REQUIRED INFORMATION TO REQUEST A DEOCS SURVEY

Prior to ordering your DEOCS there are several items you need to determine with your commander before you begin. Identifying the below items will facilitate your survey.

1. NOTE: Organizations must have at least 16 assigned personnel to order the DEOCS. Organizations with fewer than 16 completed surveys will not receive a DEOCS report.

2. There are three options for DEOCS administration. You must know which format you wish to use and several different formats, can be used based on unit needs:
   - Online, using any computer, smart phone, or device with internet access.
   - Paper format, using Scantron bubble sheets.
   - Combination of online/paper formats

When ordering the paper version, the necessary number of Scantron sheets will be sent via USPS First Class Mail, or Federal Express (the Unit must provide a FedEx account number, so you should identify this before you begin). Once the survey is complete, the unit is responsible for mailing back all Scantrons.

3. The following information is required for requesting a DEOCS:
   - Unit Identification Code (UIC) (USN, USMC, & USA)
   - Personal Accounting Symbol (PAS) (USAF)
   - Operational Facilities (OPFAC) (USCG)
   - Mailing address of organization
   - Branch of service
   - Service component
   - Unit Type
   - Demographic information based on Sex by rank/grade*

* All administrators are required to provide the demographic information of all personnel eligible to complete the survey. Per DoDM 8910.01, contractors CANNOT take the survey. DO NOT include your Commander’s demographic information. The following demographics are required:

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<th>E4 – E6</th>
<th>E7 – E9</th>
<th>Warrant Officer</th>
<th>O1 – O3</th>
<th>O4 &amp; above</th>
<th>GS 1 - 12</th>
<th>GS 13 &amp; above</th>
<th>Other</th>
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   - Name/rank/grade of Survey Administrator
   - e-mail address of Survey Administrator
   - DSN & commercial phone numbers of Survey Administrator
   - Name/rank/grade of Commander/Director
   - e-mail address of Commander/Director
   - Name/rank/grade of Commander’s Supervisor
   - e-mail address of Commander’s Supervisor
   - Number and type of passwords required for online survey
   - Number of Scantron bubble sheets required for paper survey (if applicable)
4. Optional: Several different command focused questions can be added to the DEOCS based on the desires of the commander. These questions can be reviewed and identified before hand by reviewing the question banks on deocs.net. The survey can include:

   Up to ten Locally Developed Questions (LDQs)
   Up to five Short Answer Questions (SAQs)

5. Additional Questions/Support: Contact us at: e-mail support@deocs.net if you need any additional assistance/information.