

Sample of Locally Developed Questions List

When completing the FEOCS request form you will be afforded the opportunity to add up to ten (10) questions to the survey. Questions must be presented in a manner that a survey respondent can easily respond to using the following five-point scale.

- Totally Agree
- Moderately Agree
- Neither Agree Nor Disagree
- Moderately Disagree
- Totally Disagree

In the event you want to personalize the survey by adding questions, you can draft your own or select from the following sample questions which have been used by other directors, managers, and supervisors. Upon selection of a sample question you will have the opportunity to reword the text if desired.

REMEMBER: You will have the opportunity to add the selected or self-created questions when completing the FEOCS request form.

1. Fairness

- The leave policy is administered fairly.
- I am afforded opportunities to take leave.
- The promotion policy is fair to everyone, regardless of ethnic or racial background.
- When making an honest mistake on the job, members of this command are corrected fairly.

2. Respect for Individuals

- All assigned personnel receive the same level of respect from leadership.
- An atmosphere of respect exists in my work area.
- My immediate supervisor takes steps to ensure I am treated with respect.
- I am treated with dignity and respect in this organization.
- My immediate supervisor enforces the standards of military courtesy.
- My immediate supervisor encourages respect in the workplace.
- Discrimination with regard to race, color, gender, age, physical or mental disability, or natural origin is not tolerated in the workplace.
- Sexual, racial or other offensive comments or material are not tolerated in my work area.
- Differences among individuals (e.g., gender, race, religion, age, disability) are respected and valued in this organization.
- My organization values the rights of its members to practice their respective religion.
- This organization is committed to creating an environment of human respect and dignity.

3. Physical Environment

- Adequate parking is provided for me when I arrive at work.
- I am satisfied with the physical surroundings of my work area.
- Work areas are accessible to persons with disabilities.

4. Communication/Flow of Information

- My immediate supervisor effectively passes on information I need to know.
- Communication between work centers is good.
- Communication flows freely from senior leadership to all levels of the organization.
- Communication from my direct leadership is clear.
- Communication within my work center is effective.
- I am satisfied with the communication flow in my work center.
- Important information moves freely up and down the organization.
- My supervisor disseminates information that has been presented in the weekly staff meeting.
- The unit orientation program is adequate for new employees.
- My immediate supervisor explains things clearly to me.

- My immediate supervisor is willing to discuss my ideas and suggestions with regards to my job.
- My organization keeps an updated equal employment opportunity (EEO) bulletin board with upcoming cultural events, policy letters, complaint procedures and general EEO information.
- I know what is expected of me at work.

5. Available Resources and Support

- I am provided with the resources I need to do my job effectively.
- I have sufficient time in my duty day to conduct my core duties.
- Administrative support staff meets my needs.
- I am provided with the tools, equipment, or supplies necessary to perform my job.
- The functional experts I work with assist me in my success.

6. Special Observances/Cultural Celebrations

- Cultural heritage celebrations such as Black History Month and Hispanic Heritage Month help bring employees closer together as a team.
- My immediate supervisor allows me to participate in or attend special observance programs.
- My immediate supervisor supports special observance programs.
- In my organization, special observances are conducted to enhance cross cultural awareness among all employees and families.

7. Teamwork/Team Cohesion/Morale

- I believe my work center works as a team.
- Members of this organization work together as a team.
- The current level of morale in this organization is very high.
- The overall health of this organization is better now than one year ago.

8. Autonomy and Innovation

- I am able to make decisions to resolve customer issues on the spot without fear of reprisal.
- I am encouraged to present new ideas to our current workplace procedures.
- I am encouraged to think of new ways to accomplish my organization's mission.
- Innovative ideas are highly encouraged.

9. Skill Utilization/Appropriate Level of Assigned Duties

- I am being fully utilized in my work center.
- I am challenged by my job.
- I am challenged in my duties.
- I am given responsibility commensurate with my grade.

10. Leadership Accessibility/Openness

- I am comfortable approaching the Director with any issue.
- I am comfortable discussing issues with my Director.
- I am comfortable going to my immediate supervisor with work-related topics.
- I would seek the assistance of my director.
- I would seek the assistance of my supervisor.
- My supervisor shows an interest in my welfare.
- I can express my opinion within this organization without fear of reprisal.
- I can raise concerns about issues that affect my job without fear of reprisal.

11. Feedback and Recognition

- I am rewarded for my duty performance.
- I am satisfied with my latest one-on-one rater feedback session with my rater.
- I receive periodic formal feedback from my rater.
- The recognition program enhances our ability to perform our mission.
- I am recognized for contributing to a positive atmosphere in my workplace.
- I am rewarded for contributing to a positive atmosphere in my workplace.

12. Training, Knowledge, and Professional Development

- I have adequate opportunity to pursue off-duty education.
- I have received the necessary training to accomplish my job.

- I have the resources necessary to accomplish my job.
- I know what actions to take if someone expresses a desire to do harm to themselves or others.
- I plan on continuing my career with this organization.
- I receive the counseling and coaching needed to advance in my career.
- I receive the training needed to perform my job well.
- My organization provides diversity training to its members.
- I know the complaint procedure process.
- I know how to contact an EEO counselor.
- I am aware of my EEO rights as a Federal employee.

13. Leadership Effectiveness

- My supervisor presents himself/herself as a competent leader.
- The director understands what my job entails.
- My immediate supervisor sets the right example with his/her actions.
- The leaders in my organization deal effectively with adversity or conflict within when it occurs.
- I feel that the Director/Supervisor will use the information from this survey to improve the command.
- I trust management to handle complaints, problems, or issues seriously.

14. Interpersonal Relations/Social Interactions

- My work environment is free from unprofessional behavior.
- Relationships at work are professional in nature.

15. Sexual Harassment/Sexual Assault

- I understand how to report a sexual assault.
- If I were sexually assaulted I would be reluctant to report it.
- My organization encourages sexual assault victims to report sexual assaults.
- My work area is free of sexual misconduct.
- The organization's zero tolerance policy on sexual assault is clear.
- Agency leadership addresses allegations of sexual harassment and/or unlawful discrimination in a prompt manner.

16. Job Satisfaction/Dissatisfaction

- I experience a high level of stress in my current position.
- I like my job.

17. Enforcement/Obedience of Rules

- Rules, regulations and policies are enforced in this organization.
- Rules, regulations and policies are obeyed in this organization.