



# *National Archives and Records Administration*

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## **REFERENCE COPY OF TECHNICAL DOCUMENTATION FOR ACCESSIONED ELECTRONIC RECORDS**

**(Copied: July 21, 2009)**

**Survey of Federal Employees (SOFE) , November 1991-February 1992**

### **Record Group 479 Records of the Merit System Protection Board**

The National Archives and Records Administration (NARA) has been accepting electronic records into its holdings since the early 1970s. Technical documentation has accompanied each transfer of electronic records. The documentation is necessary to understand the meaning of the digitized bits of information within the electronic records.

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In creating the reference copy of the documentation package, NARA staff have selected from the technical and/or supplementary documentation available for this series or file(s). We have annotated or highlighted the table of contents that follows to indicate which portions of the full documentation for this series or file are included in this reference copy of documentation. Any materials not included here are available upon request. Any user notes prepared after the table of contents was prepared appear before the table of contents. This documentation will differ in structure, organization and contents from technical documentation for other series or files of accessioned electronic records. The readability and visual quality are also variable.



Documentation for the  
Survey of Federal Employees (SOFE),  
November 1991-February 1992

Contains:	Number of Pages
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Additional Documentation:

Personnel Research Highlights Special Report on The  
Survey of Federal Employees (Washington, DC: Office of  
Personnel Management, May 1992).

Records of the Office of Personnel Management  
(Record Group 478)

Accession Number: 3-478-93-001

October 4, 1993



T. Hull  
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SURVEY OF FEDERAL EMPLOYEES (SOFE),  
NOVEMBER 1991-FEBRUARY 1992

Validation Statement

When the National Archives acquired custody of this file, the accessioning procedures called for a automated comparison of the documentation to a sample of the records in each data file. This comparison is referred to as a "preliminary assessment" or "validation" and was accomplished by the Automated Electronic Records Inspection and Control (AERIC) Utility. Reports generated by this procedure are foldered separately in the documentation. This is a statement of the results of the preliminary assessment or validation.

Title: Survey of Federal Employees (SOFE), November 1991 - March 1992

Logical Record Length: 80 (7 records per case)

Total Number of Data Files: 2 (1 raw data file, 1 SPSS Control Card file on diskette)

No discrepancies between the documentation and the data were noted during automated validation.



June 17, 1993  
T. Hull  
3-478-93-001

## SURVEY OF FEDERAL EMPLOYEES (SOFE), NOVEMBER 1991-FEBRUARY 1992

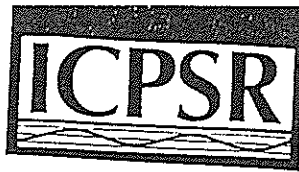
### Introduction and Guide to Documentation

These periodic surveys of federal employees are conducted as part of the evaluation of the Civil Service Reform Act of 1978. Respondents in each of the studies complete a self-administered questionnaire containing items on their personal and employment background, current position, job satisfaction, work relationships with other employees and supervisors, experiences within their agencies, and perceived promotional opportunities.

Data from the 1991-1992 SOFE were transferred to the National Archives in January 1993. The data are the result of a major effort on the part of the Office of Personnel Management to study and document the attitudes of federal employees toward their workplace and coworkers. The data provide a unique opportunity for researchers to conduct in-depth studies of the worklife of a sample of the U.S. workforce.

Documentation for the 1991-1992 SOFE, is comprised of this NARA produced introduction and guide to documentation, an Agency prepared document to accompany deposit of a copy of the data with the Inter-university Consortium for Political and Social Research (ICPSR), a validation statement, printout of agency prepared SPSS control cards, a copy of the survey form, and sample printout of records from the raw data file. Also included as supplementary material is a copy of the Personnel Research Highlights Special Report on The Survey of Federal Employees (Washington, DC: Office of Personnel Management, May 1992).

As part of accessioning/validation procedures adopted October 1992, these records were evaluated by the AERIC validation procedures. A validation report from AERIC is available as part of the documentation. The machine readable SPSS control card data file was received on a high density floppy diskette. At the time this information was received, there were no procedures for preservation copying data files received in this format.



# ICPSR Inventory Form for Data Contributions

Attn: This form only documents procedures to analyze main sample data for SOFE. The information provided in this form will be used to describe your data collection in the *ICPSR Guide to Resources and Services* as well as other publications and to produce bibliographic citations. In filling out this form, please be as thorough as possible to ensure that your data collection is described completely and accurately. Also, note that at the bottom of this page we request your written permission to redistribute your data.

- 1. Descriptive title of data collection (if acronym is used, give complete meaning), including time period(s) and geographic location(s) that the data cover: Survey of Federal Employees (SOFE) Administered between Nov. 1991 - Feb. 1992 to Federal Government employees at 22 major Executive Branch agencies and a 23rd group of smaller agencies.
- 2. Person(s) responsible for the data collection: United States Office of Personnel Management
  - 2.1 Principal Investigator(s) and affiliation(s) at time of data collection (for multiple investigators, give proper name order): NA
  - 2.2 Special collaborators (if appropriate): NA
  - 2.3 Sponsoring or funding agency (if appropriate) and grant number: NA
  - 2.4 Person/organization responsible for collecting data: Research Applications, Inc.  
414 Hungerford Dr.  
Rockville, MD
  - 2.5 Internal study or project number (if appropriate) and the organization that assigned it (e.g., Louis Harris Center; Survey Research Center, University of California, Berkeley): NA

I hereby give permission for this data collection to be disseminated by the Inter-university Consortium for Political and Social Research.

\_\_\_\_\_  
(Printed name and title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

3. If this is a new *edition*, *extract* or *special version* of the data collection, give appropriate details:  
The main sample must be selected and the weighting command must be invoked before analyzing the data to ensure results are representative of the universe (i.e., population).
4. Place of production (city/state), organizational name of producer: U.S. OPM
5. Name, organization of donor, date of deposit: Brigitte Schay, Ph.D.  
Chief, Innovation Assessment Staff  
Office of Systems Innovation  
U.S. Office of Personnel Management (1/93)
6. Type of data collection (e.g., survey, aggregate, census/enumeration, experimental, event/transaction, clinical, program source code, machine-readable text, administrative records, etc.):  
  
Survey
7. When were the data collected? Nov. 1991 - Feb. 1992
8. Time span covered by the data collection (months/days/years—include discrete years and ranges):  
  
4 months
9. Geographic area(s) to which data are relevant:  
  
NA (sampling procedure did not call for a geographic stratification)
10. Description of data collection (indicate the following as appropriate):
- 10.1 Purpose and scope—state the objective of the data collection:  
To obtain information on the attitudes and perceptions of Federal employees on a broad range of topics related to their jobs and Government personnel programs.
- 10.2 Special characteristics—give any unique features of the collection or its timing:  
At the time of this survey administration, the state of the economy was such that job opportunities were not as forthcoming as in other times. This could have affected responses.

10.3 Major areas of investigation: employee characteristics, your work, work schedules and arrangements, work and children, work and eldercare, leave, pay, and attitudes and perceptions of supervisors and personnel specialists.

10.4 Unit of analysis: individual employees

11. Sample design and methodology: (documentation only for main sample)

11.1 Type of sample: Stratified random sample. Stratified by agency and pay category. Sample size equals 57,000. When weighted, results are representative of the universe (i.e., population) at a + or - 1% confidence interval (at a 95% confidence level).

11.2 Universe: 1,659,830 Executive Branch employees at 22 major agencies and a 23rd group of smaller agencies.

11.3 Eligibility criteria: Executive Branch employee working at a sampled agency.

11.4 Response rate: 31,645 were returned for a response rate of 56 percent. (This is the uncorrected response rate. Uncorrected for non-deliverables).

11.5 Method of collection (types of instruments, how administered): Surveys were mailed to employees' personnel offices. The personnel offices distributed the surveys to the employees. Employees were able to complete the surveys on work time. Employees sent the surveys to the contractor for processing in addressed, postage-paid envelopes.

12. Is a complete sampling description of your data collection available?

Yes

No Location if you cannot supply it \_\_\_\_\_

See the enclosed "Special Report on the Survey of Federal Employees"

13. Source of data, if derived from another data file or from printed sources (state all relevant sources):

NA

14. Primary publications describing or resulting from the data collection:

"Personnel Research Highlights Special Report on  
the Survey of Federal Employees"

15. Are there any restrictions on the availability of the data?

None

Yes If yes, please describe the nature of the restrictions:

Users must agree not to analyze data on the sub-samples unless they  
contact us first for information on the sampling procedures and  
limitations.

16. How many distinctly different data files are included in the data collection?

One. However, there are four total samples. A main sample and three  
small sub-samples (values, FEPCA, and Wage Grade). No documentation  
will be provided for these sub-samples.

17. Can the data files be used separately for analysis?

NA

18. Can the data files be linked?

NA

19. Is the data collection one of a series or will it be updated regularly? If so, state the frequency:

Every two years.



20. Please list and describe all files in the order they appear on your storage media (include both data and documentation files):

File Name	File Structure	# Cases (or bytes)	# Variables	Record Length	# Records per case	Blocksize
1. SOFEDATA	Fixed Block	31,645	516	80	7	9040
2.						
3.						
4.						
5.						
6.						
7.						
8.						

21. Please describe the medium on which your data are being transmitted:

21.1 Tape (Data)

- a. Density (b.p.i.)  1600  6250
- b. Track  9 (only 9-track supported)
- c. Mode  ASCII  EBCDIC
- d. Data are:  Blocked  Unblocked
- e. Labels  IBM Standard Volume = SOFEP2  
 ANSI  
 None

21.2 Diskette (IBM compatible) (Documentation: Input Format)

- a. Total number of diskettes provided: one
- b. Diskette size:
  - 5-1/4" high density diskette
  - 5-1/4" low density diskette
  - 3-1/2" high density diskette
  - 3-1/2" low density diskette
- c. Volume label (This section applies only to DOS 2 users). Please specify whether the diskette(s) are volume labeled or unlabeled:
  - unlabeled diskette(s)
  - labeled diskette(s)

d. Please list (as appropriate) the external and volume labels of each diskette provided:

External Label	Volume Label	Number of Files
SOFESPSS	NA	One

e. What software was used to produce the diskette(s)?

Data:

Documentation: (Input Format) - Wordperfect 5.1 (saved in ASCII)

21.3 Other medium (please describe):

22. Which of the following processing steps were performed on the data?

	File 1	File 2	File 3	File 4	File 5	File 6	File 7	File 8
a. Consistency checks	X							
b. Inclusion of frequencies	X							
c. Checks for undocumented codes	X							
d. Missing data codes standardized within collection	X							
e. Do the data contain blanks? <u>yes</u> Nonnumeric codes? <u>no</u>								

23. Please summarize all documentation submitted with your collection:

- Machine-readable codebook/documentation  
 English  
 Other language (specify): \_\_\_\_\_  
 Tape  
 5-1/4" high density diskette  
 5-1/4" low density diskette  
 3-1/2" high density diskette  
 3-1/2" low density diskette  
 Paper copy codebook  
 SPSS Control Cards (Documentation: Input Format)  
 Mainframe compatible  
 Personal computer compatible  
 SAS Control Cards  
 Mainframe compatible  
 Personal computer compatible  
 Database dictionary  
 OSIRIS dictionary  
 Data collection instrument (i.e., questionnaire)  
 Accompanying computer programs  
 Frequencies, machine-readable  
 Frequencies, paper copy  
 Other (Report of findings)

TITLE SPSS CONTROL CARD FOR THE 1992 SOFE DATA FILE  
SET BLANKS=0

DATA LIST FILE=INPUT,RECORDS=7

/1 ID 1-5 S1Q1 6 S1Q2 7 S1Q3 8-9 S1Q4 10 S1Q5A 11 S1Q5B 12  
S1Q5C 13 S1Q6 14 S1Q7 15 S1Q7A 16 S1Q8 17 S1Q9 18-19  
S1Q10 20-21 S1Q11 22 S1Q12 23 S1Q13 24 S1Q14 25-26  
S1Q15 27 S1Q16 28-29 S1Q17 30-31 S1Q18 32 S1Q19 33  
S1Q20 34 S1Q21 35 S1Q22 36 S1Q23 37 S1Q24 38 S1Q25 39 S1Q26 40  
ZIP1 41-45 ZIP2 46-48 JOBSN 49-52  
S2Q1 53 S2Q2 54 S2Q3 55 S2Q4 56 S2Q5 57 S2Q6 58 S2Q7 59  
S2Q8 60 S2Q9 61 S2Q10 62 S2Q11 63 S2Q12 64 S2Q13 65  
S2Q14 66 S2Q15 67 S2Q16 68 S2Q17 69 S2Q18 70 S2Q19 71 S2Q20A 72  
S2Q20B 73 S2Q20C 74 S2Q20D 75 S2Q20E 76 S2Q20F 77  
S2Q20G 78 S2Q20H 79 S2Q20I 80  
/2 S2Q20J 1 S2Q20K 2 S2Q20L 3 S2Q20M 4 S2Q21 5 S2Q22 6  
S2Q23A 7 S2Q23B 8 S2Q23C 9 S2Q23D 10 S2Q23E 11  
S2Q23F 12 S2Q23G 13 S2Q24A 14 S2Q24B 15 S2Q24C 16  
S2Q24D 17 S2Q24E 18 S2Q24F 19 S2Q24G 20 S2Q24H 21 S2Q24I 22 S2Q25  
23 S2Q26 24 S2Q27 25 S2Q28 26 S2Q29 27 S2Q30 28 S2Q31 29  
S2Q32 30 S2Q33 31 S2Q34 32 S2Q35 33 S2Q36 34 S2Q37 35  
S2Q38 36 S2Q39 37 S2Q40 38 S2Q41 39 S2Q42 40 S2Q43 41  
S2Q44 42 S2Q45 43 S2Q46 44 S2Q47 45 S2Q48 46 S2Q49 47  
S2Q50 48 S2Q51 49 S2Q52 50 S2Q53 51 S2Q54 52 S2Q55 53  
S2Q56 54 S2Q57 55 S2Q58 56 S2Q59 57 S2Q60 58 S2Q61 59  
65 S2Q62 60 S2Q63 61 S2Q64A 62 S2Q64B 63 S2Q64C 64 S2Q64D  
S2Q64E 66 S2Q64F 67 S2Q64G 68 S2Q64H 69 S2Q64I 70  
S2Q65 71 S2Q66 72 S2Q67 73 S2Q68 74 S2Q69 75 S2Q70 76  
S2Q71 77 S2Q72 78 S2Q73 79 S2Q74 80

