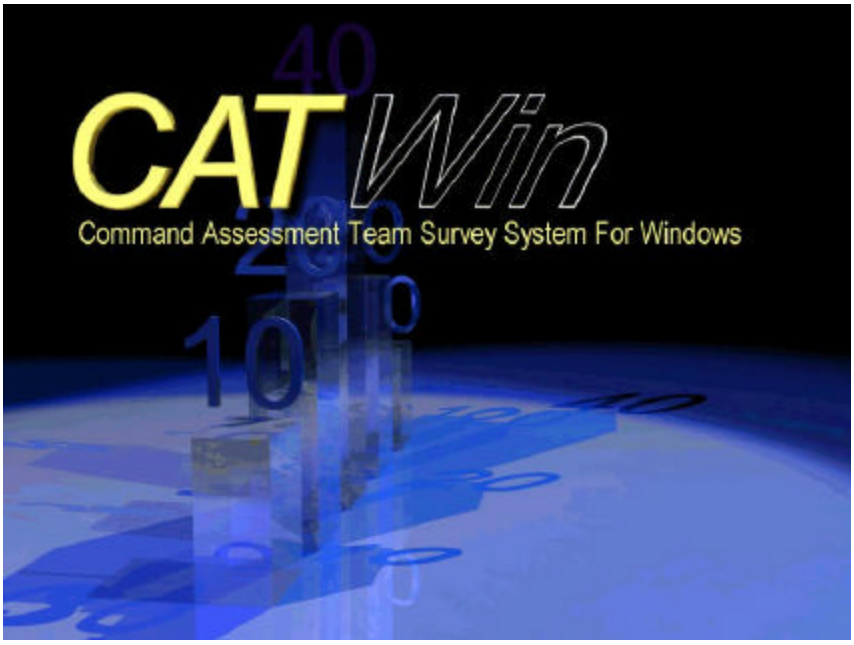
CATWin Manual



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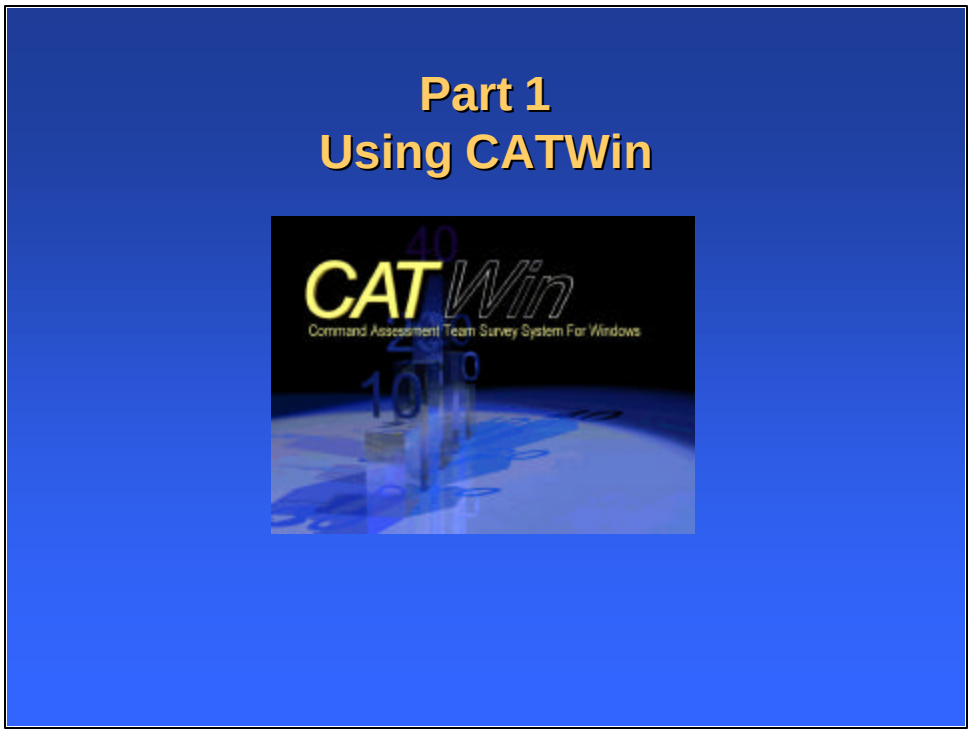
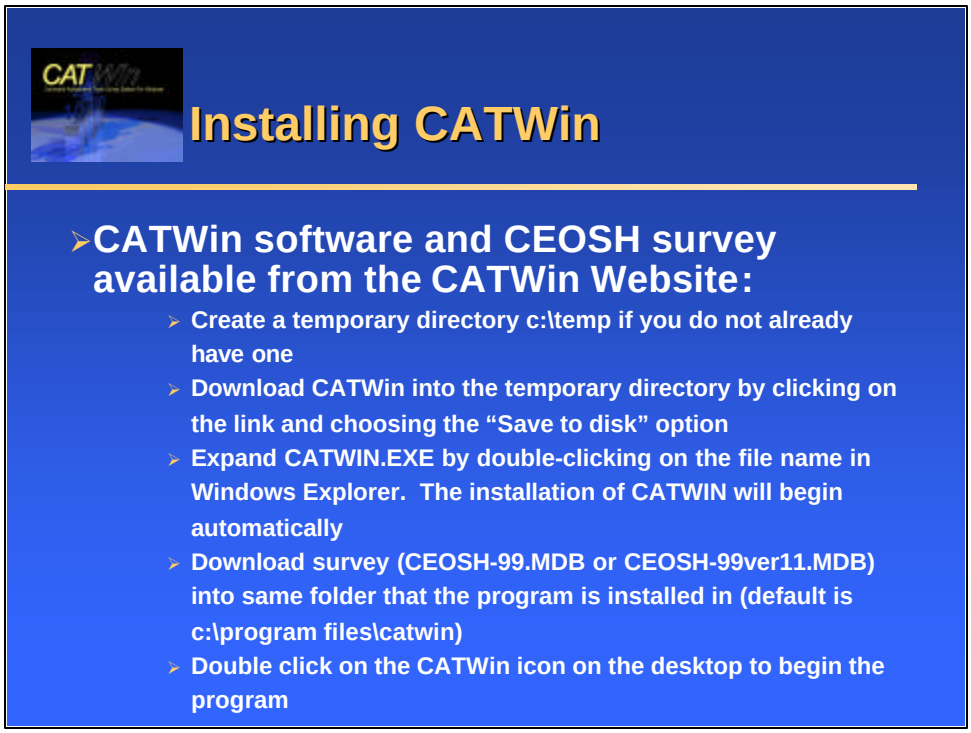
October 1999



Notes:

The first part of the manual will focus on using the CATWin software. This will include using CATWin to design a survey, to collect data for a command EO survey, and to analyze the data. Included are tips for the most effective use of CATWin.

The standard Command Equal Opportunity/Sexual Harassment (CEOSH) survey is to be used for the mandated EO command survey. It is available on the website in addition to the software. To modify or add new items to this survey, open the survey (CEOSH-99.MDB or CEOSH-99ver11.MDB) in the software and then start with the section entitled “Designing a Survey - Sections.” The sections prior to that are for creating a survey from scratch, which may be needed to gather more concentrated, follow-on information.



