In this section we ask your opinions on specific program areas in personnel management. At the beginning of all except the first subsection, you will be asked how much you know about your organization's use of certain programs. (If you are not knowledgeable about a program, you will be asked to skip to the next set of questions.)

Delegation of Authority

8. What do you think about the amount of authority that your organization has to take personnel actions without prior approval from OPM?

- ① Too much
- ② About right
- ③ Too little
- ④ Don't know/No basis to judge

9. What do you think about the amount of authority your immediate organization (personnel office) has to carry out its job without prior approval from higher level personnel authorities in your agency?

- ① Too much
- ② About right
- ③ Too little
- ④ Don't know/No basis to judge

10. What do you think about the amount of authority your line managers have to carry out their jobs without prior approval from their personnel offices?

- ① Too much
- ② About right
- ③ Too little
- ④ Don't know/No basis to judge

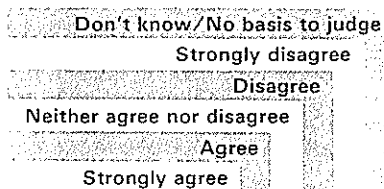
Uniform Guidelines

11. How knowledgeable are you about the *Uniform Guidelines on Employee Selection Procedures (Uniform Guidelines)* which require that selection procedures be validated?

- ① Very knowledgeable
- ② Somewhat knowledgeable
- ③ Know too little about them to comment
(PLEASE SKIP TO QUESTION 15)

12. On what percentage of the jobs in your organization have job analyses been done?

- ① Job analyses are not done in my organization.
- ② 1-25%
- ③ 26-50%
- ④ 51-75%
- ⑤ 76-100%
- ⑥ Don't know/No basis to judge



13. My organization has adequate data with which to make adverse impact determinations under the *Uniform Guidelines* ① ② ③ ④ ⑤ ⑥

14. The *Uniform Guidelines* are applied in my organization ① ② ③ ④ ⑤ ⑥

Affirmative Action Programs

15. The Federal Equal Opportunity Recruitment Program (FEORP) was implemented to fulfill a requirement of the Civil Service Reform Act. FEORP's goal is to eliminate the underrepresentation of minorities and women in various categories of civil service employment. Does your organization have a FEORP Program?

- ① Yes
- ② No
- ③ Don't know } PLEASE SKIP TO QUESTION 18

16. How knowledgeable are you about the operation of the FEORP program in your organization?

- ① Very knowledgeable
- ② Somewhat knowledgeable
- ③ Know too little about it to comment.
(PLEASE SKIP TO QUESTION 18)

17. Has FEORP caused your organization to identify and hire qualified women and minority applicants which you otherwise would not have recruited?

- ① Yes
- ② No
- ③ Not sure

Performance Appraisal Systems

18. How knowledgeable are you about each of the following performance appraisal systems in your organization?

Know too little about it to comment
Somewhat knowledgeable
Very knowledgeable

- a. Performance Management System (PMS).... ① ② ③
- b. Performance Management and Recognition System (PMRS)..... ① ② ③
- c. Senior Executive Service (SES) ① ② ③

(If you answered "3" to a, b, and c, PLEASE SKIP TO QUESTION 22.)

19. In your opinion, what impact has each of the three performance appraisal systems had on your organization's effectiveness?

- Don't know/No basis to judge
- Greatly increased effectiveness
- Somewhat improved effectiveness
- No impact one way or another
- Somewhat improved effectiveness
- Greatly improved effectiveness

- a. PMS ① ② ③ ④ ⑤ ⑥
- b. PMRS ① ② ③ ④ ⑤ ⑥
- c. SES ① ② ③ ④ ⑤ ⑥

20. Overall, how would you rate the policy guidance which OPM has issued on each of the performance appraisal systems over the past 2 years?

- Don't know/No basis to judge
- Poor
- Fair
- Good
- Very good

- a. PMS ① ② ③ ④ ⑤
- b. PMRS ① ② ③ ④ ⑤
- c. SES ① ② ③ ④ ⑤

21. Overall, how would you rate the effectiveness of OPM's oversight of each of the performance appraisal systems in your organization over the past 2 years?

- Don't know/No basis to judge
- Very ineffective
- Ineffective
- Effective
- Very effective

- a. PMS ① ② ③ ④ ⑤
- b. PMRS ① ② ③ ④ ⑤
- c. SES ① ② ③ ④ ⑤

Personnel Management Evaluation

22. How knowledgeable are you about the operation of regulatory compliance and evaluation activities in your organization?