/3 S2Q75A 1 S2Q75B 2 S2Q75C 3 S2Q75D 4 S2Q75E 5  
S2Q75F 6 S2Q75G 7 S2Q75H 8 S2Q75I 9 S2Q75J 10  
S2Q76A 11 S2Q76B 12 S2Q76C 13 S2Q76D 14 S2Q76E 15  
S2Q77A 16 S2Q77B 17 S2Q77C 18 S2Q77D 19 S2Q77E 20 S2Q77F 21  
S2Q77G 22 S2Q77H 23 S2Q77I 24 S2Q77J 25 S2Q77K 26 S2Q77L 27  
S2Q77M 28 S2Q78A 29 S2Q78B 30 S2Q78C 31 S2Q78D 32 S2Q78E 33  
S2Q79A 34 S2Q79B 35 S2Q79C 36 S2Q79D 37 S2Q79E 38 S2Q79F 39  
S2Q79G 40 S2Q79H 41 S2Q80A 42 S2Q80B 43 S2Q80C 44 S2Q80D 45  
S2Q80E 46 S2Q80F 47 S2Q80G 48 S2Q80H 49 S2Q81A 50 S2Q81B 51  
S2Q81C 52 S2Q81D 53 S2Q81E 54 S2Q82A 55 S2Q82B 56 S2Q82C 57  
S2Q82D 58 S2Q82E 59 S2Q82F 60 S2Q83A 61 S2Q83B 62 S2Q83C 63  
S2Q83D 64 S2Q83E 65 S2Q83F 66 S2Q83G 67 S2Q83H 68 S2Q83I 69  
S2Q83J 70 S2Q83K 71 S2Q83L 72 S2Q84 73 S2Q85 74 S2Q86 75 S2Q87A  
76 S2Q87B 77 S2Q87C 78 S2Q88A 79 S2Q88B 80

/4 S2Q88C 1 S2Q88D 2 S2Q88E 3 S2Q88F 4 S2Q88G 5  
S2Q88H 6 S2Q88I 7 S3Q1 8 S3Q2A 9 S3Q2B 10 S3Q2C 11  
S3Q2D 12 S3Q2E 13 S3Q2F 14 S3Q2G 15 S3Q2H 16 S3Q3A 17  
S3Q3B 18 S3Q3C 19 S3Q3D 20 S3Q3E 21 S3Q3F 22 S3Q3G 23  
S3Q3H 24 S3Q3I 25 S3Q4 26 S3Q5 27 S3Q6A 28 S3Q6B 29  
S3Q6C 30 S3Q6D 31 S3Q6E 32 S3Q6F 33 S3Q6G 34 S3Q6H 35 S3Q7A 36  
S3Q7B 37 S3Q7C 38 S3Q7D 39 S3Q7E 40 S3Q7F 41 S3Q7G 42  
S3Q7H 43 S3Q7I 44 S3Q7J 45 S3Q7K 46 S3Q8A 47 S3Q8B 48  
S3Q8C 49 S4Q1A 50 S4Q1B 51 S4Q1C 52 S4Q2A 53 S4Q2B 54  
S4Q2C 55 S4Q2D 56 S4Q2E 57 S4Q2F 58 S4Q2G 59  
S4Q2H 60 S4Q2I 61 S4Q2J 62 S4Q2K 63 S4Q3 64 S4Q4A 65  
S4Q4B 66 S4Q4C 67 S4Q5A 68 S4Q5B 69 S4Q5C 70 S4Q5D 71 S4Q5E 72  
S4Q5F 73 S4Q5G 74 S4Q5H 75 S4Q5I 76 S4Q5J 77 S4Q5K 78

S4Q5L 79 S4Q5M 80

/5 S4Q5N 1 S4Q5O 2 S4Q5P 3 S4Q5Q 4 S4Q5R 5

S4Q5S 6 S4Q5T 7 S4Q5U 8 S4Q5V 9 S4Q5W 10 S4Q5X 11

S4Q5Y 12 S4Q5Z 13 S4Q5AA 14 S4Q5BB 15 S4Q5CC 16

S4Q5DD 17 S4Q6A 18 S4Q6B 19 S4Q6C 20 S4Q6D 21 S4Q6E 22

S4Q6F 23 S4Q6G 24 S4Q6H 25 S4Q6I 26 S4Q6J 27 S4Q6K 28

S4Q6L 29 S4Q6M 30 S4Q6N 31 S4Q6O 32 S4Q7A 33 S4Q7B 34

S4Q7C 35 S4Q7D 36 S4Q7E 37 S4Q7F 38 S4Q7G 39 S4Q7H 40

S5Q1A 41 S5Q1B 42 S5Q1C 43 S5Q1D 44 S5Q2 45 S5Q3 46

S5Q4A 47 S5Q4B 48 S5Q4C 49 S5Q4D 50 S5Q4E 51 S5Q4F 52

S5Q4G 53 S5Q4H 54 S5Q4I 55 S5Q4J 56 S5Q4K 57 S5Q4L 58

S5Q4M 59 S5Q4N 60 S5Q4O 61 S5Q4P 62 S5Q4Q 63 S5Q4R 64

S5Q4S 65 S5Q4T 66 S5Q4U 67 S5Q5A 68 S5Q5B 69 S5Q5C 70

S5Q5D 71 S5Q5E 72 S5Q5F 73 S5Q5G 74 S5Q6A 75 S5Q6B 76

S5Q6C 77 S5Q6D 78 S5Q6E 79 S5Q6F 80

/6 S5Q6G 1 S5Q6H 2 S6Q1A 3 S6Q1B 4 S6Q2 5

S6Q3A 6 S6Q3B 7 S6Q3C 8 S6Q3D 9 S6Q3E 10

S6Q3F 11 S6Q4A 12 S6Q4B 13 S6Q4C 14 S6Q4D 15 S6Q5 16

S6Q6A 17 S6Q6B 18 S6Q6C 19 S6Q6D 20 S6Q6E 21 S6Q7A 22

S6Q7B 23 S6Q7C 24 S6Q7D 25 S6Q7E 26 S6Q7F 27 S6Q8 28

S6Q9 29 S6Q10 30 S6Q11 31 S6Q12 32 S7Q1 33 S7Q2 34

S7Q3 35 S7Q4 36 S7Q5 37 S7Q6 38 S7Q7A 39 S7Q7B 40 S7Q7C

S7Q7D 42 S7Q7E 43 S7Q7F 44 S7Q7G 45 S7Q7H 46 S7Q7I 47

S7Q7J 48 S7Q7K 49 S7Q7L 50 S7Q7M 51 S7Q7N 52 S7Q8 53

S7Q9 54 S7Q10 55 S7Q11A 56 S7Q11B 57 S7Q11C 58 S7Q12 59

S7Q13 60 S7Q14 61 S7Q15 62 S7Q16 63 S7Q17 64 S8Q1 65

S8Q2 66 S8Q3 67 S8Q4A 68 S8Q4B 69 S8Q4C 70 S8Q4D 71 S8Q4E 72

41

S8Q2 66

S8Q4F 73  
S8Q7 80 S8Q4G 74 S8Q4H 75 S8Q4I 76 S8Q4J 77 S8Q5 78 S8Q6 79  
7 /7 S8Q8 1 S8Q9 2 S8Q10 3 S8Q11A 4 S8Q11B 5 S8Q11C 6 S8Q11D  
13 S8Q11E 8 S8Q11F 9 S8Q11G 10 S8Q11H 11 S8Q12 12 S8Q13A  
S8Q13B 14 S8Q13C 15 S8Q13D 16 S8Q13E 17 S8Q13F 18  
S8Q13G 19 S8Q14 20 S8Q15A 21 S8Q15B 22 S8Q15C 23 S8Q15D 24 S8Q15E  
25 S8Q15F 26 S8Q15G 27 S8Q15H 28 S8Q15I 29 S8Q16 30 S8Q17  
31

VARIABLE LABELS S1Q1 'GENDER'

S1Q2 'RACE'

S1Q3 'AGE'

S1Q4 'MARITAL STATUS'

S1Q5A 'EMPLOYED?'

S1Q5B 'A FEDERAL EMPLOYEE?'

S1Q5C 'A RETIRED FEDERAL EMPLOYEE?'

S1Q6 'INCOME'

S1Q7 'CURRENT WORK SCHEDULE AND APPOINTMENT'

S1Q7A 'WORK SHIFT SCHEDULE'

S1Q8 'TOTAL YEARS AS FEDERAL GOVERNMENT EMPLOYEE'

S1Q9 'EDUCATIONAL LEVEL'

S1Q10 'PREVIOUS SETTING BEFORE ENTERING FEDERAL SERVICE'

S1Q11 'RETIREMENT SYSTEM'

S1Q12 'SPECIAL RETIREMENT FOR LAW ENFORCEMENT OFFICERS'

S1Q13 'YEARS TO VOLUNTARY RETIREMENT ELIGIBILITY'

S1Q14 'DEPARTMENT/AGENCY'

S1Q15 'NUMBER OF FEDERAL AGENCIES WORKED FOR'

S1Q16 'PAY CATEGORY'

S1Q17 'GRADE LEVEL'

S1Q18 'SUPERVISORY STATUS'

S1Q19 'LENGTH OF TIME SINCE LAST PERFORMANCE APPRAISAL'  
S1Q20 'PERFORMANCE RATING AT LAST APPRAISAL'  
S1Q21 'RIF IN AGENCY WITHIN A YEAR'  
S1Q22 'EXPECTED RIF IN AGENCY IN NEAR FUTURE'  
S1Q23 'RECEIVES SPECIAL SALARY RATE'  
S1Q24 'COVERED BY OVERTIME PAY RULES OF FLSA'  
S1Q25 'NUMBER OF HOURS PER WEEK OF OVERTIME'  
S1Q26 'METHOD OF COMPENSATION FOR OVERTIME'  
S2Q1 'JOB SATISFACTION'  
S2Q2 'SATISFIED WITH BALANCE WORK-FAMILY'  
S2Q3 'NOT ENOUGH WORK TO KEEP BUSY'  
S2Q4 'ENOUGH INFORMATION TO DO MY JOB'  
S2Q5 'JOB MAKES USE OF MY KSAS'  
S2Q6 'HARD TO ADAPT TO CHANGE'  
S2Q7 'EXPECT PAY RAISE IF PERFORM WELL'  
S2Q8 'UNDERSTAND HOW MY WORK CONTRIBUTES'  
S2Q9 'PERF RATING IS FAIR AND ACCURATE'  
S2Q10 'DOING WORK BELOW MY GRADE'  
S2Q11 'PERF IMPROVED FROM TRAINING'  
S2Q12 'WHEN ILL I STILL COME TO WORK'  
S2Q13 'LIKE PAY INCREASES BASED ON RATING'  
S2Q14 'INFO ABOUT MY WORK COMMUNICATED'  
S2Q15 'NEED APPROVAL FOR DECISIONS'  
S2Q16 'I NEED TRAINING--SKILL LEVEL CHANGE'  
S2Q17 'LIKE MAKING DECISIONS AFFECT OTHERS'  
S2Q18 'MY JOB IS CHALLENGING'  
S2Q19 'RECEIVED PAID TIME OFF FOR GOOD PERF'



S2Q20A 'CHANGE IN PROCEDURES'  
S2Q20B 'POOR QUALITY OTHERS WORK'  
S2Q20C 'UNREALISTIC DEADLINES'  
S2Q20D 'DECISIONS BY HIGHER-UPS'  
S2Q20E 'INCOMPLETE INSTRUCTIONS'  
S2Q20F 'TOO MANY EDITORS'  
S2Q20G 'LACK OF SUPERVISION'  
S2Q20H 'POOR PLANNING'  
S2Q20I 'INSUFFICIENT TOOLS'  
S2Q20J 'SUGGESTIONS FROM SUP'  
S2Q20K 'MY OWN ERRORS'  
S2Q20L 'OTHER REASONS'  
S2Q20M 'DONT KNOW'  
S2Q21 'HOW OFTEN DO YOU MODIFY WORK'  
S2Q22 'CHANGE IN WORK DUE TO COMPUTERS'  
S2Q23A 'NO MANAGEMENT SUPPORT'  
S2Q23B 'NO COWORKER SUPPORT'  
S2Q23C 'CONFLICTING DUTIES'  
S2Q23D 'POOR MNGT PLANNING'  
S2Q23E 'EXCESSIVE ORG LAYERS'  
S2Q23F 'PROCUREMENT RULES'  
S2Q23G 'PERSONNEL RULES'  
S2Q24A 'DOESNT APPLY'  
S2Q24B 'AT TOP LEVEL'  
S2Q24C 'NO VACANCIES ABOVE'  
S2Q24D 'REQUIRE MOVE'  
S2Q24E 'MUST BE SUPERVISOR'

S2Q24F 'HAVE NO TRAINING'  
S2Q24G 'DISCRIMINATION'  
S2Q24H 'FAMILY DUTIES'  
S2Q24I 'OTHER'  
S2Q25 'PEOPLE COOPERATE IN MY WORK UNIT'  
S2Q26 'TRAINING IMPROVES PERF IN UNIT'  
S2Q27 'PEOPLE IN UNIT EXPECTED WORK HARD'  
S2Q28 'WORK IN UNIT COULD DONE FEWER EMP'  
S2Q29 'COWORKERS HAVE NECESSARY KSAS'  
S2Q30 'WANT TO KNOW RANK COMPARE COWORKERS'  
S2Q31 'YOU KNOW WHAT IS EXPECTED OF YOU'  
S2Q32 'QUALITY WORK STRESSED OVER QUANTITY'  
S2Q33 'PARTICIPATION ENCOURAGED'  
S2Q34 'PERSONAL DEVELOPMENT ENCOURAGED'  
S2Q35 'SUPERVISOR GOOD TECHNICAL SKILLS'  
S2Q36 'TRUST MY IMMEDIATE SUPERVISOR'  
S2Q37 'SUPERVISOR DEALS W POOR PERFORM'  
S2Q38 'FREE TO DISCUSS PROBLEMS WITH SUP'  
S2Q39 'SUP TELLS REASONS FOR PERF RATING'  
S2Q40 'SUP ENCOURAGES PARTICIPATION'  
S2Q41 'SUP UNDERSTANDS FAMILY DUTIES'  
S2Q42 'SUPS GUIDANCE HELPS ME DO BETTER'  
S2Q43 'SUPERVISOR WORKS WELL WITH PEOPLE'  
S2Q44 'SUP AND I AGREE WHAT GOOD PERF IS'  
S2Q45 'TRUST MY SECOND LEVEL SUPERVISOR'  
S2Q46 'HIGH PERFORMERS STAY WITH ORG'  
S2Q47 'TRUST MY ORGANIZATION'