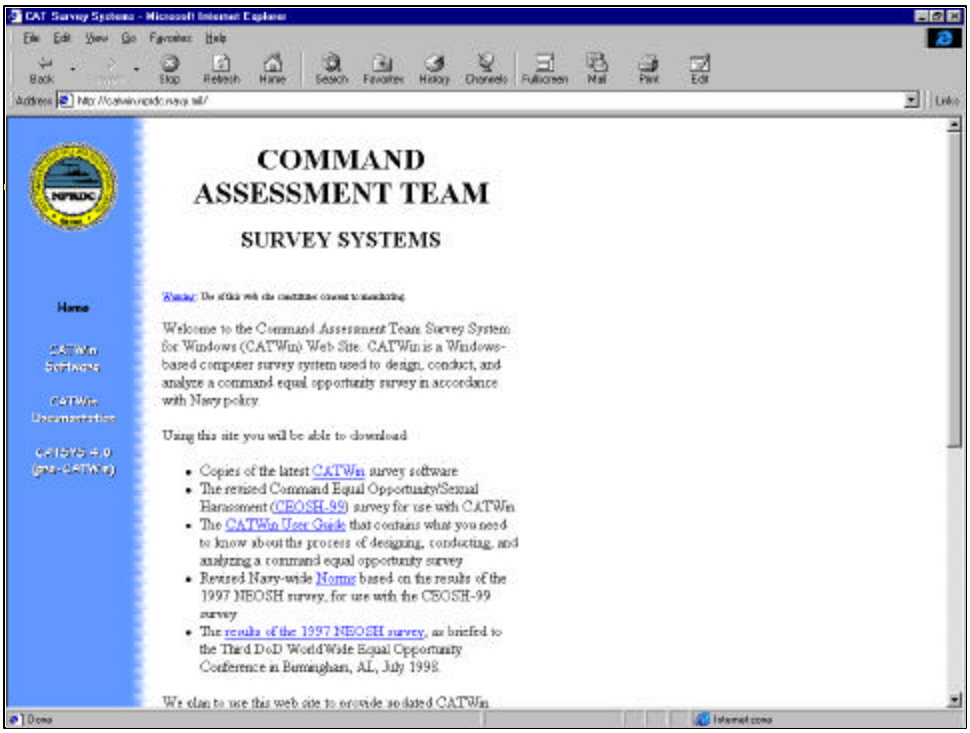
Notes:

Installation is an easy process and can be accomplished in two ways. The first way is through the World Wide Web.

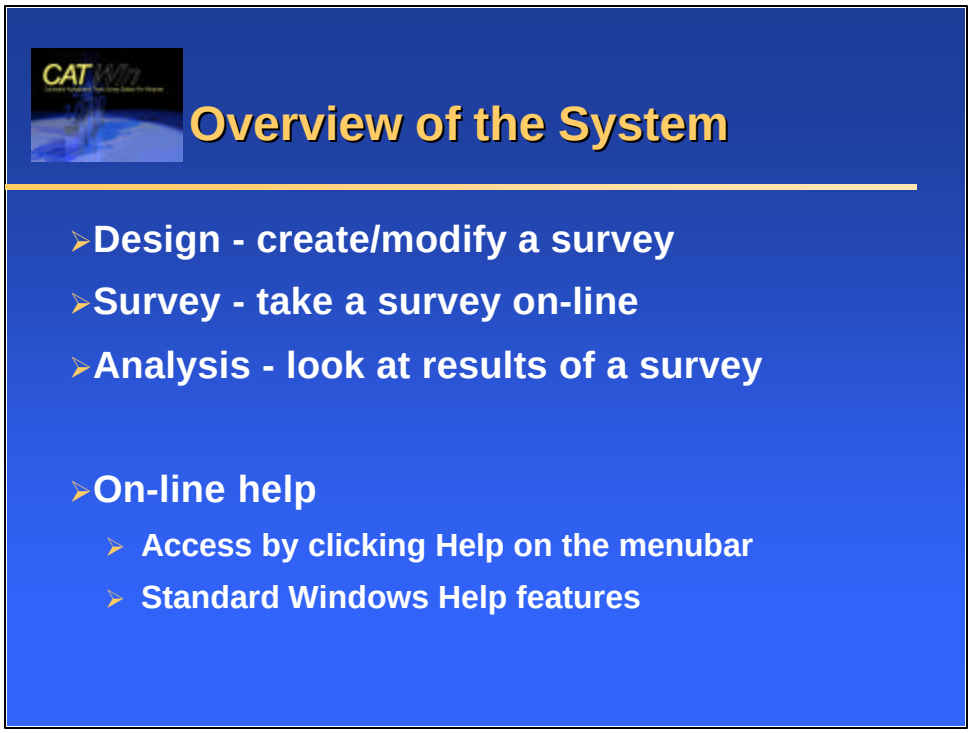
Download the software from the website into a temporary folder; create one using Windows Explorer if it does not already exist. The software then needs to be unzipped; to do this, double-click on the file catwin.exe through Windows Explorer. The software will expand and the installation wizard will start automatically.

Once the wizard completes and the program is installed, the CEOSH-99 survey should be downloaded into the same folder into which the software INSTALLED.

To start CATWin, double-click on the CATWin icon on the desktop.


COMMAND
ASSESSMENT TEAM
SURVEY SYSTEMS
Home
Welcome to the Command Assessment Team Survey System for Windows (CATWin) Web Site. CATWin is a Windows-based computer survey system used to design, conduct, and analyze a command equal opportunity survey in accordance with Navy policy.
Using this site you will be able to download
Copies of the latest CATWin survey software
The revised Command Equal Opportunity/Sexual Harassment (CEOSH-99) survey for use with CATWin
The CATWin User Guide that contains what you need to know about the process of designing, conducting, and analyzing a command equal opportunity survey
Revised Navy-wide Norms based on the results of the 1997 NEOSH survey, for use with the CEOSH-99 survey
The results of the 1997 NEOSH survey, as briefed to the Third DoD WorldWide Equal Opportunity Conference in Birmingham, AL, July 1998.

Notes:

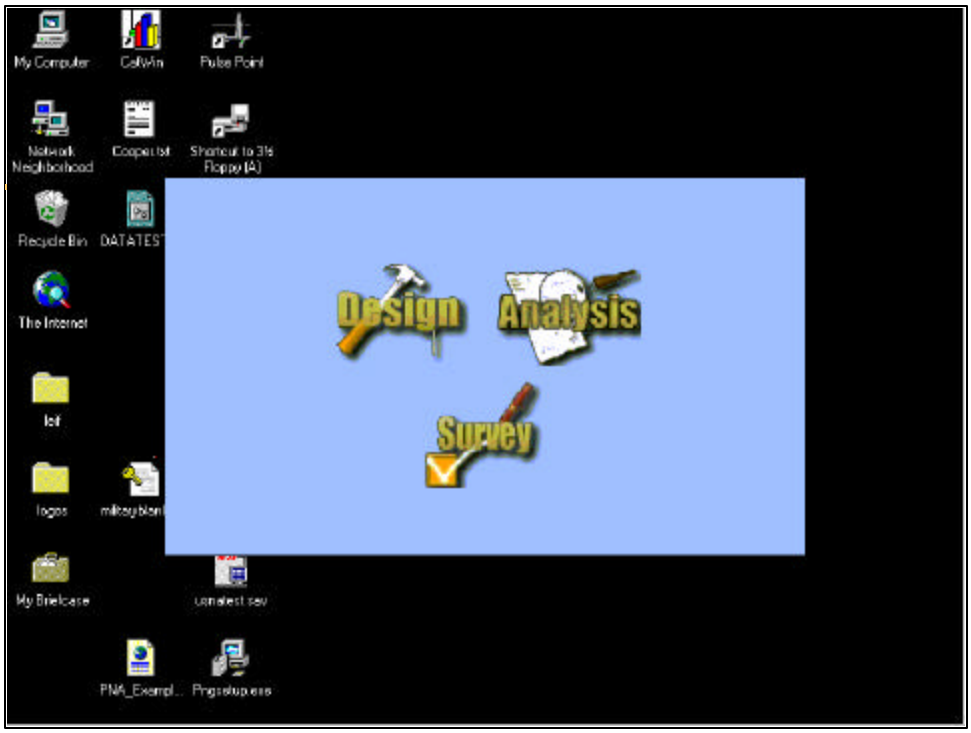


Notes:

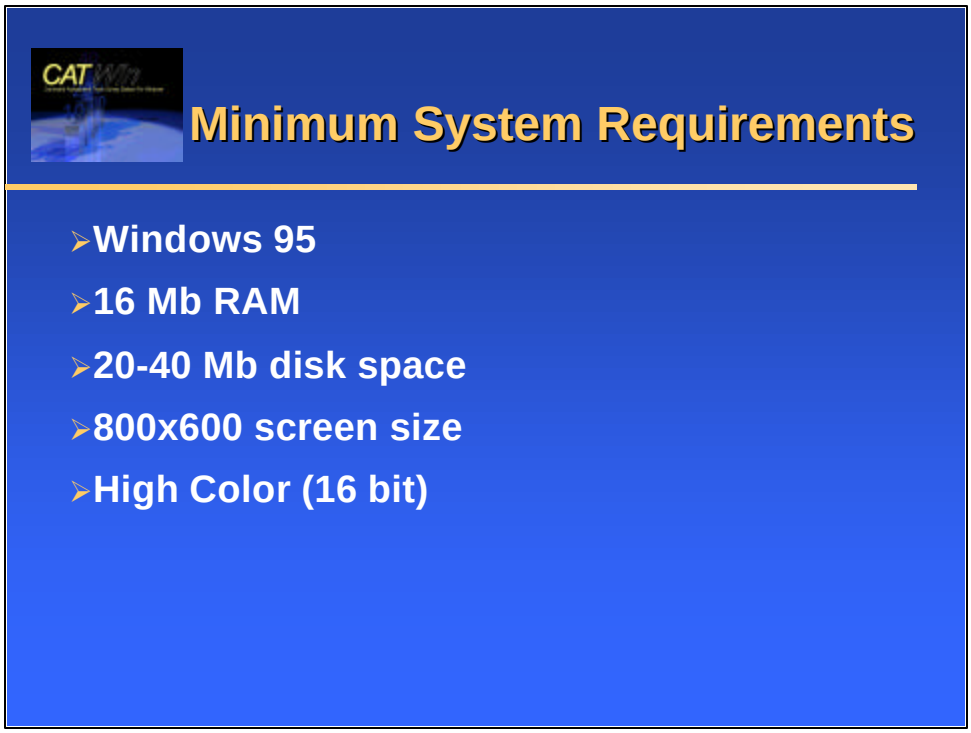
The CATWin System covers three steps in the survey process - Design, Survey, and Analysis.

Design lets you create or modify and print a survey. Survey allows respondents to take a survey on-line. Analysis allows you to view and print the data in graph or table format.

The system also comes with on-line help. It can be accessed by clicking on Help on the menubar once in the CATWin system. It operates as a standard Windows help program, and you can locate information through Contents or Index.


My Computer
CatWin
Pulse Point
Network Neighborhood
Cooper.txt
Shortcut to 3½ Floppy (A:)
Recycle Bin
DATATEST
The Internet
lef
logos
My Briefcase
PNA_Exampl...
Design
Analysis
Survey

Notes:



Notes:

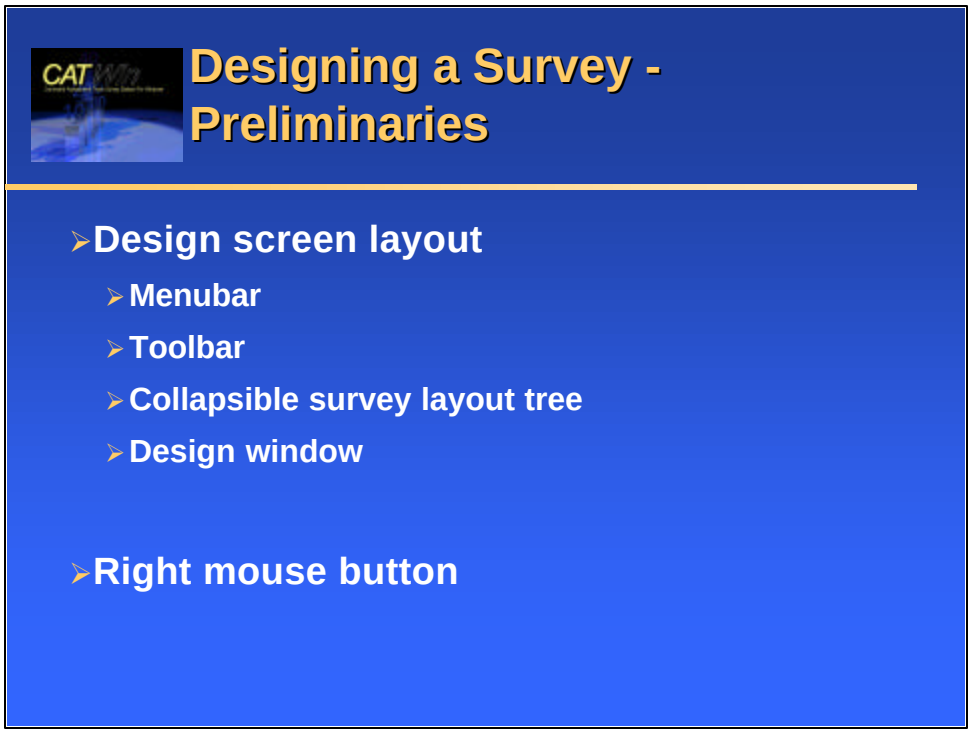
The CATWin system has been designed for a Windows 95 or higher system. CATWin requires between 20 and 40 Mb of free space on the computer, depending upon what Windows system files are already loaded onto the system.

The system is designed for 800x600 screen size and 16 bit color. If your computer is not set at 800x600 and 16 bit, these properties will need to be changed in the Display option of the Control Panel (Settings tab).

For creating and analyzing surveys, 1024x768 screen size may be preferable so you can easily view the entire screen without scrolling; however, this may only allow for 256 colors, which will change some of the colors of the system.

Notes:

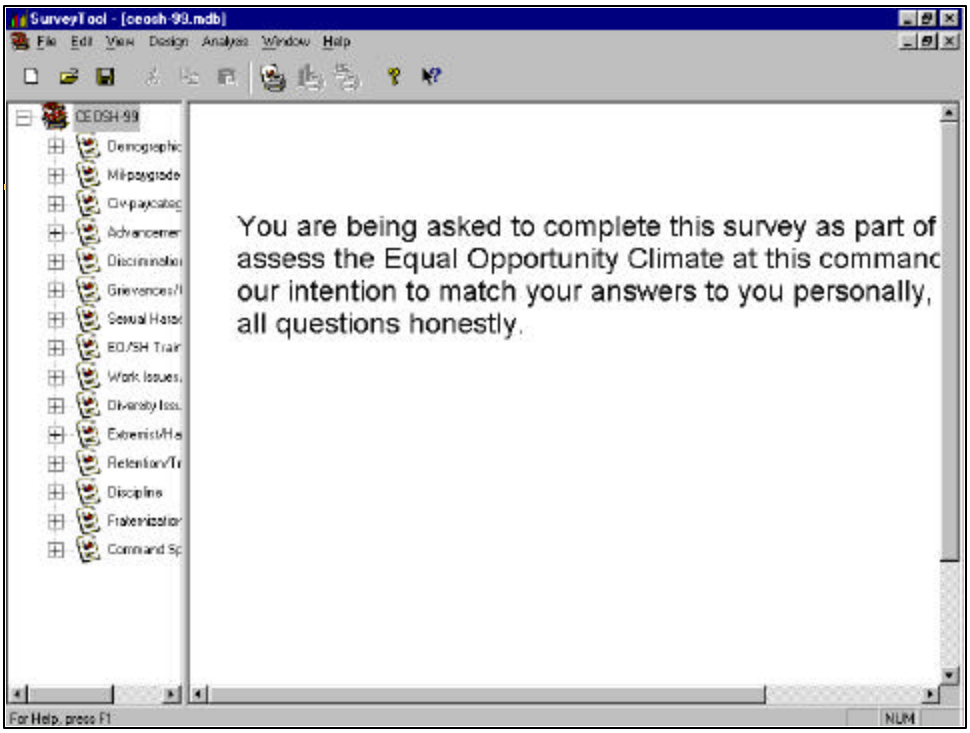
In Design, the user can create a new survey from scratch or modify an existing survey. If attempting to modify an existing survey that contains data, CATWin will open the Analysis portion of the program and not allow any changes to the survey. Questions may be copied from an existing survey to another survey (**a section in the new survey must first be created**). An existing survey that contains data may also be saved under a different name (using the "Save as" feature), which will give a "new" version of that survey with no data.