- ① Very knowledgeable
 - ② Somewhat knowledgeable
 - ③ Know too little about them to comment.
- (PLEASE SKIP TO QUESTION 27)

- Don't know/No basis to judge
- To no extent
- To a little extent
- To some extent
- To a considerable extent
- To a very great extent

To what extent do you believe each of the following statements is true:

23. Periodic reviews of individual personnel actions are performed in my organization specifically for the purpose of assuring proper application of laws, regulations, or procedures ① ② ③ ④ ⑤ ⑥

24. The results of my organization's regulatory compliance reviews are used to take corrective action ① ② ③ ④ ⑤ ⑥

25. Personnel management evaluation reviews done in my organization identify human resource management problems and help improve organizational effectiveness .. ① ② ③ ④ ⑤ ⑥

26. Currently my agency's program evaluation system places more emphasis on regulatory compliance reviews than broad-based information gathering and analysis ① ② ③ ④ ⑤ ⑥

Selection of First Line GS/GM Supervisors

27. How knowledgeable are you about the methods, systems, etc., used to select new GS/GM supervisors in your organization?

- ① Very knowledgeable
 - ② Somewhat knowledgeable
 - ③ Know too little about them to comment
- (PLEASE SKIP TO QUESTION 30)

28. Are there methods, techniques, forms, etc., which are designed solely for the purpose of evaluating "supervisory aptitudes" which are used in making GS/GM supervisory selections in your organization?

- ① Yes
- ② No
- ③ Not sure

(OPTIONAL: If you answered "Yes" to Question 28, please describe the one technique or method, etc., which you feel is most effective, in the space provided for additional comments on the back page of this booklet.)

29. In evaluating candidates for first line GS/GM supervisory positions in your organization, which of the following is typically given more emphasis?

- ① Competence in the technical area supervised
- ② Competence in "supervisory" skills and abilities (e.g., leadership, communication)
- ③ Both 1 and 2 are considered equally
- ④ Neither 1 nor 2 is considered
- ⑤ Don't know/No basis to judge

Education and Counseling of Employees

NOTE: In this section, "employee services" denotes such areas as procedures for filing a grievance, health insurance options, leave benefits, retirement options, etc.

30. How knowledgeable are you about your organization's efforts to disseminate information on employee services?

- ① Very knowledgeable
- ② Somewhat knowledgeable
- ③ Know too little about them to comment
(PLEASE SKIP TO QUESTION 33)

31. To what extent does the information disseminated from your organization assist employees in understanding their rights, responsibilities, etc., concerning employee services?

- ① To a very great extent
- ② To a considerable extent
- ③ To some extent
- ④ To a little extent
- ⑤ To no extent
- ⑥ Don't know/No basis to judge

32. Please respond to the following statement: "There are enough trained personnelists available to counsel employees on issues related to employee services."

- ① Strongly agree
- ② Agree
- ③ Neither agree nor disagree
- ④ Disagree
- ⑤ Strongly disagree
- ⑥ Don't know/No basis to judge

SECTION 4

The questions in this section deal with topics in the personnel management area which have received increased attention over the past several years.

33. In your opinion, how would modification of the Hatch Act to permit Federal employees greater opportunity for political activity affect the operation of the Merit System, in general?

- ① It would have a positive effect on the work environment
- ② It would have no effect on the work environment
- ③ It would have a negative effect on the work environment
- ④ Don't know/No basis to judge

Not sure/No basis to judge
No
Yes

34. Does your organization have any regulations, policies, or procedures in place to deal with drug testing of the work force? ① ② ③

35. Does your organization have any regulations, policies, or procedures in place to deal with AIDS in the work place (in addition to those issued by OPM)? ① ② ③

Don't know/No basis to judge
 To no extent
 To a little extent
 To some extent
 To a considerable extent
 To a very great extent

36. To what extent do you believe that the following actions, if taken, can lead to improved personnel management in the Federal work force?

- a. Simplification of Federal personnel regulations and policies ① ② ③ ④ ⑤ ⑥
- b. Reduction in the volume of Federal personnel regulations and policies ① ② ③ ④ ⑤ ⑥
- c. Increased delegation of personnel authorities from the Office of Personnel Management to agencies ① ② ③ ④ ⑤ ⑥
- d. Increased delegation of personnel authorities from agency personnel offices to line managers ① ② ③ ④ ⑤ ⑥

37. To what extent do you believe the following actions have been achieved since the passage of the 1978 Civil Service Reform Act?