S2Q48 'ORGANIZATION HAS CONCERN FOR SAFETY'  
S2Q49 'PAY RAISES DEPEND ON PERFORMANCE'  
S2Q50 'MANAGEMENT GIVES ALL SAME RATING'  
S2Q51 'SATISFIED CHANCES TO ACCOMPLISH'  
S2Q52 'DONT CARE ORG AS LONG AS I AM PAID'  
S2Q53 'ORG HAS GOOD PHYSICAL WORK ENVIRON'  
S2Q54 'ORG TREATS ALL EMPLOYEES EQUALLY'  
S2Q55 'ORG UNDERSTANDS FAMILY DUTIES'  
S2Q56 'LOW PERFORMERS LEAVE ORGANIZATION'  
S2Q57 'ORG ENCOURAGES USE OF KSAS'  
S2Q58 'CUSTOMER SERVICE IS PRIORITY'  
S2Q59 'ORG SUPPORTS INTERNAL PROMOTION'  
S2Q60 'ORG WANTS TO CHALLENGE EMPLOYEES'  
S2Q61 'ALL EMPS SHOULD BE TREATED EQUALLY'  
S2Q62 'GRADE LEVEL DIFFERENCES ARE REAL'  
S2Q63 'SOME EMP GET HIGHER RATING DESERVE'  
S2Q64A 'EMERGENCIES'  
S2Q64B 'IDENTIFYING CUSTOMERS'  
S2Q64C 'CUSTOMERS NEEDS'  
S2Q64D 'AVOIDING MISTAKES'  
S2Q64E 'ASSIGNING PEOPLE'  
S2Q64F 'PERSONAL NEEDS EMPS'  
S2Q64G 'PROVIDING RESOURCES'  
S2Q64H 'PROVIDING SUPPORT'  
S2Q64I 'USING EMPS KSAS'  
S2Q65 'AGENCY ATTRACTS QUALITY EMPLOYEES'  
S2Q66 'FED GOVT GREAT PLACE TO WORK'

S2Q67 'CHOSEN PROFESSION MOST IMPORTANT'  
S2Q68 'UNDERSTAND PERF APPRAISAL SYSTEM'  
S2Q69 'AGENCY ATTRACTS QUALITY SES'  
S2Q70 'PERF APPRAISAL SYSTEM MOTIVATES'  
S2Q71 'AGENCY MANAGES HUMAN RESOURCES'  
S2Q72 'MANAGEMENT AND UNION COOPERATE'  
S2Q73 'PART TIMERS COMMITTED AS FTS'  
S2Q74 'FRONT LINE GIVE GOOD SERVICE'  
S2Q75A 'SERVICE TO OTHERS'  
S2Q75B 'USE OF MY KSAS'  
S2Q75C 'SPENDING TIME WITH FAMILY'  
S2Q75D 'SENSE OF ACCOMPLISHMENT'  
S2Q75E 'WORK IN GENERAL'  
S2Q75F 'PERSONAL DEVELOPMENT'  
S2Q75G 'AUTONOMY'  
S2Q75H 'CHALLENGING WORK'  
S2Q75I 'PARTICIPATION'  
S2Q75J 'ADVANCEMENT'  
S2Q76A 'NO MONEY'  
S2Q76B 'NO MNGT SUPPORT'  
S2Q76C 'TOO BUSY'  
S2Q76D 'OTHER EMPLOYEES'  
S2Q76E 'NOT AVAILABLE'  
S2Q77A 'OJT'  
S2Q77B 'SKILLS TRAINING'  
S2Q77C 'TECHNOLOGY TRAINING'  
S2Q77D 'BASIC SKILLS'

S2Q77E 'PROFESSIONAL CONFERENCES'  
S2Q77F 'COLLEGE COURSES'  
S2Q77G 'DETAIL'  
S2Q77H 'APPRENTICESHIP'  
S2Q77I 'MENTORING'  
S2Q77J 'MANAGEMENT TRAINING'  
S2Q77K 'EMPLOYEE ORIENTATION'  
S2Q77L 'OTHER'  
S2Q77M 'NONE'  
S2Q78A 'EMP REQUEST'  
S2Q78B 'SUP IDENTIFIES'  
S2Q78C 'EMP AND SUP IDENTIFY'  
S2Q78D 'PERSONNEL OFFICE'  
S2Q78E 'NOT IDENTIFIED'  
S2Q79A 'DA-HAVE USED'  
S2Q79B 'DA-NO TRAINING'  
S2Q79C 'NO OPPOR TO USE'  
S2Q79D 'KSAS NOT RELEVANT'  
S2Q79E 'BAD TRAINING'  
S2Q79F 'SUP NOT ENCOURAGE'  
S2Q79G 'OTHER'  
S2Q79H 'DONT KNOW'  
S2Q80A 'RECOGNITION'  
S2Q80B 'OUTST PERF'  
S2Q80C 'UP BASE PAY'  
S2Q80D 'CASH BONUS'  
S2Q80E 'PROMOTION'

S2Q80F 'COMP TIME'  
S2Q80G 'TRAIN OPPOR'  
S2Q80H 'SPEC ASSIGN'  
S2Q81A 'QUANTITY'  
S2Q81B 'QUALITY'  
S2Q81C 'TIMELINESS'  
S2Q81D 'TEAMWORK'  
S2Q81E 'CUSTOMER SERVICE'  
S2Q82A 'YOURSELF'  
S2Q82B 'COWORKERS'  
S2Q82C 'FIRST LEVEL SUP'  
S2Q82D 'SECOND LEVEL SUP'  
S2Q82E 'INTERNAL CUSTOMERS'  
S2Q82F 'EXTERNAL CUSTOMERS'  
S2Q83A 'DA-IS ACCURATE'  
S2Q83B 'DA-NOT RECEIVED'  
S2Q83C 'QUOTA'  
S2Q83D 'UNRELATED INFO'  
S2Q83E 'UNRELATED STAN'  
S2Q83F 'QUAL NOT CONSID'  
S2Q83G 'TEAM NOT CONSID'  
S2Q83H 'SUP DOESNT SEE'  
S2Q83I 'SUP NO TECH'  
S2Q83J 'INTERPERSONAL'  
S2Q83K 'RATING CHANGED'  
S2Q83L 'OTHER'  
S2Q84 'RATING LEVEL PREFERENCE'

S2Q85 'PREFER PERF RATING BASED ON'  
S2Q86 'INTENTION TO TURN OVER NEXT YEAR'  
S2Q87A 'INSIDE AGENCY'  
S2Q87B 'ANOTHER AGENCY'  
S2Q87C 'OUTSIDE GOVT'  
S2Q88A 'PROMOTION'  
S2Q88B 'ORG TRANSFER'  
S2Q88C 'OVERSEAS ASSIGNMENT'  
S2Q88D 'LATERAL JOB CHANGE'  
S2Q88E 'HIGHER LOCALITY PAY'  
S2Q88F 'RELOCATION ALLOWANCE'  
S2Q88G 'PERSONAL REASONS'  
S2Q88H 'OTHER'  
S2Q88I 'NOT WILLING'  
S3Q1 'WHICH WORK SCHEDULE DO YOU HAVE'  
S3Q2A 'DONT WANT'  
S3Q2B 'AFRAID TO ASK'  
S3Q2C 'LIMIT ADVANCEMENT'  
S3Q2D 'SUP REFUSED'  
S3Q2E 'NOT ELIGIBLE'  
S3Q2F 'UNIT NOT ELIGIBLE'  
S3Q2G 'DONT HAVE'  
S3Q2H 'OTHER'  
S3Q3A 'DA-DONT WANT'  
S3Q3B 'DA-WORK PART TIME'  
S3Q3C 'AFRAID TO ASK'  
S3Q3D 'LIMIT ADVANCEMENT'

S3Q3E 'CANT AFFORD'  
S3Q3F 'SUP REFUSED'  
S3Q3G 'WORKLOAD'  
S3Q3H 'FT COVERAGE'  
S3Q3I 'OTHER'  
S3Q4 'DO YOU WORK LWOP TO WORK PART TIME'  
S3Q5 'HOW OFTEN WORK AT HOME ON THE CLOCK'  
S3Q6A 'DA-DONT WANT'  
S3Q6B 'AFRAID TO ASK'  
S3Q6C 'LIMIT ADVANCEMENT'  
S3Q6D 'SUP REFUSED'  
S3Q6E 'ORG NOT ALLOW'  
S3Q6F 'NO EQUIPMENT HOME'  
S3Q6G 'HAVE STAY OFFICE'  
S3Q6H 'OTHER'  
S3Q7A 'DA-PARTICIPATING'  
S3Q7B 'DIDNT KNOW'  
S3Q7C 'AFRAID TO ASK'  
S3Q7D 'LIMIT ADVANCEMENT'  
S3Q7E 'SUP REFUSED'  
S3Q7F 'ORG NOT ALLOW'  
S3Q7G 'HAVE STAY OFFICE'  
S3Q7H 'NO HOME WORK AREA'  
S3Q7I 'INFORMALLY ALREADY'  
S3Q7J 'RATHER WORK OFFICE'  
S3Q7K 'OTHER'  
S3Q8A 'PART TIME'



S3Q8B 'FLEXIBLE SCHEDULE'  
S3Q8C 'FLEXIPLACE'  
S4Q1A 'NONE'  
S4Q1B 'BIRTH TO FIVE YRS'  
S4Q1C '6 TO 12 YRS'  
S4Q2A 'SPOUSE OR PARTNER'  
S4Q2B 'OTHER ADULT RELAT'  
S4Q2C 'OLDER CHILDREN'  
S4Q2D 'FRIEND'  
S4Q2E 'SCHOOL'  
S4Q2F 'AGENCY CENTER'  
S4Q2G 'OTHER CENTER'  
S4Q2H 'BABYSIT MY HOME'  
S4Q2I 'BABYSIT THEIR'  
S4Q2J 'SELF RESPONSIBLE'  
S4Q2K 'OTHER'  
S4Q3 'CHILDCARE ARRANGEMENT SATISFACTION'  
S4Q4A '\$ ON CHILDCARE-CHILD 1'  
S4Q4B '\$ ON CHILDCARE-CHILD 2'  
S4Q4C '\$ ON CHILDCARE-CHILD 3'  
S4Q5A 'I-ONSITE CENTER'  
S4Q5B 'O-ONSITE CENTER'  
S4Q5C 'U-ONSITE CENTER'  
S4Q5D 'I-AFTER SCHOOL'  
S4Q5E 'O-AFTER SCHOOL'  
S4Q5F 'U-AFTER SCHOOL'  
S4Q5G 'I-ONSITE SICK'

S4Q5H 'O-ONSITE SICK'  
S4Q5I 'U-ONSITE SICK'  
S4Q5J 'I-ONSITE SUMMER'  
S4Q5K 'O-ONSITE SUMMER'  
S4Q5L 'U-ONSITE SUMMER'  
S4Q5M 'I-RES SERVICE'  
S4Q5N 'O-RES SERVICE'  
S4Q5O 'U-RES SERVICE'  
S4Q5P 'I-RES LIBRARY'  
S4Q5Q 'O-RES LIBRARY'  
S4Q5R 'U-RES LIBRARY'  
S4Q5S 'I-COUNSELOR'  
S4Q5T 'O-COUNSELOR'  
S4Q5U 'U-COUNSELOR'  
S4Q5V 'I-SUPPORT GROUP'  
S4Q5W 'O-SUPPORT GROUP'  
S4Q5X 'U-SUPPORT GROUP'  
S4Q5Y 'I-WORKSHOP'  
S4Q5Z 'O-WORKSHOP'  
S4Q5AA 'U-WORKSHOP'  
S4Q5BB 'I-NONE ABOVE'  
S4Q5CC 'O-NONE ABOVE'  
S4Q5DD 'U-NONE ABOVE'  
S4Q6A 'DA-DO USE'  
S4Q6B 'NO CENTER'  
S4Q6C 'OTHER CARE'  
S4Q6D 'DIDNT KNOW'

S4Q6E 'CARED AT HOME'  
S4Q6F 'NO MIX WRK-FAM'  
S4Q6G 'CHILD TOO OLD'  
S4Q6H 'WAITING LIST'  
S4Q6I 'TOO EXPENSIVE'  
S4Q6J 'FAR FROM HOME'  
S4Q6K 'FAR FROM WORK'  
S4Q6L 'POOR QUALITY'  
S4Q6M 'NEED SPEC REQ'  
S4Q6N 'INFLEX HOURS'  
S4Q6O 'OTHER'  
S4Q7A 'FLEXIBLE SCHEDULE'  
S4Q7B 'PART TIME SCHED'  
S4Q7C 'DIFFERENT SHIFTS'  
S4Q7D 'ANNUAL LEAVE'  
S4Q7E 'SICK LEAVE'  
S4Q7F 'LWOP'  
S4Q7G 'FLEXIPLACE'  
S4Q7H 'NONE OF THE ABOVE'  
S5Q1A 'ELDERLY PARENTS'  
S5Q1B 'OTHER ELDERLY REL'  
S5Q1C 'PHYS OR MENTAL DIS'  
S5Q1D 'NONE OF THE ABOVE'  
S5Q2 'ELDERCARE CONCERNS IN NEXT 5 YEARS'  
S5Q3 'HOURS SPENT ON ELDERCARE'  
S5Q4A 'I-ONSITE'  
S5Q4B 'O-ONSITE'

S5Q4C 'U-ONSITE'  
S5Q4D 'I-COUNSELOR'  
S5Q4E 'O-COUNSELOR'  
S5Q4F 'U-COUNSELOR'  
S5Q4G 'I-RES SERVICE'  
S5Q4H 'O-RES SERVICE'  
S5Q4I 'U-RES SERVICE'  
S5Q4J 'I-RES LIBRARY'  
S5Q4K 'O-RES LIBRARY'  
S5Q4L 'U-RES LIBRARY'  
S5Q4M 'I-SUPPORT GROUP'  
S5Q4N 'O-SUPPORT GROUP'  
S5Q4O 'U-SUPPORT GROUP'  
S5Q4P 'I-WORKSHOP'  
S5Q4Q 'O-WORKSHOP'  
S5Q4R 'U-WORKSHOP'  
S5Q4S 'I-NONE OF ABOVE'  
S5Q4T 'O-NONE OF ABOVE'  
S5Q4U 'U-NONE OF ABOVE'  
S5Q5A 'DA-NOT AVAIL'  
S5Q5B 'DA-DO USE'  
S5Q5C 'DONT NEED'  
S5Q5D 'DONT KNOW AVAIL'  
S5Q5E 'NOT HELPFUL'  
S5Q5F 'RECEIVE OTHER'  
S5Q5G 'OTHER'  
S5Q6A 'FLEXIBLE SCHEDULE'