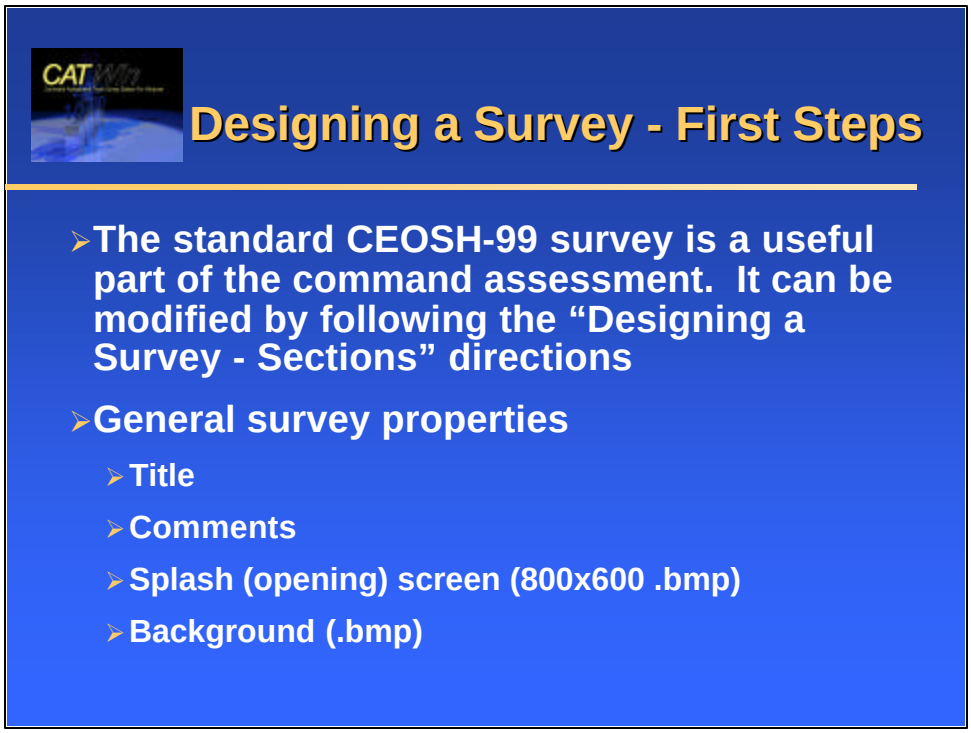
Notes:

The CATWin system was designed following standard Windows95 conventions. These include a menubar (File, Edit, Window, Help) and a toolbar (New, Open, Save, Help). The screen is then laid out with two parts, a survey tree on the left and a design window on the right. By clicking and dragging on the line between the two parts you can change the location of the dividing line. The tree is collapsible; clicking once on the minus (-) or clicking twice on the icon will collapse that branch of the tree. The design window shows what those taking the survey will see.

Another Windows95 convention is the use of the right mouse button to generate context-sensitive menus. For example, right clicking on the section icon in the tree produces the options available for that section, such as adding a new question or editing the section properties. Clicking the right button in the design window allows you to add answer options.


SurveyTool - [ceosh-99.mdb]
File Edit View Design Analysis Window Help
CEOSH-99
Demographic
Mil-pay/grade
Civ-pay/categ
Advancemen
Discriminatio
Grievances/I
Sexual Hara
EO/SH Train
Work Issues
Diversity Iss
Extremist/Ha
Retention/Tu
Discipline
Fraternization
Command Sp
You are being asked to complete this survey as part of
assess the Equal Opportunity Climate at this commanc
our intention to match your answers to you personally,
all questions honestly.
For Help, press F1
NUM

Notes:



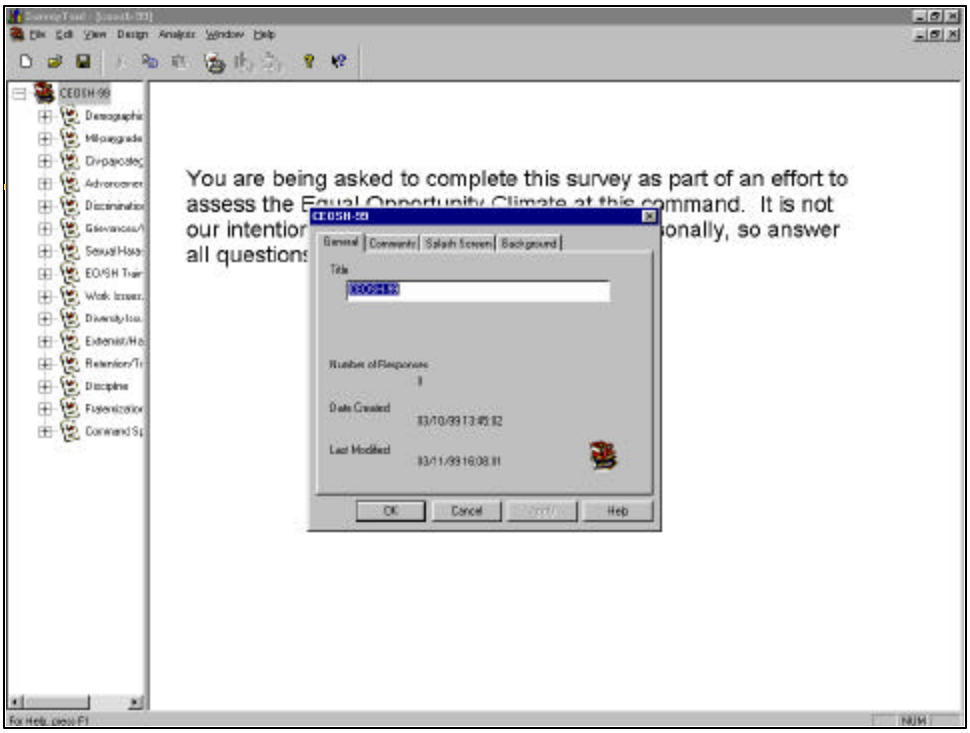
Notes:

The CATWin website contains a standard command EO survey called CEOSH-99.MDB or CEOSH-99ver11.MDB. This survey has been approved by NPC-61 and is a required part of the command assessment. If desired, you may simply use the standard survey without making any modifications.

If you want to make changes to the standard survey, continue with the "Designing a Survey - Sections" part of this manual. If you would like to create a new survey, follow the procedures described below.

Right clicking on the Untitled Survey icon in the survey tree will allow you to modify the survey properties. The General tab shows the title that can be modified, the number of respondents, the date created, and the date modified. The Comments tab allows the user to put in a reminder about the survey if desired; the reminder is shown briefly when first loading up a new survey for respondents to take. The Splash Screen tab allows the user to change the opening title screen for the on-line survey administration; the default is a white screen. The Background tab allows the user to change the background of the system; default is also white.

