



## REQUIRED INFORMATION TO REQUEST A DEOCS ASSESSMENT

A minimum of 16 assigned personnel are required to conduct a DEOCS assessment, requests with fewer than 16 completed surveys will not be processed.

Information required in processing a DEOCS assessment:

- Unit Identification Code (UIC) **(USN, USMC, & USA Only)**
- Personal Accounting Symbol (PAS) **(USAF Only)**
- Operational Facilities (OPFAC) **(USCG Only)**
- Mailing address for organization
- Branch of service
- Service component
- \*Demographic information based on Sex by rank/grade
- Name/rank/grade of Survey Administrator
- E-mail of Survey Administrator
- DSN phone number of Survey Administrator
- Commercial phone number of Survey Administrator
- Name/rank/grade of Commander/Director
- E-mail of Commander/Director
- Name/rank/grade of Commander's Supervisor
- E-mail of Commander's Supervisor
- Number and type of Passwords required to take online survey
- Number of Bubble Response Sheets to take Paper Survey **(If applicable)**
- Ten Locally Developed Questions (LDQ) selected **(Optional)**
- Five Short Answer Questions (SAQ) selected **(Optional)**

\* All administrators are required to provide the demographics of the personnel being **surveyed** during this assessment (Do not include your Commander's demographics).

The following demographics are needed; Sex (male/female) broken out by (E1-3, E4-6, E7-9, Warrant Officer, O1-3, O4 and above, civilian grades 1-12, civilian grades 13-SES, and then if applicable any "other" groups.

Three survey options are available:

1. Individuals complete the survey online from any computer with Internet access.
2. Individuals complete the survey in paper format using Scantrons.
3. Combination of online/paper format surveys.

When selecting the paper version of the assessments, Scantrons will be mailed out by DEOMI via USPS First Class Mail or Federal Express (Unit provides Fed Ex account number). The number of Scantrons will be based on the number of personnel participating in the survey. Once the survey is complete, the unit is responsible for mailing back all Scantrons.

E-mail [support@deocs.net](mailto:support@deocs.net) if you require additional information.

366 TUSKEGEE AIRMEN DRIVE · PATRICK AIR FORCE BASE, FLORIDA 32925

DSN: 854-2675/3260/4217

Commercial 321-494-2675/3260/4217