S5Q6B 'PART TIME'  
S5Q6C 'DIFFERENT SHIFTS'  
S5Q6D 'ANNUAL LEAVE'  
S5Q6E 'SICK LEAVE'  
S5Q6F 'LWOP'  
S5Q6G 'FLEXIPLACE'  
S5Q6H 'NONE OF ABOVE'  
S6Q1A 'SATISFIED WITH ANNUAL LEAVE'  
S6Q1B 'SATISFIED WITH SICK LEAVE'  
S6Q2 'HOW MUCH ANNUAL LEAVE DO YOU EARN'  
S6Q3A 'VACATION'  
S6Q3B 'FAMILY ILLNESS'  
S6Q3C 'CHILD CARE'  
S6Q3D 'SCHOOL ACTIVITIES'  
S6Q3E 'BIRTH OR ADOPTION'  
S6Q3F 'OTHER PERSONAL'  
S6Q4A 'ANNUAL LV FOR SICK LV'  
S6Q4B 'SICK LV FOR ANNUAL LV'  
S6Q4C 'LEAVE FOR CHILDCARE'  
S6Q4D 'LEAVE FOR ELDERCARE'  
S6Q5 'FOR FAMILY ILLNESS MOST LIKELY USE'  
S6Q6A 'DA-DONT WANT'  
S6Q6B 'CANT AFFORD'  
S6Q6C 'AFRAID TO ASK'  
S6Q6D 'SUP REFUSED'  
S6Q6E 'OTHER'  
S6Q7A 'DONATED LEAVE'

S6Q7B 'NOT DONATED LEAVE'  
S6Q7C 'NEVER HEARD OF'  
S6Q7D 'RECEIVED FOR ME'  
S6Q7E 'RECEIVED FOR FAMILY'  
S6Q7F 'DENIED LEAVE'  
S6Q8 'IS LEAVE TRANSFER GOOD WAY HELP EMPS'  
S6Q9 'AGENCY HAVE POLICY MATERN-PATERN LV'  
S6Q10 'HAS MATERN-PATERN POLICY MET NEEDS'  
S6Q11 'AGENCY HAS POLICY ON ADOPTION LV'  
S6Q12 'HAS ADOPTION POLICY MET YOUR NEEDS'  
S7Q1 'I AM SATISFIED WITH MY PAY'  
S7Q2 'PAY FAIR COMPARED TO OTHERS IN ORG'  
S7Q3 'SATISFIED WITH PAY CONSIDERING KSAS'  
S7Q4 'PAY FAIR COMPARED TO OTHER PLACES'  
S7Q5 'PAY SHOULD BASED ON KSAS NOT DUTIES'  
S7Q6 'PAY FAIR COMPARED TO SIMILAR JOBS'  
S7Q7A 'EDUCATION REQUIRED'  
S7Q7B 'JOB RELATED TRAINING'  
S7Q7C 'JOB RELATED EXPERIENCE'  
S7Q7D 'LEVEL OF RESPONSIBILITY'  
S7Q7E 'DIFFICULTY OF THE WORK'  
S7Q7F 'QUALITY OF PERFORMANCE'  
S7Q7G 'AMOUNT OF WORK DONE'  
S7Q7H 'TIMELINESS OF WORK'  
S7Q7I 'AMOUNT OF EFFORT'  
S7Q7J 'QUALITY OF UNIT PERF'  
S7Q7K 'PRODUCTIVITY OF UNIT'

S7Q7L 'ORGANIZATIONAL PERF'  
S7Q7M 'LOCALITY'  
S7Q7N 'LENGTH OF SERVICE'  
S7Q8 'I AM AWARE OF FEPCA'  
S7Q9 'I UNDERSTAND LOCALITY PAY INCREASES'  
S7Q10 'I RECEIVE A LOCALITY BASED PAYMENT'  
S7Q11A 'HAS AGENCY OFFERED RECRUIT BONUSES'  
S7Q11B 'HAS AGENCY OFFERED RELOC BONUSES'  
S7Q11C 'HAS AGENCY OFFERED RETENT ALLOW'  
S7Q12 'PAYING BASED ON LOCALITY IS FAIR'  
S7Q13 'PAY RECRUIT BONUS TO GET QUAL FAIR'  
S7Q14 'PAYING RELOCATION BONUS IS FAIR'  
S7Q15 'PAYING RETENTION ALLOWANCE IS FAIR'  
S7Q16 'PAY QUALITY NEW HIRE MORE IS FAIR'  
S7Q17 'PAY PROGRESSION IN MY PAY PLAN FAIR'  
S8Q1 'IMPORTANT ROLE IN CLASSIFYING JOBS'  
S8Q2 'EASIER TO CLASSIFY JOBS THAN YRS AGO'  
S8Q3 'CLASSIFICATION STANDARDS EASY APPLY'  
S8Q4A 'HELPS AGENCY PERFORMANCE'  
S8Q4B 'LITTLE EFFECT ON AGENCY PERF'  
S8Q4C 'PROVIDES IMPLEMENTED RECOMM'  
S8Q4D 'PROVIDES NONIMPLEMENTED RECOMM'  
S8Q4E 'FEEDS INTO HUMAN RESOURCE PLNG'  
S8Q4F 'ASSURES LEGALITY OF SUPPORT'  
S8Q4G 'ASSISTS EFFICIENT PROGRAMS'  
S8Q4H 'DEVELOPS INFO FOR PROGRAMS'  
S8Q4I 'DOESNT EXIST IN MY AGENCY'

S8Q4J 'I WASNT AWARE OF SUCH A PROGRAM'  
S8Q5 'ENOUGH AUTHORITY TO DETERMINE PAY'  
S8Q6 'ENOUGH AUTHORITY TO PROMOTE'  
S8Q7 'ENOUGH AUTHORITY TO HIRE'  
S8Q8 'ENOUGH AUTHORITY TO DISCIPLINE'  
S8Q9 'DO YOU HAVE AUTHORITY CLASSIFY JOBS'  
S8Q10 'RESPONSE TO REQUESTS TO WORK PT'  
S8Q11A 'DA-NEVER REFUSED'  
S8Q11B 'REQUIRES FULL TIME'  
S8Q11C 'WORKLOAD'  
S8Q11D 'ABSENCE DISRUPTIVE'  
S8Q11E 'PROBLEM RECORD'  
S8Q11F 'BUREAUCRACY'  
S8Q11G 'AGENCY ENCOURAGE FT'  
S8Q11H 'OTHER'  
S8Q12 'RESPONSE TO REQUESTS FLEXSCHED'  
S8Q13A 'DA-NEVER REFUSED'  
S8Q13B 'UNIT NOT ELIGIBLE'  
S8Q13C 'NOT ELIGIBLE'  
S8Q13D 'DISRUPTIVE FOR UNIT'  
S8Q13E 'PROBLEM RECORD'  
S8Q13F 'NOT OFFERED'  
S8Q13G 'OTHER'  
S8Q14 'RESPONSE TO REQUESTS FLEXIPLACE'  
S8Q15A 'DA-PARTICIPATING'  
S8Q15B 'DIDNT KNOW'  
S8Q15C 'NOT ALLOWED'



S8Q15D 'TOO EXPENSIVE'  
 S8Q15E 'STAY AT OFFICE'  
 S8Q15F 'EXTRA SUPERVISION'  
 S8Q15G 'INFORMAL ALREADY'  
 S8Q15H 'NO INTEREST'  
 S8Q15I 'OTHER'  
 S8Q16 'PRODUCTIVITY PT VERSUS TO FT'  
 S8Q17 'PRODUCTIVITY FLEXSCHED VS FIXSCHED'  
 ID 'IDENTIFICATION NUMBER'

MISSING VALUES ID (00000), S1Q1 TO S1Q2 (0), S1Q3 (00),  
 S1Q4 TO S1Q8 (0), S1Q9 TO S1Q10 (00)  
 S1Q11 TO S1Q13 (0), S1Q14 (00), S1Q15 (0), S1Q16 TO S1Q17  
 (00), S1Q18 TO S1Q26 (0), ZIP1 (00000), ZIP2 (000), JOBSN (0000),  
 S2Q1 TO S2Q19 (0), S2Q21 TO S2Q23G (0), S2Q25 TO S2Q74 (0),  
 S2Q76A TO S2Q76E (0), S2Q80A TO S2Q82F (0), S2Q84 TO S2Q87C  
 (0), S3Q1 (0), S3Q4 TO S3Q5 (0), S3Q8A TO S3Q8C (0), S4Q3 TO  
 S4Q4C  
 (0), S5Q2 (0), S5Q3 (0), S6Q1A TO S6Q5 (0), S6Q8 TO S7Q17  
 (0), S8Q1 TO S8Q3 (0), S8Q5 TO S8Q10 (0), S8Q12 (0), S8Q14 (0),  
 S8Q16 TO S8Q17 (0)

VALUE LABELS S1Q1 1 'FEMALE' 2 'MALE' /

S1Q2 1 'BLACK, NOT OF HISPANIC ORIGIN' 2 'AMERICAN INDIAN'  
 3 'ASIAN OR PACIFIC ISLANDER' 4 'HISPANIC'  
 5 'WHITE, NOT OF HISPANIC ORIGIN' 6 'OTHER' /

S1Q3 1 'UNDER 20' 2 '20 THRU 24' 3 '25 THRU 29' 4 '30 THRU  
 34'  
 5 '35 THRU 39' 6 '40 THRU 44' 7 '45 THRU 49' 8 '50  
 THRU 54'  
 9 '55 THRU 59' 10 '60 THRU 64' 11 '65 THRU 69'  
 12 '70 OR OVER' /

S1Q4 1 'MARRIED' 2 'SINGLE, SEPARATED, DIVORCED, OR  
WIDOWED' /

S1Q5A TO S1Q5C 1 'YES' 2 'NO' /

S1Q6 1 'LESS THAN \$10,000 PER YEAR' 2 '\$10,000-25,999 PER  
YEAR'

3 '\$26,000-50,999 PER YEAR' 4 '\$51,000-75,999 PER  
YEAR'

5 '\$76,000-100,000 PER YEAR' 6 'MORE THAN \$100,000 PER  
YEAR' /

S1Q7 1 'FULL-TIME WORK SCHEDULE, PERMANENT APPOINTMENT'

2 'PART-TIME WORK SCHEDULE, PERMANENT APPOINTMENT'

3 'FULL-TIME WORK SCHEDULE, TEMPORARY APPOINTMENT'

4 'PART-TIME WORK SCHEDULE, TEMPORARY APPOINTMENT'

5 'OTHER' /

S1Q7A 1 'YES' 2 'NO' 3 'NOT SURE' /

S1Q8 1 '<1 YEAR' 2 '1-3' 3 '4-5' 4 '6-10' 5 '11-15' 6  
'16-20'

7 '21-25' 8 '26-30' 9 '30+' /

S1Q9 1 'ELEMENTARY SCHOOL'

2 'SOME HIGH SCHOOL-TECHNICAL TRAINING'

3 'GRADUATED HIGH SCH-GED'

4 'TECHNICAL SCHOOL-APPRENTICESHIP AFTER HIGH SCHOOL'

5 'SOME COLLEGE' 6 '2-YEAR ASSOC DEGREE'

7 'GRADUATED FROM COLLEGE' 8 'SOME GRADUATE SCHOOL'

9 'MASTERS DEGREE' 10 'LAW DEGREE' 11 'DOCTORATE  
DEGREE' /

S1Q10 1 'PRIVATE SECTOR' 2 'LOCAL-STATE GOVERNMENT'

3 'HIGH SCHOOL' 4 'TECHNICAL-COMPUTER SCHOOL'

5 'COLLEGE OR UNIVERSITY AS A STUDENT'

6 'ACADEMIA AS FACULTY OR ADMINISTRATOR' 7 'MILITARY'

8 'PUBLIC SERVICE' 9 'SELF-EMPLOYED' 10 'HOMEMAKER'

11 'RETIREMENT' 12 'NOT EMPLOYED' 13 'OTHER' /

S1Q11 1 'CSRS' 2 'FERS' 3 'NEITHER' 4 'DONT KNOW' /

S1Q12 1 'YES' 2 'NO' 3 'DONT KNOW' /

S1Q13 1 'I AM ELIGIBLE NOW' 2 '1 THRU 2 YEARS' 3 '3 THRU 5 YEARS'  
 4 '6 THRU 10 YEARS' 5 'MORE THAN 10 YEARS' 6  
 'UNSURE' /

S1Q14 1 'AIR FORCE MIL AIRLIFT COMMAND'  
 2 'AIR FORCE STRAT AIR COMMAND'  
 3 'AIR FORCE SYSTEMS COMMAND'  
 4 'OTHER AIR FORCE'  
 5 'FOOD AND DRUG ADMIN'  
 6 'NATIONAL INST OF HEALTH'  
 7 'SOCIAL SECURITY ADMIN'  
 8 'OTHER HHS'  
 9 'GEOLOGICAL SURVEY' 10 'NATL PARK SERVICE'  
 11 'OTHER INTERIOR' 12 'CUSTOMS SERVICE'  
 13 'INTERNAL REV SERVICE' 14 'OTHER TREASURY'  
 15 'ARMY' 16 'NAVY' 17 'DEPT OF DEFENSE'  
 18 'AGRICULTURE' 19 'COMMERCE' 20 'EDUCATION' 21  
 'ENERGY'  
 22 'ENVIRON PROTECTION AGENCY'  
 23 'GENERAL SERVICES ADMIN'  
 24 'HOUSING AND URBAN DEVEL' 25 'JUSTICE'  
 26 'LABOR'  
 27 'NAT AERONAUTICS AND SPACE ADMIN'  
 28 'OFFICE OF PERS MGMNT'  
 29 'SMALL BUSINESS ADMINISTRATION' 30 'STATE'  
 31 'TRANSPORTATION' 32 'VETERANS AFFAIRS'  
 33 'OTHER AGENCIES' /

S1Q15 1 'ONE' 2 'TWO' 3 'THREE OR MORE' /

S1Q16 1 'GENERAL SCHEDULE-SIMILAR'