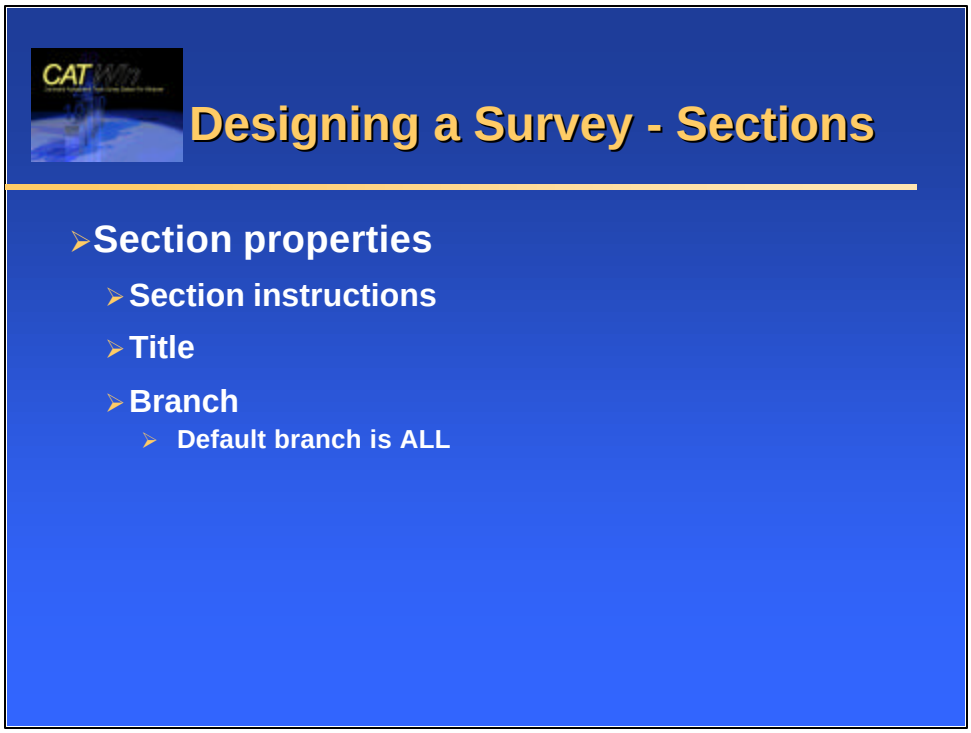
The Splash Screen and Background are 800x600 .bmp graphics that can be created/modified with any graphics program, including Windows Paint. Each graphic adds approximately 480 kb to the survey size; **if the survey is to be administered on another computer, the survey file will not fit on a floppy disk if both graphics are modified**.



Notes:

To create a simple Splash Screen for CATWin:

- Open MS Paint (Start, Programs, Accessories, Paint)
- Change size of graphic (Image, Attributes, w=800, h=600)
- Move bottom scroll bar to center.
- Insert text (click on the A on the left toolbar)
- Click and drag to draw a box around where the text will go
- Change text attributes (if text pop-up is not there, go to View, Text Toolbar)
- Change size of text box if necessary (click and drag [cursor will be a double arrow] on the squares around the text)
- Click outside the box once finished **(NOTE: Once you click outside the box you cannot change the text that is there - you will have to delete and redo.)**
- File, Save As, change directory, name the file, **RECOMMEND** 256 colors (will keep the file size small)

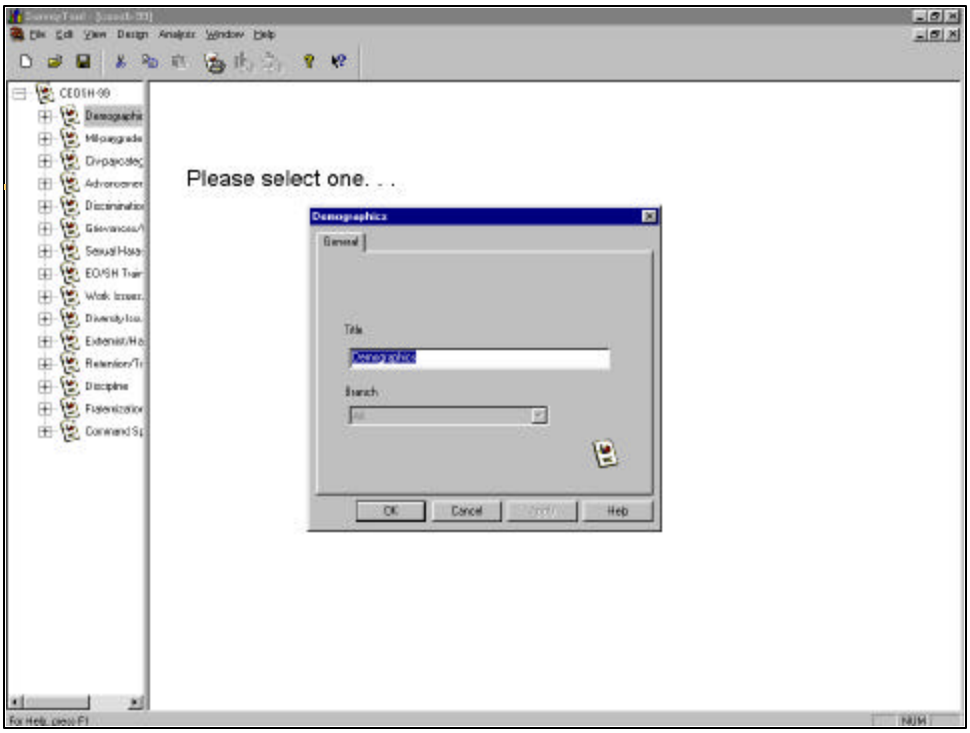


Notes:

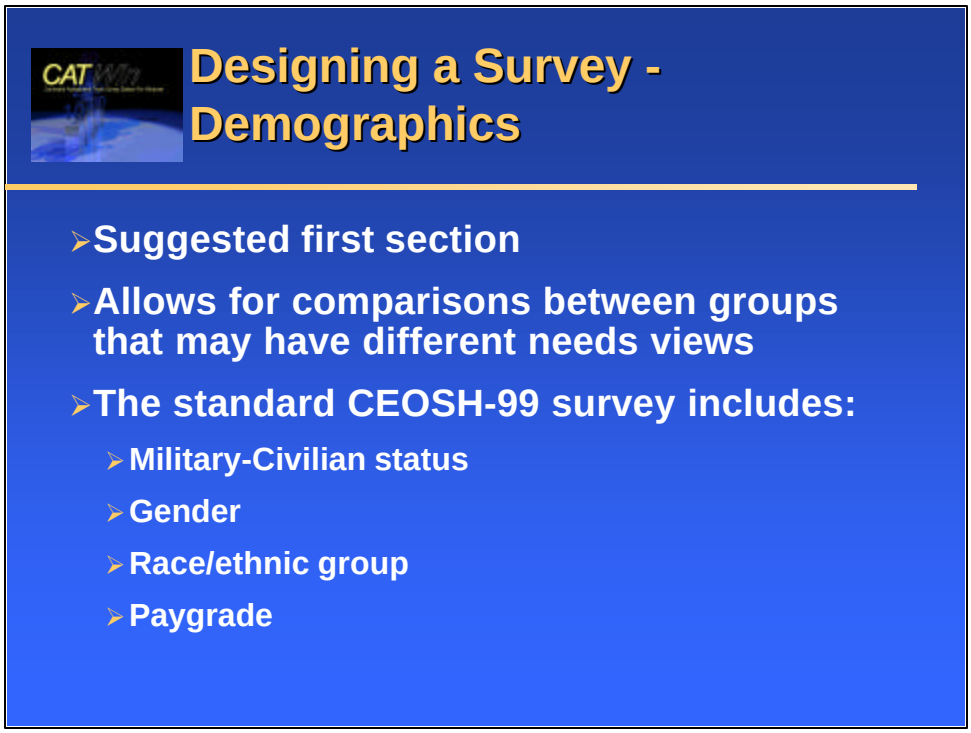
Once the survey properties are changed, sections can be added by right clicking on the survey icon and selecting Add Section. After adding a section, the default section instructions appear in the design window. These can be modified by double-clicking on them and typing in the new instructions. Each section of the survey can start with a transition sentence, instructions, or other information about the questions to follow. If you do not need instructions, then a section heading is recommended.