- a. Simplification of Federal personnel regulations and policies ① ② ③ ④ ⑤ ⑥
- b. Reduction in the volume of Federal personnel regulations and policies ① ② ③ ④ ⑤ ⑥
- c. Increased delegation of personnel authorities from the Office of Personnel Management to agencies ① ② ③ ④ ⑤ ⑥
- d. Increased delegation of personnel authorities from agency personnel offices to line managers ① ② ③ ④ ⑤ ⑥

SECTION 5

Demographic Information

The following information is needed to help with the statistical analyses of all question responses. All your responses are confidential, and will not be associated with you individually. Your individual responses will not be seen by anyone within your organization.

38. Where is your job located?

- ① Within Washington, D.C., metropolitan area
- ② Outside Washington, D.C., metropolitan area

39. What is the primary function of the office in which you currently work?

- ① Operating personnel *only*; e.g., providing day-to-day personnel services to an organization
- ② Staff personnel *only*; e.g., writing policy, providing guidance to other personnelists, evaluating programs, etc.
- ③ Operating *and* staff personnel
- ④ None of the above
- ⑤ Don't know/No basis to judge

40. What is your current job series?

- ① 201 (Personnel Management Specialist)
- ② 212 (Personnel Staffing Specialist)
- ③ 221 (Position Classification Specialist)
- ④ 230 (Employee Relations Specialist)
- ⑤ 233 (Labor Relations Specialist)
- ⑥ 235 (Employee Development Specialist)
- ⑦ Other (Please specify) _____

41. Where do you currently work?

- ① Agriculture
- ② Commerce

DEFENSE

- ③ Air Force
- ④ Army
- ⑤ Navy
- ⑥ Other DoD

⑦ Education

⑧ Energy

⑨ Environmental Protection Agency

⑩ General Services Administration

⑪ Health and Human Services

⑫ Housing and Urban Development

⑬ Interior

⑭ Justice

⑮ Labor

⑯ NASA

⑰ Office of Personnel Management

⑱ Small Business Administration

⑲ State, AID, or ICA

⑳ Transportation

㉑ Treasury

㉒ Veterans Administration

㉓ Other

42. How long have you worked in your current agency?

- ① Less than 1 year
- ② 1 to less than 2 years
- ③ 2 to less than 5 years
- ④ 5 to less than 10 years
- ⑤ 10 years or more

43. How long have you worked in the Federal personnel field?

- ① Less than 1 year
- ② 1 to less than 2 years
- ③ 2 to less than 10 years
- ④ 10 to less than 20 years
- ⑤ 20 to less than 30 years
- ⑥ 30 years or more

44. Are you a supervisor (i.e., do you sign performance appraisals for other employees)?

- ① Yes
- ② No
- ③ Not sure

45. What is your current grade level?

- ① 11
- ② 12
- ③ 13
- ④ 14
- ⑤ 15 (or equivalent)
- ⑥ 16 (or equivalent)
- ⑦ SES
- ⑧ Other (Please specify) _____

46. Are you?

- ① Male
- ② Female

47. Are you?

- ① American Indian or Alaskan Native
- ② Asian or Pacific Islander
- ③ Black; not of Hispanic origin
- ④ White; not of Hispanic origin
- ⑤ Hispanic
- ⑥ Other

48. Were you employed in the competitive civil service prior to the Civil Service Reform Act (i.e., prior to 1978)?

- ① Yes
- ② No

49. Which type of organizational structure best describes your office?

- ① Specialist-oriented, i.e., divided into functional branches (e.g., Recruitment & Placement, Training) in which employees perform work primarily in one particular function
- ② Generalist-oriented, i.e., not divided by personnel functional areas but, instead, employees perform work in a variety of functional areas
- ③ Other (Please explain) _____

SECTION 6

The following are questions regarding various issues in personnel management. We would appreciate your taking the time to comment. Please respond in your own words to each question.

50. In your opinion, what actions taken by OPM in the past 2 years have had a *positive* impact on the civil service system?

51. In your opinion, what actions taken by OPM in the past 2 years have had a *negative* impact on the civil service system?

52. Overall, have things improved, worsened, or stayed the same in Federal personnel management since the implementation of the Civil Service Reform Act of 1978? Please explain.

APPENDIX 2

MSPB: Personnelist Survey

772

1

PR NAME

PR/TASK NO.