2 'GENERAL SCHEDULE-GM'  
 3 'SENIOR EXEX SERVICE' 4 'WAGE GRADE'  
 5 'WAGE GRADE LEADER' 6 'WAGE GRADE SUPER'  
 7 'SENIOR LEVEL' 8 'ADMIN LAW JUDGES'  
 9 'TITLE 38' 10 'OTHER'/  
 S1Q17 1 '1' 2 '2' 3 '3' 4 '4' 5 '5' 6 '6' 7 '7' 8 '8' 9 '9'  
 '16'  
 10 '10' 11 '11' 12 '12' 13 '13' 14 '14' 15 '15' 16  
 17 '17' 18 '18'/  
 S1Q18 1 'NONSUPERVISOR' 2 'FIRST-LINE SUPER' 3 'MANAGER'/  
 S1Q19 1 'LESS THAN 6 MONTHS'  
 2 'MIN 6 MONTHS-LESS THAN 1 YEAR'  
 3 '1 YEAR TO LESS THAN 2 YEARS' 4 '2 YEARS OR MORE'  
 5 'NEVER RECEIVED ONE'/  
 S1Q20 1 'OUTSTANDING' 2 'EXCEEDS FULLY SUCCESSFUL'  
 3 'FULLY SUCCESSFUL' 4 'MINIMALLY SUCCESSFUL'  
 5 'UNACCEPTABLE'  
 6 'HAVE NEVER RECEIVED A PERFORMANCE RATING'/  
 S1Q21 TO S1Q24 1 'YES' 2 'NO' 3 'NOT SURE'/  
 S1Q25 1 'RARELY-NEVER' 2 '1-5 HOURS PER WEEK'  
 WEEK'/  
 3 '6-10 HOURS PER WEEK' 4 'MORE THAN 10 HOURS PER  
 S1Q26 1 'DOESNT APPLY-DONT WORK OVERTIME' 2 'OVERTIME PAY'  
 3 'COMPENS TIME OFF' 4 'NO PAY AT ALL'/  
 S2Q21 1 'NEVER' 2 'RARELY' 3 'SOMETIMES' 4 'OFTEN' 5  
 'ALWAYS'/  
 S2Q1 TO S2Q18,S2Q25 TO S2Q63,S2Q65 TO S2Q71,S7Q1 TO S7Q6,  
 S7Q12 TO S7Q17,S8Q5 TO S8Q9 1 'STRONGLY DISAGREE' 2  
 'DISAGREE'  
 3 'NEITHER AGREE-DISAGREE' 4 'AGREE' 5 'STRONGLY  
 AGREE'/  
 S2Q19,S2Q86,S3Q4,S5Q2,S6Q9,S6Q11,S7Q8 TO S7Q11C,S8Q1 TO

S8Q2, S8Q9

1 'YES' 2 'NO' 3 'NOT SURE' /

S2Q20A TO S2Q20M, S2Q24A TO S2Q24I, S2Q75A TO S2Q75J,

S2Q77A TO S2Q79H, S2Q83A TO S2Q83L, S2Q88A TO S2Q88I,

S3Q2A TO S3Q3I, S3Q6A TO S3Q7K, S4Q1A, S4Q2A TO S4Q2K,

S4Q5A TO S4Q7H, S5Q1D, S5Q4A TO S5Q6H, S6Q6A TO S6Q7F,

S8Q4A TO S8Q4J, S8Q11A TO S8Q11H, S8Q13A TO S8Q13G,

S8Q15A TO S8Q15I 1 'YES' 0 'NO RESPONSE' /

S2Q22 TO S2Q23G, S2Q64A TO S2Q64I, S2Q76A TO S2Q76E,

S2Q80A TO S2Q80H, S2Q82A TO S2Q82F, S6Q1A TO S6Q1B,

S6Q4A TO S6Q4D, S6Q8, S8Q3 1 'NOT AT ALL' 2 'TO A LITTLE  
EXTENT'

3 'TO SOME EXTENT' 4 'TO A GREAT EXTENT'

5 'VERY GREAT EXTENT' /

S2Q72 TO S2Q74 1 'NOT APPLICABLE' 2 'STRONGLY DISAGREE'

3 'DISAGREE' 4 'NEITHER AGREE NOR DISAGREE'

5 'AGREE' 6 'STRONGLY AGREE' /

S2Q81A TO S2Q81E, S3Q8A TO S3Q8C, S7Q7A TO S7Q7N

1 'NOT IMPORTANT AT ALL' 3 'SOMEWHAT IMPORTANT'

5 'VERY IMPORTANT' /

S2Q84 1 'A 5-LEVEL RATING SYSTEM' 2 'A 3-LEVEL RATING  
SYSTEM'

3 'A 2-LEVEL RATING SYSTEM' /

S2Q85 1 'MY INDIV PERFORMANCE'

2 'TEAM PERFORMANCE'

3 'COMBINATION OF BOTH' /

S2Q87A TO S2Q87C 1 'NOT AT ALL LIKELY' 3 'SOMEWHAT LIKELY'

5 'VERY LIKELY' /

S3Q1 1 'FIXED' 2 'FLEXIBLE' 3 'COMPRESSED' 4 'NOT SURE' /

S3Q5 1 'I HAVE NOT' 2 'ONLY ONCE' 3 'A FEW DAYS' 4 'OFTEN'

5 'VERY OFTEN' /

S4Q1B TO S4Q1C 1 '1' 2 '2' 3 '3 OR MORE' /

S4Q3 1 'VERY SATISFIED' 2 'SATISFIED'  
 3 'NEITHER SAT NOR DISSAT' 4 'DISSATISFIED'  
 5 'VERY DISSATISFIED' /

S4Q4A TO S4Q4C 1 '\$0' 2 '\$1 TO \$59' 3 '\$60 TO \$89' 4  
 '\$90-\$119'  
 5 '\$120-\$149' 6 '\$150 OR MORE' /

S5Q1A TO S5Q1C 1 '1' 2 '2 OR MORE' /

S5Q3 1 'NONE' 2 '1-3 HOURS' 3 '4-9 HOURS' 4 '10-19 HOURS'  
 5 '20 HOURS OR MORE' 6 'OCCASIONAL' /

S6Q2 1 '4' 2 '6' 3 '8' 4 'DONT EARN ANN LEAVE' 5 'DONT  
 KNOW' /

S6Q3A TO S6Q3F 1 'NONE' 3 'ABOUT HALF' 5 'MOST OR ALL' /

S6Q5 1 'SICK LEAVE' 2 'COMPENSATORY TIME' 3 'ADVANCED  
 LEAVE'  
 4 'LEAVE WITHOUT PAY' 5 'LEAVE BANK' /

S6Q10, S6Q12 1 'NOT APPLICABLE' 2 'NOT AT ALL'  
 3 'TO A LITTLE EXTENT' 4 'TO SOME EXTENT'  
 5 'TO A GREAT EXTENT' 6 'TO A VERY GREAT EXTENT' /

S8Q10, S8Q14 1 'NO ONE HAS ASKED'  
 2 'APPROVE MOST REQUESTS' 3 'APPROVE SOME-DENY  
 OTHERS'  
 4 'DENY MOST REQUESTS' /

S8Q12 1 'NO ONE HAS ASKED' 2 'APPROVE SOME REQUESTS'  
 3 'APPROVE SOME-DENY OTHERS' 4 'DENY MOST REQUESTS'  
 5 'AGENCY HAS NO SUCH PROGRAM' /

S8Q16 TO S8Q17 1 'DONT KNOW' 2 'MUCH WORSE' 3 'WORSE'  
 4 'ABOUT THE SAME' 5 'BETTER' 6 'MUCH BETTER'

COMMENT THIS COMPUTES THE PAY CATEGORY VARIABLE  
 IF (S1Q16 EQ 1 AND S1Q17 GE 1 AND S1Q17 LE 6 AND S1Q18 EQ 1)

PAYCAT=1  
 IF (S1Q16 EQ 1 AND S1Q17 GE 7 AND S1Q17 LE 15 AND S1Q18 EQ 1)  
 PAYCAT=2  
 IF (S1Q16 EQ 1 AND S1Q17 GE 1 AND S1Q17 LE 15) AND (S1Q18 EQ 2 OR  
 S1Q18 EQ 3) PAYCAT=3  
 IF (S1Q16 EQ 2 AND S1Q17 GE 13 AND S1Q17 LE 15) PAYCAT=4  
 IF (S1Q16 EQ 3 AND S1Q18 GE 2 AND S1Q18 LE 3) PAYCAT=5  
 VALUE LABELS PAYCAT 1 'GS 1-6' 2 'GS 7-15' 3 'GS 1-15 SUP' 4 'GM  
 13-15'  
 5 'SES'

COMMENT THIS RECODES THE AGENCIES INTO CATEGORIES THAT WERE  
 COMMENT ESTABLISHED FROM THE SAMPLING STRATIFICATION PLAN  
 RECODE S1Q14 (1=1) (2=1) (3=1) (4=1) (5=2) (6=2) (7=2) (8=2)  
 (9=3)  
 (10=3) (11=3) (12=4) (13=4) (14=4) (15=5) (16=6) (17=7)  
 (18=8)  
 (19=9) (20=10) (21=11) (22=12) (23=13) (24=14) (25=15)  
 (26=16)  
 (27=17) (28=18) (29=19) (30=20) (31=21) (32=22) (33=23) INTO  
 AGENCY  
 VALUE LABELS AGENCY 1 'AIR FORCE' 2 'HHS' 3 'INTERIOR' 4  
 'TREASURY'  
 5 'ARMY' 6 'NAVY' 7 'DOD' 8 'AGRI' 9 'COMM' 10 'EDUC' 11  
 'DOE'  
 12 'EPA' 13 'GSA' 14 'HUD' 15 'JUSTICE' 16 'LABOR' 17 'NASA'  
 18 'OPM' 19 'SBA' 20 'STATE' 21 'TRANSPORTATION' 22 'VA'  
 23 'OTHER'

SORT CASES BY ID

COMMENT THIS SELECTS ONLY FOR MAIN SAMPLE RESPONDENTS  
 IF ((ID EQ 6235) OR (ID EQ 6432) OR (ID GE 6458 AND ID LE 6460)  
 OR (ID GE 6615 AND ID LE 6756) OR (ID GE 6582 AND ID LE  
 6586) OR  
 (ID GE 6588 AND ID LE 6614) OR (ID GE 7057 AND ID LE 7058)  
 OR  
 (ID GE 7459 AND ID LE 7462) OR (ID GE 7634 AND ID LE 7636)  
 OR  
 (ID GE 7859 AND ID LE 7863) OR (ID GE 11544 AND ID LE 72384)  
 OR  
 (ID GE 73889 AND ID LE 73905) OR (ID GE 73914 AND ID LE  
 74140) OR  
 (ID GE 74641 AND ID LE 74803) OR (ID GE 74828 AND ID LE  
 74890) OR

(ID GE 79651 AND ID LE 79868) OR (ID EQ 94747)) AND  
(S1Q16 EQ 1 OR S1Q16 EQ 2 OR S1Q16 EQ 3)

SAMPLE=1

COMMENT THIS SELECTS ONLY FOR VALUES SAMPLE RESPONDENTS

IF ((ID GE 0 AND ID LE 6234) OR (ID GE 6236 AND ID LE 6256) OR

(ID GE 74427 AND ID LE 74448) OR (ID GE 74804 AND ID LE  
74827)) AND

(S1Q14 EQ 1 OR S1Q14 EQ 2 OR S1Q14 EQ 3 OR S1Q14 EQ 5 OR  
S1Q14 EQ

6 OR S1Q14 EQ 7 OR S1Q14 EQ 9 OR S1Q14 EQ 10 OR S1Q14 EQ 12  
OR

S1Q14 EQ 13) AND (S1Q16 EQ 1 OR S1Q16 EQ 2 OR S1Q16 EQ 3)

SAMPLE=2

COMMENT THIS SELECTS ONLY FOR FEPCA SAMPLE RESPONDENTS

IF (ID GE 6257 AND ID LE 6431) OR (ID GE 6433 AND ID LE 6457)

OR (ID GE 6461 AND ID LE 6581) OR (ID EQ 6587) OR (ID GE  
6757 AND

ID LE 7056) OR (ID GE 7059 AND ID LE 7458) OR (ID GE 7463  
AND ID

LE 7633) OR (ID GE 7637 AND ID LE 7858) OR (ID GE 7864 AND  
ID LE

11543) OR (ID GE 72385 AND ID LE 73888) OR (ID GE 73906 AND  
ID LE

73913) OR (ID GE 74141 AND ID LE 74426) OR (ID GE 74449 AND  
ID LE

74640) OR (ID GE 74891 AND ID LE 79650) OR (ID GE 80001 AND  
ID LE

84484) SAMPLE=3

VALUE LABELS SAMPLE 1 'MAIN SAMPLE' 2 'VALUES SAMPLE' 3 'FEPCA  
SAMPLE'

COMMENT VARIABLE THAT CAN BE USED TO EVALUATE FEPCA

COMPUTE FEPZIP=0

DO IF (ZIP2 GE 10)

IF ((ZIP2 GE 68 AND ZIP2 LE 80) OR (ZIP2 EQ 85) OR

(ZIP2 EQ 64) OR (ZIP2 GE 87 AND ZIP2 LE 119)) FEPZIP=2

IF ((ZIP2 GE 900 AND ZIP2 LE 919) OR

(ZIP2 GE 923 AND ZIP2 LE 930)) FEPZIP=3



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IF ((ZIP2 GE 940 AND ZIP2 LE 941) OR
    (ZIP2 GE 943 AND ZIP2 LE 951))FEPZIP=4
IF (ZIP2 GE 300 AND ZIP2 LE 304)FEPZIP=5
IF ((ZIP2 EQ 17) OR (ZIP2 GE 20 AND ZIP2 LE 22))FEPZIP=6
IF (ZIP2 GE 600 AND ZIP2 LE 606)FEPZIP=7
IF ((ZIP2 GE 750 AND ZIP2 LE 752)OR(ZIP2 GE 760 AND
    ZIP2 LE 761))FEPZIP=8
IF (ZIP2 GE 480 AND ZIP2 LE 483)FEPZIP=9
IF (ZIP2 GE 770 AND ZIP2 LE 773)FEPZIP=10
IF (ZIP2 GE 550 AND ZIP2 LE 554)FEPZIP=11
IF (ZIP2 GE 190 AND ZIP2 LE 192)FEPZIP=12
IF (ZIP2 GE 150 AND ZIP2 LE 154)FEPZIP=13
IF (ZIP2 GE 920 AND ZIP2 LE 921)FEPZIP=14
IF ((ZIP2 GE 200 AND ZIP2 LE 209)OR(ZIP2 GE 220 AND
    ZIP2 LE 223))FEPZIP=15
ELSE
COMPUTE FEPZIP=1
END IF
VALUE LABELS FEPZIP (1) ALL OTHER (2)NEW YORK IGA
    (3)LOS ANGELES IGA (4)SAN FRANCISCO IGA (5)ATLANTA (6)BOSTON
    (7)CHICAGO (8)DALLAS (9)DETROIT (10)HOUSTON (11)MINNEAPOLIS ST
    PAUL
    (12)PHILADELPHIA (13)PITTSBURGH (14)SAN DIEGO (15)WASHINGTON
SORT CASES BY PAYCAT AGENCY
COMMENT THESE ARE THE WEIGHTING STATEMENTS FOR THE MAIN SAMPLE
COMMENT ONLY
IF (PAYCAT EQ 1 AND AGENCY EQ 1) WT=3.1957
IF (PAYCAT EQ 1 AND AGENCY EQ 8) WT=3.8166
IF (PAYCAT EQ 1 AND AGENCY EQ 5) WT=6.4489