The section properties can be modified by right clicking on the section icon in the survey tree. There are two properties that can be changed - the title and the branch. The title is the section title and should be representative of the questions in the section; changes to the title will be reflected in the survey tree.

The branch refers to the group of people who will respond to this section of the survey (see "Branching" for details). **For the first section of the survey, the branch cannot be changed**; all respondents will respond to the first section. The default option is for all respondents to answer the section. In the CEOSH-99 survey, this can be changed to allow just the military or just the civilians to answer a section.


Please select one. . .
Demographics
General
Title
Branch
OK
Cancel
Help

Notes:

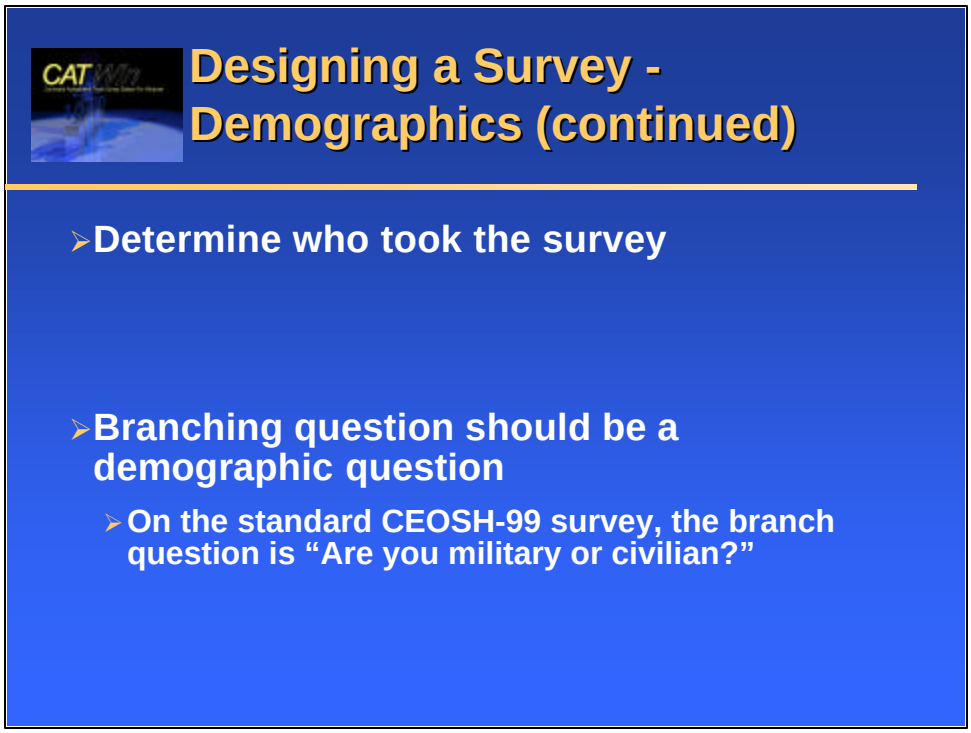


Notes:

Demographics is the suggested first section of any survey. Demographic questions give you a way of later separating data. For EO Climate surveys, race, gender, paygrade, and military/civilian status are usually the key demographics and are included in the standard CEOSH-99 survey. Division or Department may also be of interest to the CAT and can be added to the Demographics section.

While CATWin allows you to ask unlimited numbers of demographic questions, you should only ask those that are necessary to your specific survey goals. The more demographic questions that there are may make respondents feel identified and less likely to be totally candid.

It is also a good idea to limit your choices on demographic questions to no more than six. If you plan to use a demographic as a filter question for the data analysis the graphs will become cluttered with more than six groups.



Notes:

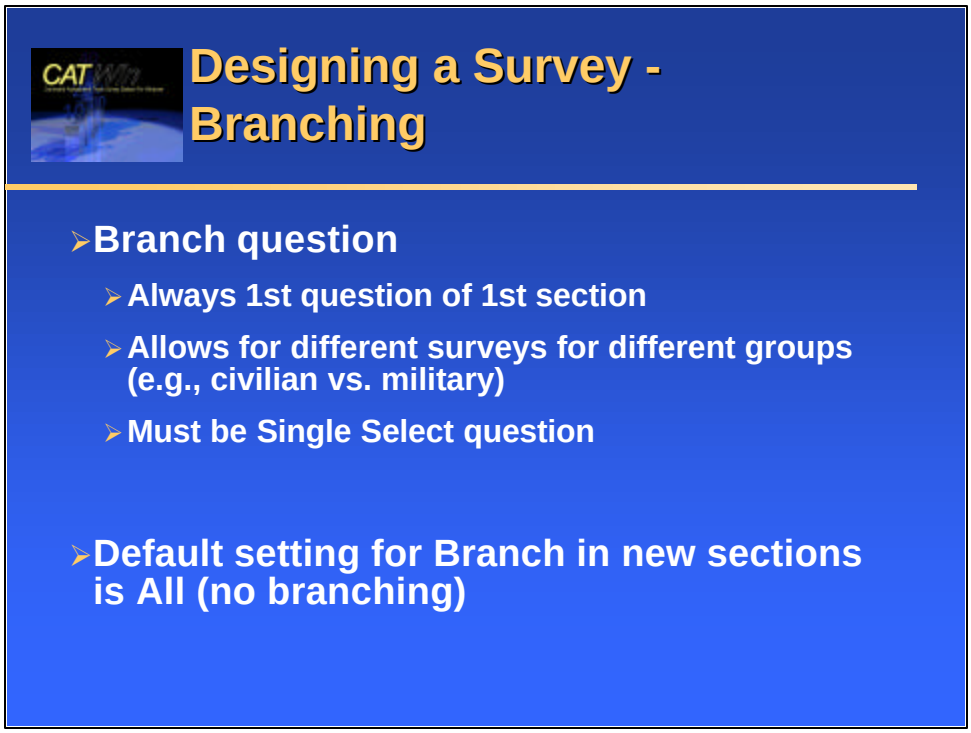
Demographic questions also allow the survey administrator to determine who took the survey and provide a frame of reference (e.g., 15% of the 200 respondents who completed the survey were female).

The first question, which is the branch question, must be chosen carefully; the first question in the CEOSH-99 standard survey is a demographic question:

Are you:

- Military
- Civilian

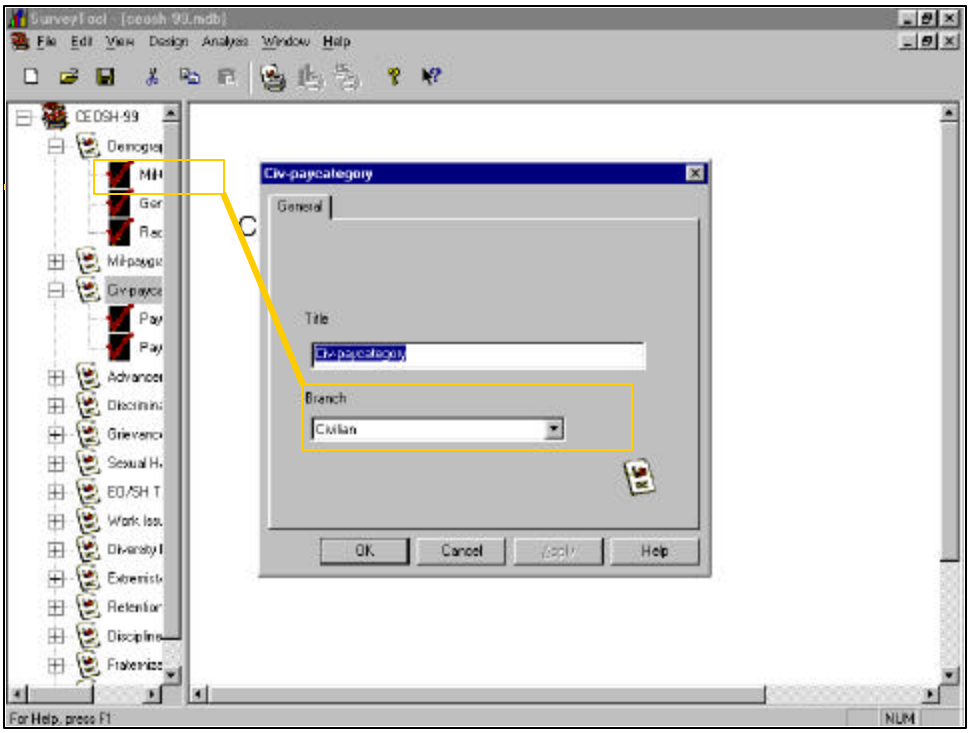
This allows somewhat different survey questions to be administered to military and civilians, with comparisons possible on those sections of the survey that are common to both groups.