PAGE

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FILE NAME/DESCRIPTION

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Unlabeled

PROJECT DIR/MGR

FORMAT - Code Type

Density

Record Length

Blocking

Other

Items: Omits = Blank

Mults = Blank

Grids: Omits = Blank

Mults = Blank

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	Item 2	1	10	10	1-2	
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	Item 4	1	27	27	1-5	
	Section 2					
	Items 5a-5d	1(4)	28	31	1-4	
	Items 6a-6h	1(8)	32	39	1-5	
	Items 7a-7g	1(7)	40	46	1-5	
	Section 3					
	Items 8-10	1(3)	47	49	1-4	
	Item 11	1	50	50	1-3	
	Items 12-14	1(3)	51	53	1-6	
	Items 15-18c	1(6)	54	59	1-3	
	Items 19a-19c	1(3)	60	62	1-6	
	Items 20a-21c	1(6)	63	68	1-5	
	Item 22	1	69	69	1-3	
	Items 23-26	1(4)	70	73	1-6	
	Items 27-28	1(2)	74	75	1-3	
	Item 29	1	76	76	1-5	
	Item 30	1	77	77	1-3	
	Items 31-32	1(2)	78	79	1-6	
	Section 4					
	Item 33	1	80	80	1-4	
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	Items 34-35	1(2)	9	10	1-3	
	Items 36a-37d	1(8)	11	18	1-6	

TABLE 1.

STRATIFICATION TABLE

Substratum

Agency(Stratum)	11-14		SES & 15+		11-14		SES & 15+		11-14		SES & 15+		11-14		SES & 15+	
	201	201	212	212	221	221	230	230	233	233	235	235	260	260	260	260
NASA	1	24	47	70	93	116	139	162	185	208	231	254	277	300		
Air Force	2	25	48	71	94	117	140	163	186	209	232	255	278	301		
Army	3	26	49	72	95	118	141	164	187	210	233	256	279	302		
Navy	4	27	50	73	96	119	142	165	188	211	234	257	280	303		
Small Business Admin.	5	28	51	74	97	120	143	166	189	212	235	258	281	304		
Justice	6	29	52	75	98	121	144	167	190	213	236	259	282	305		
Transportation	7	30	53	76	99	122	145	168	191	214	237	260	283	306		
other DoD	8	31	54	77	100	123	146	169	192	215	238	261	284	307		
Interior	9	32	55	78	101	124	147	170	193	216	239	262	285	308		
Veterans Admin.	10	33	56	79	102	125	148	171	194	217	240	263	286	309		
Agriculture	11	34	57	80	103	126	149	172	195	218	241	264	287	310		
Commerce	12	35	58	81	104	127	150	173	196	219	242	265	288	311		
State	13	36	59	82	105	128	151	174	197	220	243	266	289	312		
Energy	14	37	60	83	106	129	152	175	198	221	244	267	290	313		
EPA	15	38	61	84	107	130	153	176	199	222	245	268	291	314		
Treasury	16	39	62	85	108	131	154	177	200	223	246	269	292	315		
GSA	17	40	63	86	109	132	155	178	201	224	247	270	293	316		
Labor	18	41	64	87	110	133	156	179	202	225	248	271	294	317		
OPM	19	42	65	88	111	134	157	180	203	226	249	272	295	318		
HHS	20	43	66	89	112	135	158	181	204	227	250	273	296	319		
HUD	21	44	67	90	113	136	159	182	205	228	251	274	297	320		
Education	22	45	68	91	114	137	160	183	206	229	252	275	298	321		
All others	23	46	69	92	115	138	161	184	207	230	253	276	299	322		
Number of persons to be selected per substratum	100	ALL	35	ALL	35	ALL	35	ALL	35	ALL	35	ALL	35	ALL	35	ALL

1988 PERSONNELIST SURVEY

TABLE 2. COUNTS TO BE USED FOR WEIGHTING DATA

Stratum #	Number of Respondents	Total Population
1	64	119
2	60	861
3	54	758
4	44	801
5	13	22
6	55	154
7	49	276
8	49	249
9	59	288
10	47	743
11	56	428
12	48	187
13	31	64
14	58	108
15	42	75
16	48	476
17	28	57
18	25	120
19	47	240
20	60	479
21	28	82
22	11	18
23	59	306
24	11	16
25	18	35
26	30	45
27	33	54
28	1	3
29	8	13
30	24	33
31	29	35
32	7	13
33	5	7
34	13	21
35	6	12
36	7	9
37	5	10
38	1	7
39	14	30
40	7	9
41	1	16
42	22	46
43	10	25
44	1	3
45	2	3
46	36	57
47	19	23
48	23	248
49	27	735
50	16	419