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IF (PAYCAT EQ 1 AND AGENCY EQ 9) WT=0.9537  
IF (PAYCAT EQ 1 AND AGENCY EQ 7) WT=1.4735  
IF (PAYCAT EQ 1 AND AGENCY EQ 15) WT=1.1136  
IF (PAYCAT EQ 1 AND AGENCY EQ 16) WT=0.3413  
IF (PAYCAT EQ 1 AND AGENCY EQ 11) WT=0.2319  
IF (PAYCAT EQ 1 AND AGENCY EQ 10) WT=0.1074  
IF (PAYCAT EQ 1 AND AGENCY EQ 12) WT=0.3892  
IF (PAYCAT EQ 1 AND AGENCY EQ 13) WT=0.3447  
IF (PAYCAT EQ 1 AND AGENCY EQ 2) WT=2.6164  
IF (PAYCAT EQ 1 AND AGENCY EQ 14) WT=0.2755  
IF (PAYCAT EQ 1 AND AGENCY EQ 3) WT=1.7436  
IF (PAYCAT EQ 1 AND AGENCY EQ 17) WT=0.3428  
IF (PAYCAT EQ 1 AND AGENCY EQ 6) WT=4.1294  
IF (PAYCAT EQ 1 AND AGENCY EQ 18) WT=0.1778  
IF (PAYCAT EQ 1 AND AGENCY EQ 19) WT=0.1047  
IF (PAYCAT EQ 1 AND AGENCY EQ 20) WT=0.2442  
IF (PAYCAT EQ 1 AND AGENCY EQ 21) WT=0.6278  
IF (PAYCAT EQ 1 AND AGENCY EQ 4) WT=4.2836  
IF (PAYCAT EQ 1 AND AGENCY EQ 22) WT=6.7136  
IF (PAYCAT EQ 1 AND AGENCY EQ 23) WT=0.7604  
IF (PAYCAT EQ 2 AND AGENCY EQ 1) WT=3.3940  
IF (PAYCAT EQ 2 AND AGENCY EQ 8) WT=3.1265  
IF (PAYCAT EQ 2 AND AGENCY EQ 5) WT=5.4481  
IF (PAYCAT EQ 2 AND AGENCY EQ 9) WT=0.7945  
IF (PAYCAT EQ 2 AND AGENCY EQ 7) WT=1.7169  
IF (PAYCAT EQ 2 AND AGENCY EQ 15) WT=1.9058  
IF (PAYCAT EQ 2 AND AGENCY EQ 16) WT=0.5954

IF (PAYCAT EQ 2 AND AGENCY EQ 11) WT=0.4342  
IF (PAYCAT EQ 2 AND AGENCY EQ 10) WT=0.1655  
IF (PAYCAT EQ 2 AND AGENCY EQ 12) WT=0.6634  
IF (PAYCAT EQ 2 AND AGENCY EQ 13) WT=0.4608  
IF (PAYCAT EQ 2 AND AGENCY EQ 2) WT=2.9998  
IF (PAYCAT EQ 2 AND AGENCY EQ 14) WT=0.4433  
IF (PAYCAT EQ 2 AND AGENCY EQ 3) WT=1.4568  
IF (PAYCAT EQ 2 AND AGENCY EQ 17) WT=0.8386  
IF (PAYCAT EQ 2 AND AGENCY EQ 6) WT=4.2930  
IF (PAYCAT EQ 2 AND AGENCY EQ 18) WT=0.1363  
IF (PAYCAT EQ 2 AND AGENCY EQ 19) WT=0.1558  
IF (PAYCAT EQ 2 AND AGENCY EQ 20) WT=0.2546  
IF (PAYCAT EQ 2 AND AGENCY EQ 21) WT=2.4238  
IF (PAYCAT EQ 2 AND AGENCY EQ 4) WT=3.4474  
IF (PAYCAT EQ 2 AND AGENCY EQ 22) WT=2.2352  
IF (PAYCAT EQ 2 AND AGENCY EQ 23) WT=1.5652  
IF (PAYCAT EQ 3 AND AGENCY EQ 1) WT=0.5979  
IF (PAYCAT EQ 3 AND AGENCY EQ 8) WT=0.2451  
IF (PAYCAT EQ 3 AND AGENCY EQ 5) WT=0.9364  
IF (PAYCAT EQ 3 AND AGENCY EQ 9) WT=0.0888  
IF (PAYCAT EQ 3 AND AGENCY EQ 7) WT=0.2212  
IF (PAYCAT EQ 3 AND AGENCY EQ 15) WT=0.2087  
IF (PAYCAT EQ 3 AND AGENCY EQ 16) WT=0.0465  
IF (PAYCAT EQ 3 AND AGENCY EQ 11) WT=0.0316  
IF (PAYCAT EQ 3 AND AGENCY EQ 10) WT=0.0202  
IF (PAYCAT EQ 3 AND AGENCY EQ 12) WT=0.0394  
IF (PAYCAT EQ 3 AND AGENCY EQ 13) WT=0.0670

IF (PAYCAT EQ 3 AND AGENCY EQ 2) WT=0.3437  
IF (PAYCAT EQ 3 AND AGENCY EQ 14) WT=0.0392  
IF (PAYCAT EQ 3 AND AGENCY EQ 3) WT=0.1715  
IF (PAYCAT EQ 3 AND AGENCY EQ 17) WT=0.0408  
IF (PAYCAT EQ 3 AND AGENCY EQ 6) WT=0.7108  
IF (PAYCAT EQ 3 AND AGENCY EQ 18) WT=0.0370  
IF (PAYCAT EQ 3 AND AGENCY EQ 19) WT=0.0206  
IF (PAYCAT EQ 3 AND AGENCY EQ 20) WT=0.0414  
IF (PAYCAT EQ 3 AND AGENCY EQ 21) WT=0.0975  
IF (PAYCAT EQ 3 AND AGENCY EQ 4) WT=0.3607  
IF (PAYCAT EQ 3 AND AGENCY EQ 22) WT=0.4602  
IF (PAYCAT EQ 3 AND AGENCY EQ 23) WT=0.2214  
IF (PAYCAT EQ 4 AND AGENCY EQ 1) WT=0.4651  
IF (PAYCAT EQ 4 AND AGENCY EQ 8) WT=0.5227  
IF (PAYCAT EQ 4 AND AGENCY EQ 5) WT=0.8465  
IF (PAYCAT EQ 4 AND AGENCY EQ 9) WT=0.2462  
IF (PAYCAT EQ 4 AND AGENCY EQ 7) WT=0.3830  
IF (PAYCAT EQ 4 AND AGENCY EQ 15) WT=0.2792  
IF (PAYCAT EQ 4 AND AGENCY EQ 16) WT=0.1830  
IF (PAYCAT EQ 4 AND AGENCY EQ 11) WT=0.1791  
IF (PAYCAT EQ 4 AND AGENCY EQ 10) WT=0.0746  
IF (PAYCAT EQ 4 AND AGENCY EQ 12) WT=0.1917  
IF (PAYCAT EQ 4 AND AGENCY EQ 13) WT=0.1164  
IF (PAYCAT EQ 4 AND AGENCY EQ 2) WT=0.5290  
IF (PAYCAT EQ 4 AND AGENCY EQ 14) WT=0.1192  
IF (PAYCAT EQ 4 AND AGENCY EQ 3) WT=0.2345  
IF (PAYCAT EQ 4 AND AGENCY EQ 17) WT=0.1980

IF (PAYCAT EQ 4 AND AGENCY EQ 6) WT=1.1629  
IF (PAYCAT EQ 4 AND AGENCY EQ 18) WT=0.0417  
IF (PAYCAT EQ 4 AND AGENCY EQ 19) WT=0.0613  
IF (PAYCAT EQ 4 AND AGENCY EQ 20) WT=0.0878  
IF (PAYCAT EQ 4 AND AGENCY EQ 21) WT=0.5973  
IF (PAYCAT EQ 4 AND AGENCY EQ 4) WT=0.5541  
IF (PAYCAT EQ 4 AND AGENCY EQ 22) WT=0.2588  
IF (PAYCAT EQ 4 AND AGENCY EQ 23) WT=0.3165  
IF (PAYCAT EQ 5 AND AGENCY EQ 1) WT=0.0368  
IF (PAYCAT EQ 5 AND AGENCY EQ 8) WT=0.0514  
IF (PAYCAT EQ 5 AND AGENCY EQ 5) WT=0.0416  
IF (PAYCAT EQ 5 AND AGENCY EQ 9) WT=0.0499  
IF (PAYCAT EQ 5 AND AGENCY EQ 7) WT=0.0556  
IF (PAYCAT EQ 5 AND AGENCY EQ 15) WT=0.0592  
IF (PAYCAT EQ 5 AND AGENCY EQ 16) WT=0.0502  
IF (PAYCAT EQ 5 AND AGENCY EQ 11) WT=0.0532  
IF (PAYCAT EQ 5 AND AGENCY EQ 10) WT=0.0543  
IF (PAYCAT EQ 5 AND AGENCY EQ 12) WT=0.0754  
IF (PAYCAT EQ 5 AND AGENCY EQ 13) WT=0.0517  
IF (PAYCAT EQ 5 AND AGENCY EQ 2) WT=0.0725  
IF (PAYCAT EQ 5 AND AGENCY EQ 14) WT=0.0460  
IF (PAYCAT EQ 5 AND AGENCY EQ 3) WT=0.0458  
IF (PAYCAT EQ 5 AND AGENCY EQ 17) WT=0.0553  
IF (PAYCAT EQ 5 AND AGENCY EQ 6) WT=0.0482  
IF (PAYCAT EQ 5 AND AGENCY EQ 18) WT=0.0446  
IF (PAYCAT EQ 5 AND AGENCY EQ 19) WT=0.0415  
IF (PAYCAT EQ 5 AND AGENCY EQ 20) WT=0.0508

IF (PAYCAT EQ 5 AND AGENCY EQ 21) WT=0.0530  
IF (PAYCAT EQ 5 AND AGENCY EQ 4) WT=0.1012  
IF (PAYCAT EQ 5 AND AGENCY EQ 22) WT=0.0310  
IF (PAYCAT EQ 5 AND AGENCY EQ 23) WT=0.1214  
SORT CASES BY SAMPLE AGENCY PAYCAT



OFFICE OF THE DIRECTOR

UNITED STATES  
OFFICE OF PERSONNEL MANAGEMENT  
WASHINGTON, D.C. 20415

**SAMPLE**

## SURVEY OF FEDERAL EMPLOYEES

November 1991

Dear Survey Participant:

The Office of Personnel Management is interested in Federal employees' opinions about matters that affect them. The views of every Federal employee are important, but there are too many for us to contact each employee individually. Thus, to get a wide range of views, we have randomly selected a sample of employees from all Federal agencies nationwide, and are asking them to complete a survey for us. You have been selected as part of this important group.

We want to know what you think about working for the Government and what your ideas are about various personnel programs. Since your opinions are used to help develop Federal personnel policy and legislation, we would like you to complete the attached survey frankly and honestly.

Your answers to the survey will be kept completely confidential. They will be combined with the answers of everyone else, so that no one person's responses can be reported or made available to anyone.

It will take you a half hour to an hour to complete the survey. You are allowed to complete it at your workplace during your regular working hours and, if it is more convenient, you may like to complete it section-by-section. To help get all of the responses back before the holidays, we would be grateful if you would finish the survey within 5 work days of receiving it. Then, put it in the enclosed return envelope and mail it back for processing.

Although your participation is voluntary, we urge you to take advantage of this opportunity to express your views. Thank you for your cooperation.

Sincerely,

Constance Berry Newman  
Director

2025 RELEASE UNDER E.O. 14176

Reference Copy #46



DO NOT WRITE IN THIS SHADED AREA

84600

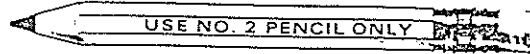
## MARKING INSTRUCTIONS

- Do NOT use ink or ballpoint pens.
- Erase completely and cleanly any answer you wish to change.
- Do not make any stray marks in this booklet.

CORRECT MARK:



INCORRECT MARKS:



## PRIVACY ACT NOTICE

Solicitation of this information is authorized by Section 4702 of title 5, U.S. Code, which requires the Office of Personnel Management to establish and maintain research programs to improve Federal personnel management. The information will only be used to prepare aggregate statistical reports of all responses received. Furnishing this information is voluntary. While we need your input and urge your cooperation, declining to respond will have no effect on you.

## Section 1. Employee Characteristics

The following information is needed to help us with the statistical analysis of the survey results. Please answer all questions. However, if any question makes you uncomfortable, leave it blank. All of your responses are strictly confidential. Individual responses will not be seen by anyone within your organization. If you need help answering any of these questions, please contact your personnel office.

1. Are you:

- Female .....
- Male .....

2. Are you:

- Black, not of Hispanic origin .....
- American Indian .....
- Asian or Pacific Islander .....
- Hispanic .....
- White, not of Hispanic origin .....
- Other .....

3. How old are you?

- |  |  |
|--|--|
| Under 20 ..... <input type="radio"/>   | 45 thru 49 ..... <input type="radio"/> |
| 20 thru 24 ..... <input type="radio"/> | 50 thru 54 ..... <input type="radio"/> |
| 25 thru 29 ..... <input type="radio"/> | 55 thru 59 ..... <input type="radio"/> |
| 30 thru 34 ..... <input type="radio"/> | 60 thru 64 ..... <input type="radio"/> |
| 35 thru 39 ..... <input type="radio"/> | 65 thru 69 ..... <input type="radio"/> |
| 40 thru 44 ..... <input type="radio"/> | 70 or over ..... <input type="radio"/> |

4. What is your marital status?

- Married .....
- Single, separated, divorced, or widowed  
(Go to Question #6) .....

5. If you are married, is your spouse:  
(for each, mark yes or no)

- |                                      | Yes                   | No                    |
|--------------------------------------|-----------------------|-----------------------|
| a. Employed? .....                   | <input type="radio"/> | <input type="radio"/> |
| b. A Federal employee? .....         | <input type="radio"/> | <input type="radio"/> |
| c. A retired Federal employee? ..... | <input type="radio"/> | <input type="radio"/> |

6. What is your household's approximate pre-tax combined income?

- Less than \$10,000 per year .....
- \$10,000-25,999 per year .....
- \$26,000-50,999 per year .....
- \$51,000-75,999 per year .....
- \$76,000-100,000 per year .....
- More than \$100,000 per year .....

7. What is your current work schedule and appointment?

- Full-time work schedule, permanent appointment .....
- Part-time work schedule, permanent appointment .....
- Full-time work schedule, temporary appointment .....
- Part-time work schedule, temporary appointment .....
- Other .....

7a. Do you have a work shift schedule (e.g., you work one of two or more daily shifts for an organization)?

- Yes ...  No ...  Not sure ...