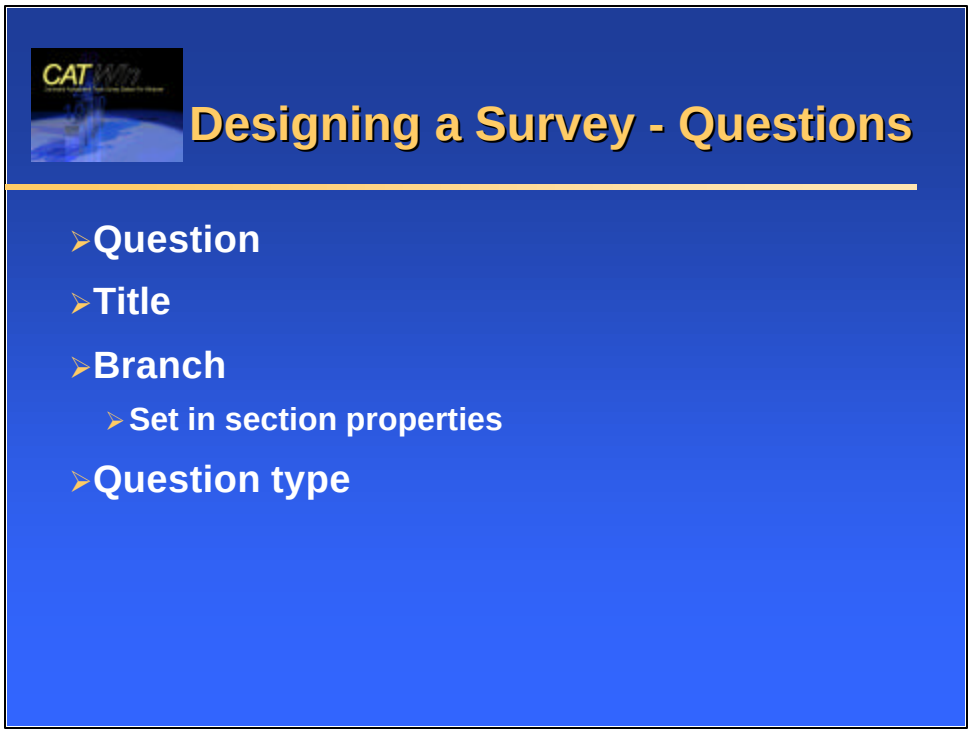
Notes:

What questions the survey respondent answers is dependent upon the first question of the survey, known as the branch or pivot question. This question allows you to create custom-tailored, overlapping surveys for 2 to 12 groups. For example, military and civilians can both answer most of the question on the CEOSH-99 survey. However, civilians would not be able to answer questions on military discipline or fraternization. Therefore, if the branch question asked the status of the respondent (military or civilian), a later section containing questions about the Discipline System or Fraternization Issues could be given to just the military by setting the section branch property to military.

When new sections are added, the default branch setting is that all survey respondents will see that section. If branching is to be used, the section properties of branched sections need to be changed to indicate who will complete that section of the survey.


File Edit View Design Analysis Window Help
CEOSH-99
Civ-paycategory
General
Title
Civ-paycategory
Branch
Civilian
OK
Cancel
Apply
Help
For Help, press F1
NUM

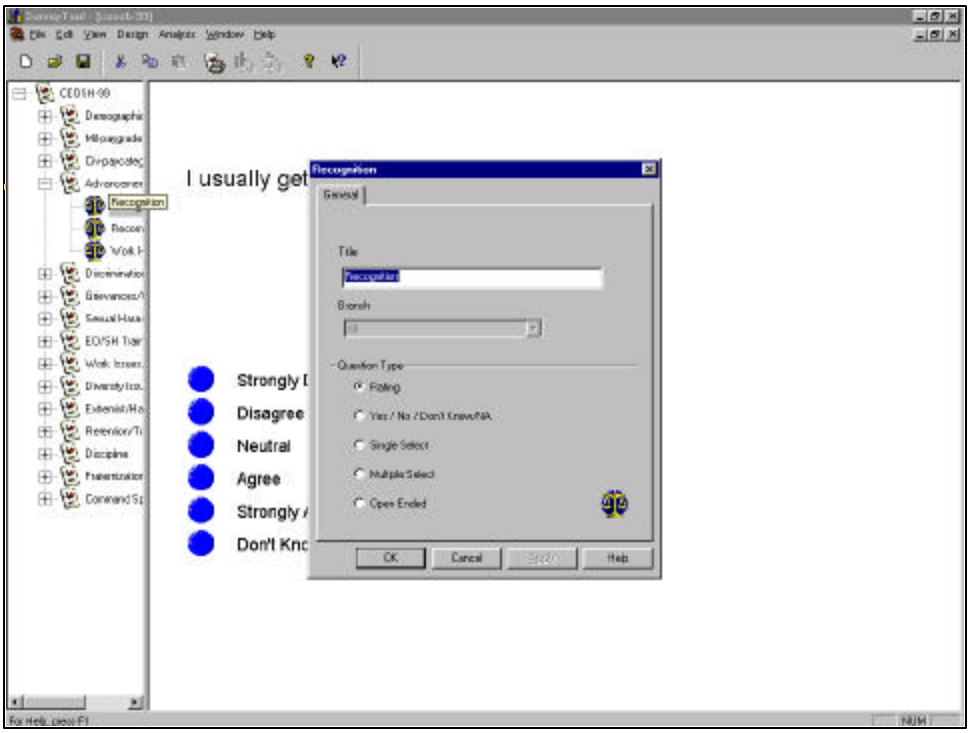
Notes:



Notes:

After adding a section (right click on the survey icon in the tree), a question can be added (right click on the section icon). The default question text appears in the design window. This can be modified by double-clicking on the text and typing in a question.

The question properties can be modified by right clicking on the question icon in the survey tree. There are two properties that can be changed - the title and the question type; the branch option is set in the overriding section properties. The title is the question title and should be representative of the question; it will also appear in the tree diagram and as the title for the graphs when analyzing. The question type can be changed to one of the five options.