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Number of Stratum #	Total Respondents	Population
51	4	6
52	13	62
53	22	88
54	21	175
55	19	94
56	17	136
57	20	102
58	9	20
59	7	16
60	13	21
61	9	31
62	27	272
63	19	44
64	7	18
65	19	208
66	21	134
67	3	10
68	2	12
69	11	48
70	0	0
71	0	0
72	0	2
73	1	1
74	0	0
75	1	1
76	0	0
77	0	0
78	0	1
79	1	1
80	0	0
81	0	0
82	1	1
83	0	0
84	0	0
85	0	0
86	0	0
87	0	0
88	4	7
89	0	0
90	0	0
91	0	0
92	2	2
93	7	8
94	23	378
95	25	589
96	22	237
97	1	5
98	11	23
99	21	53
100	27	108
101	24	75
102	22	72

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Stratum #	Number of Respondents	Total Population
103	21	89
104	12	17
105	12	12
106	11	20
107	3	11
108	16	113
109	14	29
110	13	35
111	12	12
112	15	48
113	3	8
114	8	11
115	13	29
116	0	0
117	0	1
118	2	2
119	0	0
120	0	0
121	0	0
122	0	0
123	0	0
124	0	1
125	0	1
126	0	0
127	1	1
128	0	0
129	1	1
130	0	0
131	0	0
132	0	0
133	0	0
134	1	3
135	0	0
136	0	0
137	0	0
138	0	0
139	4	12
140	27	282
141	23	270
142	17	221
143	2	6
144	19	30
145	14	23
146	24	59
147	25	43
148	29	63
149	29	105
150	9	13
151	7	7
152	4	11
153	4	6
154	26	58

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Stratum #	Number of Respondents	Total Population
155	3	18
156	2	4
157	0	4
158	26	108
159	3	11
160	2	3
161	20	33
162	0	0
163	0	0
164	0	0
165	0	0
166	0	0
167	0	0
168	0	1
169	0	0
170	0	0
171	0	1
172	1	1
173	0	0
174	0	1
175	0	0
176	0	0
177	0	0
178	0	0
179	0	0
180	0	1
181	0	0
182	0	0
183	0	0
184	1	1
185	3	4
186	26	93
187	18	150
188	24	188
189	1	1
190	6	16
191	21	43
192	23	23
193	4	12
194	12	26
195	10	17
196	5	13
197	2	2
198	4	6
199	1	3
200	18	155
201	8	16
202	8	22
203	6	19
204	18	81
205	3	7
206	2	5

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Stratum #	Number of Respondents	Total Population
207	3	78
208	0	1
209	0	0
210	1	1
211	1	1
212	0	0
213	0	0
214	3	4
215	0	1
216	1	1
217	1	1
218	0	0
219	0	0
220	3	3
221	1	1
222	0	0
223	0	0
224	1	1
225	0	1
226	0	1
227	0	2
228	0	0
229	0	0
230	1	9
231	18	45
232	18	165
233	17	291
234	19	330
235	2	4
236	23	61
237	15	47
238	20	83
239	22	49
240	10	26
241	28	73
242	11	20
243	3	3
244	6	18
245	5	11
246	13	290
247	10	19
248	4	16
249	20	153
250	12	200
251	7	10
252	2	7
253	12	43
254	2	2
255	0	0
256	0	0
257	0	0
258	0	0

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Stratum #	Number of Respondents	Total Population
259	1	1
260	0	2
261	1	2
262	1	2
263	0	0
264	1	1
265	0	0
266	1	1
267	1	4
268	0	0
269	2	2
270	0	2
271	0	0
272	4	8
273	0	4
274	0	0
275	0	0
276	1	7
277	14	34
278	12	85
279	49	347
280	40	350
281	3	10
282	12	32
283	16	54
284	17	76
285	25	119
286	11	40
287	16	87
288	12	32
289	0	6
290	3	21
291	2	21
292	34	152
293	6	22
294	10	35
295	2	10
296	19	156
297	4	11
298	3	8
299	19	90
300	3	6
301	1	1
302	0	1
303	0	2
304	0	1
305	1	4
306	3	6
307	2	3
308	0	5
309	1	3

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Stratum #	Number of Respondents	Total Population
310	1	3
311	2	4
312	1	1
313	0	2
314	2	2
315	0	3
316	1	1
317	0	1
318	0	1
319	0	9
320	1	1
321	0	1
322	2	9