DO NOT WRITE IN THIS AREA



8. How many total years have you been a Federal Government employee? (exclude military service)
- Less than 1 year...
  - 1 thru 3 years...
  - 4 thru 5 years...
  - 6 thru 10 years...
  - 11 thru 15 years...
  - 16 thru 20 years...
  - 21 thru 25 years...
  - 26 thru 30 years...
  - More than 30 years...

9. What is your educational level? (indicate highest level completed)
- Elementary school (grades 1-8) .....
  - Some high school or some technical training .....
  - Graduated from high school or GED (Graduate Equivalency Degree).....
  - Technical training or apprenticeship after high school.....
  - Some college .....
  - 2-year associate degree .....
  - Graduated from college (B.A., B.S., or other bachelor's degree) .....
  - Some graduate school.....
  - Master's degree .....
  - Law degree (J.D., LL.B.) .....
  - Doctorate degree (Ph.D., M.D., Ed.D., etc.) .....

10. Where did you come from when you last entered the Federal service? (mark the one you most identified with)
- Private sector.....
  - Local/State Government .....
  - High school .....
  - Technical/computer school .....
  - College/university (as a student) .....
  - Academia (as faculty or administrator) .....
  - Military .....
  - Public service (e.g., school, hospital).....
  - Self-employed .....
  - Homemaker .....
  - Retirement .....
  - Not employed.....
  - Other .....

11. Which retirement system are you under?
- CSRS .....
  - FERS .....
  - Neither.....
  - Don't know .....

12. Are you covered by the special retirement provisions for law enforcement officers?
- Yes .....
  - No .....
  - Don't know .....

13. When will you be eligible to retire voluntarily?
- I am eligible now .....
  - 1 thru 2 years .....
  - 3 thru 5 years .....
  - 6 thru 10 years .....
  - More than 10 years .....
  - Unsure .....

14. Where do you work? As part of this survey, we are conducting in-depth studies of some departments. Thus, for some departments, sub-departments are listed. If you are in one of those departments (Air Force, Health and Human Services, Interior, or Treasury) and your sub-department is not listed, mark the "other" option for your department.

- Air Force:
  - Air Force Military Airlift Command .....
  - Air Force Strategic Air Command .....
  - Air Force Systems Command .....
  - Other Air Force .....
- Health and Human Services (HHS):
  - Food and Drug Administration .....
  - National Institutes of Health .....
  - Social Security Administration .....
  - Other Health and Human Services .....
- Interior:
  - Geological Survey.....
  - National Park Service .....
  - Other Interior.....
- Treasury:
  - Customs Service .....
  - Internal Revenue Service .....
  - Other Treasury .....
- Defense:
  - Army .....
  - Navy .....
  - Other Department of Defense .....
- Agriculture.....
- Commerce.....
- Education.....
- Energy.....
- Environmental Protection Agency.....
- General Services Administration .....
- Housing and Urban Development .....
- Justice .....
- Labor .....
- National Aeronautics and Space Administration.....
- Office of Personnel Management .....
- Small Business Administration.....
- State .....
- Transportation .....
- Veterans Affairs.....
- Other agencies .....

15. How many different Federal agencies have you worked for in the last 10 years?
- One.....
  - Two.....
  - Three or more .....

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16. What is your pay category?

- General Schedule and Similar (GS-GG-GW-GN) .....
- General Schedule and Similar, but covered by Merit Pay (GM-GH) .....
- Senior Executive Service (ES) .....
- Wage Grade (WG) .....
- Wage Grade Leader (WL) .....
- Wage Grade Supervisor (WS) .....
- Senior Level (SL-ST) .....
- Administrative Law Judge .....
- Title 38 (VA, Veterans Health Administration) .....
- Other .....

17. What is your grade level? (if applicable)

- |                               |                                |
|-------------------------------|--------------------------------|
| 1 ..... <input type="radio"/> | 10 ..... <input type="radio"/> |
| 2 ..... <input type="radio"/> | 11 ..... <input type="radio"/> |
| 3 ..... <input type="radio"/> | 12 ..... <input type="radio"/> |
| 4 ..... <input type="radio"/> | 13 ..... <input type="radio"/> |
| 5 ..... <input type="radio"/> | 14 ..... <input type="radio"/> |
| 6 ..... <input type="radio"/> | 15 ..... <input type="radio"/> |
| 7 ..... <input type="radio"/> | 16 ..... <input type="radio"/> |
| 8 ..... <input type="radio"/> | 17 ..... <input type="radio"/> |
| 9 ..... <input type="radio"/> | 18 ..... <input type="radio"/> |

18. What is your supervisory status?

- Nonsupervisor .....
- First-line supervisor (you give performance appraisals) .....
- Manager (above first-line, you are a supervisor of at least one supervisor) .....

19. How long has it been since you last received a written performance appraisal?

- Less than 6 months .....
- At least 6 months but less than 1 year .....
- 1 year to less than 2 years .....
- 2 years or more .....
- Never received one .....

20. Which of the following most closely describes the performance rating you received at your last appraisal? (mark one)

- Outstanding .....
- Exceeds fully successful .....
- Fully successful .....
- Minimally successful .....
- Unacceptable .....
- Have never received a performance rating .....

21. Within the last year, has there been a RIF (reduction in force, when employees are laid off) within your agency?

- Yes .....
- No .....
- Not sure .....

22. Do you expect a RIF (reduction in force, when employees are laid off) within your agency in the near future?

- Yes .....
- No .....
- Not sure .....

23. Some Federal employees in hard-to-fill positions receive "special salary rates" that are higher than the regular rate for a grade (this does not refer to the recent interim geographic adjustment).

Do you receive a special salary rate?

- Yes .....
- No .....
- Not sure .....

24. Are you covered by the overtime pay rules of the Fair Labor Standards Act (FLSA)?

- Yes .....
- No .....
- Not sure .....

25. On average, how much overtime do you work?

- I rarely or never work overtime .....
- 1-5 hours/week .....
- 6-10 hours/week .....
- More than 10 hours/week .....

26. When you work overtime, which do you usually receive? (mark one)

- Doesn't apply—I don't work overtime .....
- Overtime pay .....
- Compensatory time off .....
- No pay at all .....

27. What is the zip code of the building you work in or where office mail is received? (If you are overseas, use the APO zip code.)

Write the zip code in the boxes.

0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

Then, darken the matching circles.

Reference Copy #49

DO NOT WRITE IN THIS AREA



20. When I do my work over or modify it, it is because of: (mark as many as apply)
- A change in procedures, policies, or practices .....
  - Poor quality of work by others .....
  - Deadlines that don't permit enough time .....
  - Decisions by higher-ups .....
  - Incomplete instructions .....
  - Too many editors/levels of review .....
  - Lack of supervisory guidance .....
  - Poor planning or coordination between work units ..
  - Insufficient or faulty tools and materials .....
  - Suggestions for improvement by my supervisor or others .....
  - My own errors .....
  - Other reasons .....
  - Don't know .....

21. How often do others require you to re-do or modify your work?
- Never .....
  - Rarely .....
  - Sometimes .....
  - Often .....
  - Always .....

To a Very Great Extent  
To a Great Extent  
To Some Extent  
To a Little Extent  
Not At All

22. To what extent have personal computers changed the way you do your work in the past 2 years? .....

23. To what extent do each of the following make your job difficult?
- a. Lack of support from management ....
  - b. Lack of support from co-workers .....
  - c. Conflicting work assignments .....
  - d. Poor planning of management .....
  - e. Excessive organizational layers .....
  - f. Contracting and procurement rules and regulations .....
  - g. Personnel rules and regulations .....

24. If I am dissatisfied with my Federal career prospects, it is because: (mark as many as apply)
- Doesn't apply—I am satisfied with my career prospects .....
  - I am at the top level in my field .....
  - There are no vacancies in positions I could move up to .....
  - It would require a geographic move .....
  - I have to become a supervisor to get promoted .....
  - I have no training .....
  - I believe I am being discriminated against .....
  - Others think my family duties are a problem .....
  - Other .....

THE FOLLOWING STATEMENTS ARE ABOUT YOUR WORK UNIT (THE GROUP OR TEAM CONSISTING OF YOU, YOUR CO-WORKERS, AND YOUR IMMEDIATE SUPERVISOR). HOW MUCH DO YOU AGREE OR DISAGREE WITH EACH STATEMENT?

Strongly Agree  
Agree  
Neither Agree nor Disagree  
Disagree  
Strongly Disagree

- 25. People in my work unit cooperate to get the work done .....
- 26. In this work unit, training has improved employees' performance .....
- 27. People in my work unit are expected to work hard .....
- 28. The work in my work unit could be accomplished with fewer people .....
- 29. My co-workers have the necessary skills and abilities to perform their jobs .....
- 30. It's important for me to know where I rank among my co-workers ....
- 31. In my work unit, you know what is expected of you .....
- 32. In my work unit, quality of work is stressed over quantity of work .....
- 33. Employees in my work unit are encouraged to participate in decisions affecting their work .....
- 34. In my work unit, employees' personal development is encouraged .....

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THE FOLLOWING STATEMENTS ARE ABOUT YOUR IMMEDIATE SUPERVISOR (THE PERSON WHO DOES YOUR PERFORMANCE APPRAISAL). HOW MUCH DO YOU AGREE OR DISAGREE WITH EACH STATEMENT?

- Strongly Agree  
Agree  
Neither Agree nor Disagree  
Disagree  
Strongly Disagree
35. My supervisor has good technical skills .....
36. I have confidence and trust in my immediate supervisor .....
37. My supervisor deals effectively with poor performers .....
38. I feel free to discuss work problems with my supervisor .....
39. My supervisor discusses with me the specific reasons for my performance rating .....
40. My supervisor encourages me to help in developing work methods and job procedures .....
41. When I have to take time off or change my work schedule because of family responsibilities, my supervisor has been understanding .....
42. The guidance I receive from my supervisor helps me do a better job .....
43. My supervisor works well with people .....
44. My supervisor and I agree on what good performance on my job means .....

THE FOLLOWING STATEMENTS ARE ABOUT YOUR ORGANIZATION (ANY LEVEL HIGHER THAN YOUR WORK UNIT) AND THE EXPERIENCES YOU HAVE HAD WORKING THERE. HOW MUCH DO YOU AGREE OR DISAGREE WITH EACH STATEMENT?

- Strongly Agree  
Agree  
Neither Agree nor Disagree  
Disagree  
Strongly Disagree
45. I have confidence and trust in my second-level supervisor (my supervisor's supervisor) .....
46. High performers tend to stay with this organization .....
47. I have confidence and trust in my organization .....

Strongly Agree  
Agree  
Neither Agree nor Disagree  
Disagree  
Strongly Disagree

48. My organization demonstrates a concern for the safety and health of its employees .....
49. Pay raises and cash awards around here depend on how well you perform .....
50. In my organization, management gives everyone the same performance rating .....
51. I am satisfied with the chances I have to accomplish something worthwhile .....
52. I don't care what happens to this organization as long as I get my paycheck .....
53. My organization provides a good physical work environment .....
54. Regardless of position or rank, my organization treats employees equally .....
55. My organization understands and supports employees' family responsibilities .....
56. Low performers tend to leave this organization .....
57. My organization encourages employees to use their skills and abilities .....
58. Customer service is a priority in my organization .....
59. My organization supports internal promotion .....
60. My organization makes attempts to keep employees challenged in their work .....
61. Regardless of position or rank, all employees should be treated equally .....
62. Grade level differences in my organization represent real differences in levels of job responsibility and job difficulty .....
63. In my organization, some people receive a higher performance rating than they deserve .....



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To a Very Great Extent  
 To a Great Extent  
 To Some Extent  
 To a Little Extent  
 Not At All

64. To what extent do you think your organization is effective in:
- a. Responding to peak demands and emergencies?
  - b. Identifying its customers (those who use its products or services)?
  - c. Meeting the needs of customers?
  - d. Avoiding costly mistakes?
  - e. Assigning the right people to the job?
  - f. Meeting the personal needs of employees?
  - g. Providing supplies, equipment, training, and other resources to get the job done?
  - h. Providing systems or support that make it easier to get the job done?
  - i. Fully using employees' skills and abilities?

THE FOLLOWING STATEMENTS ARE ABOUT YOUR AGENCY AND THE EXPERIENCES YOU HAVE HAD WORKING THERE. HOW MUCH DO YOU AGREE OR DISAGREE WITH EACH STATEMENT?

Strongly Agree  
 Agree  
 Neither Agree nor Disagree  
 Disagree  
 Strongly Disagree

- 65. My agency is able to attract high quality employees
- 66. The Federal Government is a great place to work
- 67. It does not make much difference what agency I work for as long as I can work in my chosen profession
- 68. I understand the performance appraisal system being used in this agency
- 69. My agency is able to attract high quality senior executives
- 70. The performance appraisal system in this agency motivates employees to perform well
- 71. This agency effectively manages its human resources

THE NEXT FEW QUESTIONS ABOUT YOUR AGENCY REFER TO GROUPS OF EMPLOYEES THAT MAY NOT BE FAMILIAR TO SOME EMPLOYEES' EXPERIENCE. IF THIS IS THE CASE, MARK "NOT APPLICABLE."

Strongly Agree  
 Agree  
 Neither Agree nor Disagree  
 Disagree  
 Strongly Disagree  
 Not Applicable

- 72. Management and the union work cooperatively on mutual problems
- 73. Part-time employees are as committed to this agency as full-time employees
- 74. Front-line employees (those who deal directly with the public) in this agency provide good service to the public

PEOPLE VALUE THINGS DIFFERENTLY. BY KNOWING WHAT PEOPLE VALUE MOST, ORGANIZATIONS CAN SEE HOW WELL THEY ARE MEETING THEIR EMPLOYEES' NEEDS.

75. Mark the 3 values that are most important to you.
- Service to others
  - Use of my skills and abilities
  - Spending time with family
  - Sense of accomplishment
  - Work in general
  - Personal development
  - Freedom to do things my way
  - Challenging work
  - Participation in work decisions
  - Advancement

THE FOLLOWING QUESTIONS ASK ABOUT YOUR TRAINING EXPERIENCES IN THE FEDERAL GOVERNMENT.

To a Very Great Extent  
 To a Great Extent  
 To Some Extent  
 To a Little Extent  
 Not At All

76. To what extent do each of the following interfere with your getting the training you need to do your job?
- a. Lack of funds
  - b. Lack of management support
  - c. Too busy on the job
  - d. Priority given to other employees
  - e. Appropriate training is not available







2. I would like to have a flexible or compressed work schedule, but do not because: (mark as many as apply)

- Doesn't apply — I do not want to work a flexible or compressed schedule .....
- I am afraid to ask .....
- It would limit my career advancement .....
- My supervisor refused my request .....
- I am not eligible to participate (e.g., too high-level).....
- My work unit or organization is not eligible to participate.....
- This agency does not have flexible or compressed work schedules (e.g., agency policy) .....
- Other .....