APPENDIX 3

The survey questions and their corresponding variable names for the 1988 Personnelist Survey are as follows:

<u>Survey question #</u>	<u>Variable name</u>
1	Q1
2	Q2
3a	Q301
3b	Q302
3c	Q303
3d	Q304
3e	Q305
3f	Q306
3g	Q307
3h	Q308
3i	Q309
3j	Q310
3k	Q311
3l	Q312
3m	Q313
3n	Q314
3o	Q315
3p	Q316
4	Q4
5a	Q501
5b	Q502
5c	Q503
5d	Q504
6a	Q601
6b	Q602
6c	Q603
6d	Q604
6e	Q605
6f	Q606
6g	Q607
6h	Q608
7a	Q701
7b	Q702
7c	Q703
7d	Q704
7e	Q705
7f	Q706
7g	Q707
8	Q8
9	Q9
10	Q10
11	Q11
12	Q12
13	Q13
14	Q14
15	Q15
16	Q16
17	Q17
18a	Q1801

<u>Survey question #</u>	<u>Variable name</u>
18b	Q1802
18c	Q1803
19a	Q1901
19b	Q1902
19c	Q1903
20a	Q2001
20b	Q2002
20c	Q2003
21a	Q2101
21b	Q2102
21c	Q2103
22	Q22
23	Q23
24	Q24
25	Q25
26	Q26
27	Q27
28	Q28
29	Q29
30	Q30
31	Q31
32	Q32
33	Q33
34	Q34
35	Q35
36a	Q3601
36b	Q3602
36c	Q3603
36d	Q3604
37a	Q3701
37b	Q3702
37c	Q3703
37d	Q3704
38	Q38
39	Q39
40	Q40
41	Q41
42	Q42
43	Q43
44	Q44
45	Q45
46	Q46
47	Q47
48	Q48
49	Q49

DOCUMENTATION FOR THE 1988 PERSONNELIST SURVEY DATA

This survey of full-time, executive branch Federal employees working in the Personnel area was conducted by the U.S. Merit Systems Protection Board in 1988. A total of 3506 employees responded to the survey (out of a total sample of 5507). A copy of the survey questionnaire used can be found in Appendix 1.

Disproportionate stratified random sampling procedures were used in conducting the survey. Therefore, when analyzing the data, weighting procedures should be in effect so that results of the analyses will be representative of the Federal workforce.

Two different data files are available for this survey. One is a raw data file (this file is labeled PERSRAW). Enclosed in Appendix 2 you will find:

- File specifications/layout for the raw data file;
- Table 1, which depicts the strata used in sampling;
and
- Table 2, which depicts the population and respondent counts for the different strata used in the survey

Again, if the raw data file is used, it is important to weight the survey results, since disproportionate sampling was used. For weighting purposes, the numbers in the matrix on Table 1 represent individual strata used in the sampling procedure (total strata = 322). Each of the 322 strata can be defined using demographic questions from the survey. For example, Stratum # 1, which includes GS/GM 11-14 Personnel Management Specialists (GS/GM 201) from NASA, would be "defined" by selecting respondents for inclusion in the stratum using questions #40, 41, and 45 from the survey. Once all the strata have been defined, weights can be assigned for each stratum according to Table 2.

The second data file is an SPSS¹ systems file which was created using SPSS-PC (this file is labeled PERSX). This file was created via an SPSS EXPORT command, so that it can be run on a variety of hardware systems; however, SPSS software will be needed to run this file. An SPSS IMPORT command will be needed to access the file. The systems file contains a data dictionary with the file layout, variable labels (i.e., survey questions), value labels (i.e., response categories for the questions), strata definitions and weights, etc. already built into the file. Therefore, after calling up the file with an IMPORT command, one can immediately begin running SPSS statistical procedures on the data. The only documentation needed to run analyses on this file is a list of the variable names (with corresponding survey question numbers). This list can be found in Appendix 3. The file can be run weighted simply by inserting the following command into the SPSS analysis program:

WEIGHT BY STRATWGT

Omitting this statement will enable one to run the file unweighted; however, such analyses are not recommended.

¹ Statistical Package for the Social Sciences

1988 PERSONNELIST SURVEY

A copy of the report issued by the U.S. Merit Systems Protection Board based on results from this survey can be obtained from:

U.S. Merit Systems Protection Board
Office of Policy and Evaluation
ATTN: Dr. Jamie Carlyle
1120 Vermont Ave., NW.
Washington, DC 20419

You may also contact Dr. Carlyle by telephone to discuss these data files (202-653-8900).