3. I would like to work a part-time schedule (less than 40 hours a week), but cannot because: (mark as many as apply)

- Doesn't apply — I do not want to work part-time ....
- Doesn't apply — I already work part-time .....
- I am afraid to ask .....
- It would limit my career advancement .....
- I cannot afford it financially .....
- My supervisor refused my request .....
- My workload is too great .....
- My position requires full-time coverage .....
- Other .....

4. Do you regularly take "leave without pay" (LWOP) in order to work a part-time schedule?

- Yes .....
- No .....
- Not sure .....

5. In the past year, how often have you worked at home "on-the-clock" instead of working at the office?

- I have not worked at home "on-the-clock" in the past year .....
- Only once (Go to Question #7) .....
- A few days in the whole year (Go to Question #7) .....
- Often — at least 1 day a week as needed (Go to Question #7) .....
- Very often — at least a few days a week (Go to Question #7) .....

6. I would like to occasionally work at home "on-the-clock," but I can't because: (mark as many as apply)

- Doesn't apply — I don't want to work at home "on-the-clock".....
- I am afraid to ask .....
- It would limit my career advancement .....
- My supervisor refused my request .....
- My organization or agency does not allow working at home during regular business hours .....
- I don't have the proper equipment at home (e.g., word processor, telephone) .....
- My work requires that I be in the office/ at my work station .....
- Other .....

7. OPM is currently testing a pilot project of a formal "flexiplace" program that allows employees to work at home or in a satellite office "on-the-clock." This pilot project was made available to all Federal employees. If you are not participating in the flexiplace pilot, it is because: (mark as many as apply)

- Doesn't apply — I am participating in the pilot project .....
- I did not know about the pilot project .....
- I was afraid to ask .....
- It would limit my career advancement .....
- My supervisor refused my request .....
- My agency does not allow flexiplace (policy decision).....
- My work requires that I be in the office. at my work station .....
- I don't have a work area at home .....
- I already informally work at home from time to time .....
- I'd rather work at the office .....
- Other .....

Very Important

Somewhat Important

Not Important At All

8. How important is availability of the following work arrangements to your decision to stay with your organization or agency?

- a. Part-time work schedule (less than 40 hours per week) .....
- b. A flexible or compressed work schedule .....
- c. Working at home "on-the-clock" .....

## Section 4. Work and Children

This section asks questions about the childcare needs of Federal employees. The answers to these questions may have an important effect on future policy, so we urge you to answer them carefully.

1. How many children under the age of 13 live with you at least half the time?

None (If you have no children under 13, go to Section 5, "Work and Eldercare") .....

	1	2	3 or more
Birth to 5 years .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 to 12 years .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Who provides childcare while you are at work? (mark as many as apply)

Spouse/partner .....

Other adult relative .....

Older children .....

Friend .....

School .....

Agency-sponsored childcare center at or near my workplace .....

Other childcare center .....

Babysitter in my home .....

Babysitter or childcare provider in their home .....

My child or children are responsible for themselves .....

Other .....

3. Overall, how satisfied are you with your current childcare arrangements?

Very satisfied .....

Satisfied .....

Neither satisfied nor dissatisfied .....

Dissatisfied .....

Very dissatisfied .....

4. What is the total amount you spend on childcare arrangements for each child each week (do not include special programs, lessons, or summer camps)? If you have more than 3 children, under the age of 13, please respond for the youngest 3 only.

	\$0	\$1 to \$59	\$60 to \$89	\$90 to \$119	\$120 to \$149	\$150 or more
a. Child 1 (Youngest) ....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Child 2 .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Child 3 .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. The following are childcare services that may be available in some Federal agencies. In the first column, mark those services which you would be interested in using if your agency offered them. In the second column, mark those services which your agency currently offers. In the third column, mark those services which you are currently using through your agency. IF FOR A COLUMN YOU DO NOT MARK A SERVICE, PLEASE MARK "NONE OF THE ABOVE" FOR THAT COLUMN.

	Interested in Using	Currently Offered	Currently Using
On-site or nearby childcare center .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
On-site or nearby before- and/or after-school care .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
On-site or nearby sick care .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
On-site or nearby summer care .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Resource and referral service .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Resource library .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dependent care counselor to provide referrals .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Support group .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Educational workshop or seminar .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
None of the above .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. If I do not use my agency-sponsored childcare center, it is because: (mark as many as apply)

Doesn't apply — I do not use my agency-sponsored center .....

Doesn't apply — my agency does not have a center .....

I have other childcare arrangements .....

I don't know if we have a center .....

I prefer that my child is cared for at home .....

I don't want to mix work and family life .....

My child/children are too old for childcare .....

I would like to use the center, but there is a waiting list .....

The center is too expensive .....

The center is too far from home .....

The center is too far from work .....

The center provides poor quality services .....

The center cannot accommodate special requirements of my child/children .....

The center's business hours are not flexible enough for my schedule .....

Other .....

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## Section 6. Leave

The following section asks your opinions on the Federal leave system.

To a Very Great Extent  
To a Great Extent  
To Some Extent  
To a Little Extent  
Not At All

To a Very Great Extent  
To a Great Extent  
To Some Extent  
To a Little Extent  
Not At All

1. To what extent are you satisfied with the following leave benefits provided by the Federal Government?

- a. Annual leave .....
- b. Sick leave .....

2. How many hours of annual leave do you earn each pay period?

- 4 .....
- 6 .....
- 8 .....
- Don't earn annual leave .....
- Don't know .....

Most or All

About Half

None

3. Of the annual leave you used this past year, estimate how much was used for each of the following purposes (If no leave was used for a specific purpose, please mark "none" for that purpose):

- a. Vacation .....
- b. Family members' illness or medical care (e.g., child is too sick to go to school) .....
- c. Childcare arrangements (e.g., babysitter can't make it) .....
- d. School or community activities (e.g., parent-teacher meetings, volunteer work) .....
- e. Childbirth/adoption (in addition to available sick leave) .....
- f. Other personal business .....

4. If you could make a trade to get less of one type of benefit for more of another, to what extent would you be interested in:

- a. Giving up some annual leave to get more sick leave? .....
- b. Giving up some sick leave to get more annual leave? .....
- c. Giving up some leave to help pay for childcare? .....
- d. Giving up some leave to help pay for elder and other adult dependent care? .....

5. If I ever have to take time off to care for a sick family member and my annual leave is used up, I would most likely use: (mark one only)

- Sick leave .....
- Compensatory time .....
- Advanced leave .....
- Leave without pay .....
- Leave bank .....

6. I have wanted to take leave without pay for family care reasons, but cannot because: (mark as many as apply)

- Doesn't apply — I don't want to take leave without pay .....
- I could not afford it financially .....
- I was afraid to ask .....
- My supervisor refused my request .....
- Other .....

7. What has been your experience with the Federal leave-transfer or leave bank program? (Both the Federal leave-transfer and leave bank programs permit employees to donate annual leave to help other employees with medical emergencies.) (mark as many as apply)

- I have donated leave to the program .....
- I have not donated leave .....
- I have never heard of it .....
- I have received leave for my own need or emergency .....
- I have received leave so that I could care for a dependent .....
- I was denied leave from it .....



8. To what extent do you think the Federal leave-transfer/leave bank program is an effective way of helping employees meet medical emergencies?
- Not at all .....
- To a little extent .....
- To some extent .....
- To a great extent .....
- To a very great extent .....

9. Does your agency have a formal policy on maternity/paternity leave (leave for either new mothers or fathers)?
- Yes .....
- No .....
- Not sure .....
- (If "No" or "Not sure," go to Question #11)

10. To what extent has your agency's policy on maternity/paternity leave met your needs?
- Not applicable .....
- Not at all .....
- To a little extent .....
- To some extent .....
- To a great extent .....
- To a very great extent .....

11. Does your agency have a formal policy on adoption leave (leave to be used when you are adopting a child)?
- Yes .....
- No .....
- Not sure .....
- (If "No" or "Not sure," go to Section 7, "Pay")

12. To what extent has your agency's policy on adoption leave met your needs?
- Not applicable .....
- Not at all .....
- To a little extent .....
- To some extent .....
- To a great extent .....
- To a very great extent .....

## Section 7. Pay

The following section asks your opinions on the Federal pay system. We are also interested in what you know about recent PAY REFORM and how it may have already affected you.

Strongly Agree  
Agree  
Neither Agree nor Disagree  
Disagree  
Strongly Disagree

1. I am satisfied with my pay .....
2. My pay is fair considering what other people in this organization are paid .....
3. Considering my skills and the effort I put into my work, I am satisfied with my pay .....
4. My pay is fair considering what other places in this area pay for the same kind of work .....
5. Pay *should* be based more on the knowledge and skills of the employee than on the duties and responsibilities of the position .....
6. My pay is fair considering what people in similar jobs in this agency are paid ...

Very Important

Somewhat Important

Not Important At All

7. People have different ideas about how they should be paid. How important do you think each of the following should be in determining your pay?
- a. Level of education required by the job..
- b. Job-related training .....
- c. Job-related work experience .....
- d. Level of responsibility.....
- e. Difficulty of the work .....
- f. Quality of job performance .....
- g. Amount of work done.....
- h. Timeliness of work .....
- i. Amount of effort expended on the job..
- j. Quality of your work unit's performance.
- k. Productivity of your work unit .....
- l. Overall performance of your organization or agency.....
- m. The locality (regarding cost of labor) where the job is.....
- n. Length of service in the Federal Government .....

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## Section 8. Supervisors and Personnel Specialists

The remainder of the questions are to be answered by SUPERVISORS and PERSONNEL SPECIALISTS only.

1. I have an important role in classifying employees' jobs.
  - Yes .....
  - No .....
  - Not sure .....

(If "No" or "Not sure," go to Question #4)
  
2. It is easier to classify jobs (i.e., assigning series and grade) in this agency than it was several years ago.
  - Yes .....
  - No .....
  - Not sure .....
  
3. To what extent are classification standards in this agency easy to apply?
  - Not at all .....
  - To a little extent .....
  - To some extent .....
  - To a great extent .....
  - To a very great extent .....
  
4. In your opinion, how does the personnel management evaluation (PME) program in your agency contribute to agency functioning? (mark as many as apply)
  - Helps agency performance .....
  - Has little effect on agency performance .....
  - Provides recommendations that are implemented by management .....
  - Provides recommendations that are not implemented by management .....
  - Feeds into human resource planning .....
  - Assures that personnel support is provided in a manner consistent with law, rule, regulation, and OPM guidance .....
  - Assists agencies in operating efficient and cost effective personnel programs .....
  - Develops information for use in personnel program refinement and policy development .....
  - Program does not exist in my agency .....
  - I was not aware of such a program .....

IF YOU ARE NOT A SUPERVISOR, YOU ARE FINISHED. WE APPRECIATE YOUR COOPERATION IN TAKING THE TIME TO ANSWER THESE QUESTIONS.

IF YOU ARE A SUPERVISOR, PLEASE CONTINUE.

HOW MUCH DO YOU AGREE OR DISAGREE WITH EACH STATEMENT?

Strongly Agree  
Agree  
Neither Agree nor Disagree  
Disagree  
Strongly Disagree

5. I have enough authority to determine my employees' pay .....
6. I have enough authority to promote people .....
7. I have enough authority to hire competent people when I need them ..
8. I have enough authority to discipline employees if they perform poorly .....
  
9. Do you have the authority to classify jobs (i.e., assign series and grade)?
  - Yes .....
  - No .....
  - Not sure .....

THE FOLLOWING ITEMS ARE ABOUT YOUR SUBORDINATES' WORKING ARRANGEMENTS.

10. What is your response when employees request to work part-time (less than 40 hours per week)? (mark one only)
  - No one has ever asked to work part-time (Go to Question #12) .....
  - I approve most requests to work part-time .....
  - I approve some requests and deny others, depending on the person and situation .....
  - I deny most requests to work part-time .....
  
11. If you have ever denied an employee's request to work part-time, it was because: (mark as many as apply)
  - Doesn't apply — I have never refused a request to work part-time .....
  - Their position required full-time coverage .....
  - Their workload was too great .....
  - Their absence would be disruptive for this work unit .....
  - They had a record of performance or conduct problems .....
  - My agency's internal system makes it difficult to approve employees' requests for part-time .....
  - My agency encourages full-time employment .....
  - Other .....

DO NOT WRITE IN THIS AREA

12. What is your response when employees request to have a flexible or compressed work schedule? (mark one only)

- No one has ever asked to have a flexible or compressed work schedule (Go to Question #14) .....
- I approve most requests to work flexible or compressed work schedules .....
- I approve some requests and deny others, depending on the person and situation .....
- I deny most requests to work flexible or compressed work schedules .....
- My agency does not have a program .....

13. If you have ever denied an employee's request to have a flexible or compressed work schedule, it was because: (mark as many as apply)

- Doesn't apply—I have never refused an employees's request to have a flexible or compressed work schedule .....
- Their work unit is not eligible to participate .....
- They were not eligible to participate (e.g., too high level) .....
- Their schedule would have been disruptive for this work unit (e.g., coordinating projects, scheduling meetings) .....
- They had a record of performance or conduct problems .....
- This agency does not offer a flexible or compressed work schedule (i.e., policy decision) .....
- Other .....

14. What is your response when employees request to work at home "on-the-clock" (this refers to informal "flexiplace," not the OPM flexiplace pilot project)? (mark one only)

- No one has ever asked to work at home "on-the-clock" .....
- I approve most requests for flexiplace .....
- I approve some requests and deny others, depending on the person and situation .....
- I deny most requests for flexiplace .....

15. OPM is currently testing a pilot project of a formal "flexiplace" program that allows employees to work at home or in a satellite office "on-the-clock." This pilot project was made available to all Federal employees. If your staff is not participating in the flexiplace pilot, it is because: (mark as many as apply)

- Doesn't apply—my staff is participating in the flexiplace pilot project .....
- I did not know about the pilot project .....
- Top management has ruled out flexiplace for this agency (policy decision) .....
- Flexiplace is too expensive .....
- The nature of jobs in my work unit requires employees to be at the office/work station (e.g., public contact, production, maintenance) .....
- It would require extra supervisory effort .....
- Some of my staff already work occasionally at home .....
- None of my employees wanted to participate .....
- Other .....

16. How is the productivity (amount, quality, and timeliness of work) of permanent part-time workers compared to permanent full-time employees, taking into account the number of hours worked?

- Don't know .....
- Much worse .....
- Worse .....
- About the same .....
- Better .....
- Much better .....

17. How is the productivity (amount, quality, and timeliness of work) of employees working flexible or compressed work schedules compared to employees who work fixed schedules?

- Don't know .....
- Much worse .....
- Worse .....
- About the same .....
- Better .....
- Much better .....

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