I usually get
Recognition
General
Title
Branch
Question Type
Rating
Yes / No / Don't Know/NA
Single Select
Multiple Select
Open Ended
OK
Cancel
Help
Strongly
Disagree
Neutral
Agree
Strongly
Don't Kn

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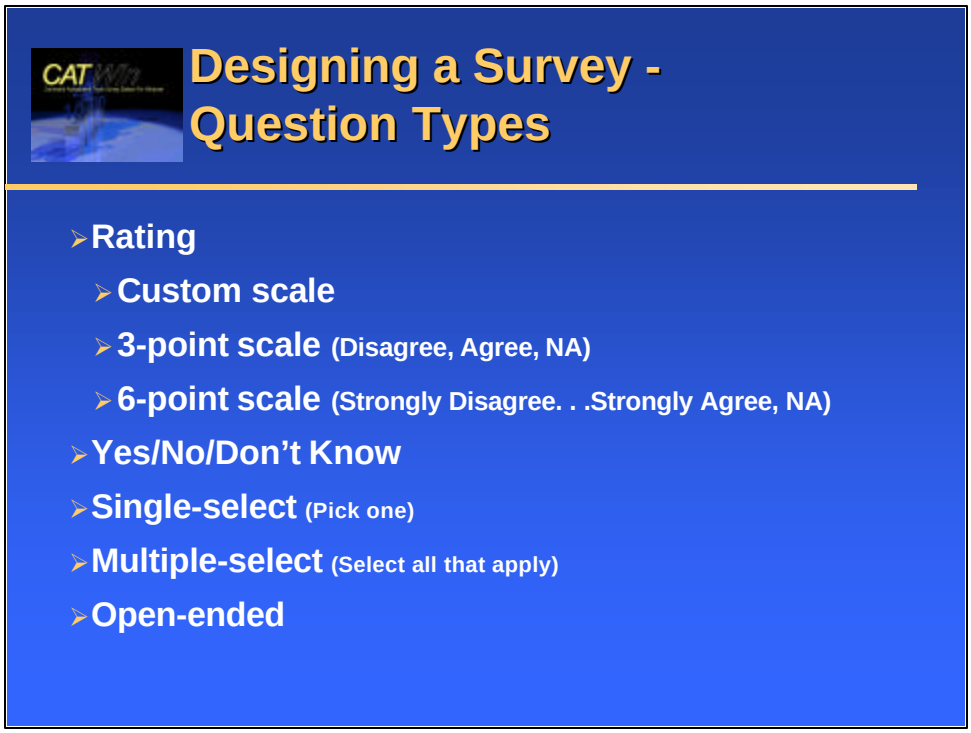


Notes:

The five types of questions give the CAT members many options in creating/modifying a survey and obtaining specific data that can be used in determining future directions. Examples of the five question types, in the order listed above, are listed below:

- EO training is taken seriously at this command.

  Strongly Disagree Disagree Neutral Agree Strongly Agree

- Have you attended EO Training in the past year?

  Yes No Don't know

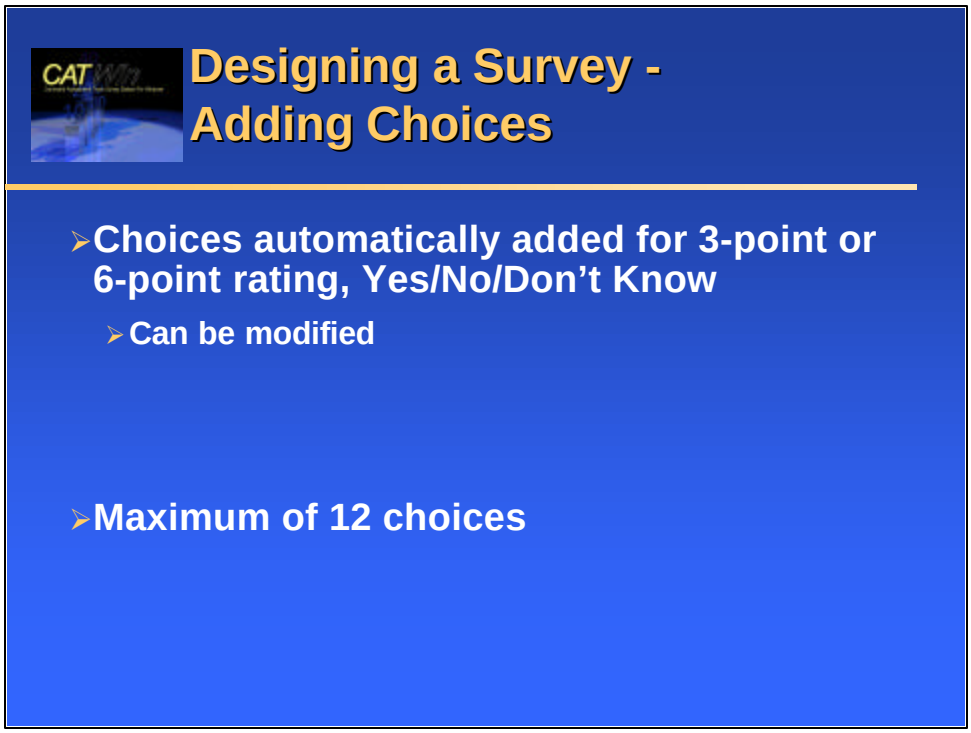
- Which training have you attended most recently?

  NR&R EO Prevention of SH

- Which training have you attended in the past year? (select all that apply)

  NR&R EO Prevention of SH

- How can the EO training at this command be improved?



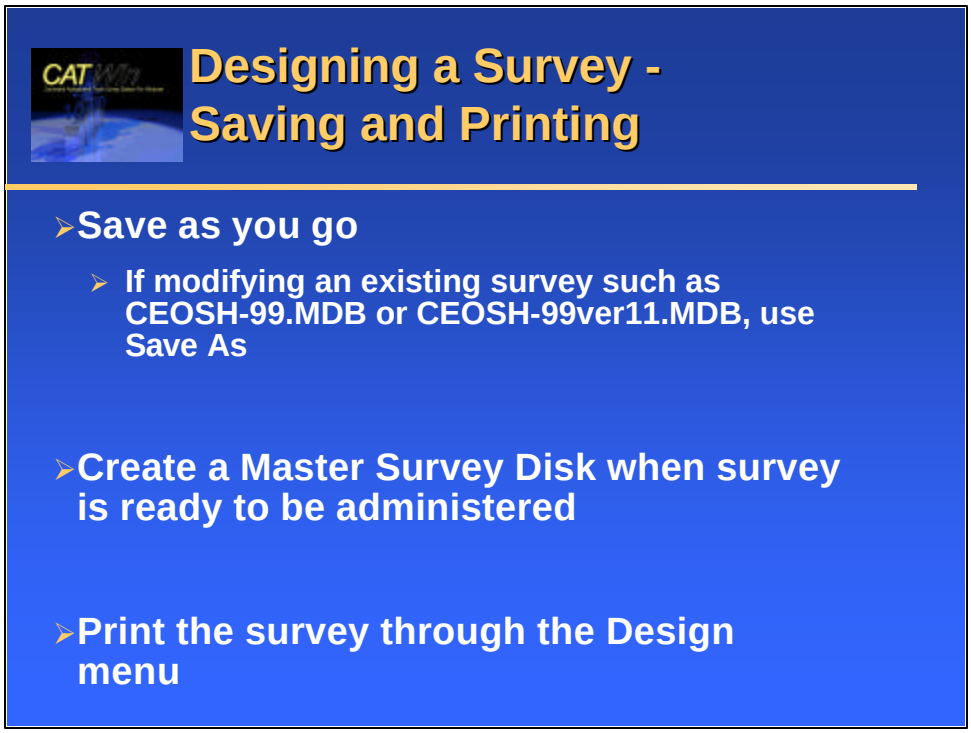
Notes:

Custom rating scales, single select, and multiple select questions need answer choices added. To do this, right-click in the design window. This brings up the choice menu, allowing you to add, edit, or delete a choice. **The maximum number of choices for any question is 12.**

The 3-point rating and 6-point rating scales can be modified (e.g., Very unhelpful. . . Very helpful) as can the Yes/No/Don't know by double-clicking on the answer choices.

Each answer choice has a limit of 33 characters to allow for 12 answer choices. Even if all answer choices are not used the maximum length is still 33 characters.

The answer choice icons vary by question type. Single select, rating, and Yes/No/Don't know have round icons, indicating only one may be selected. Multiple select questions have square icons, indicating more than one may be selected. Open-ended questions have a response text box.

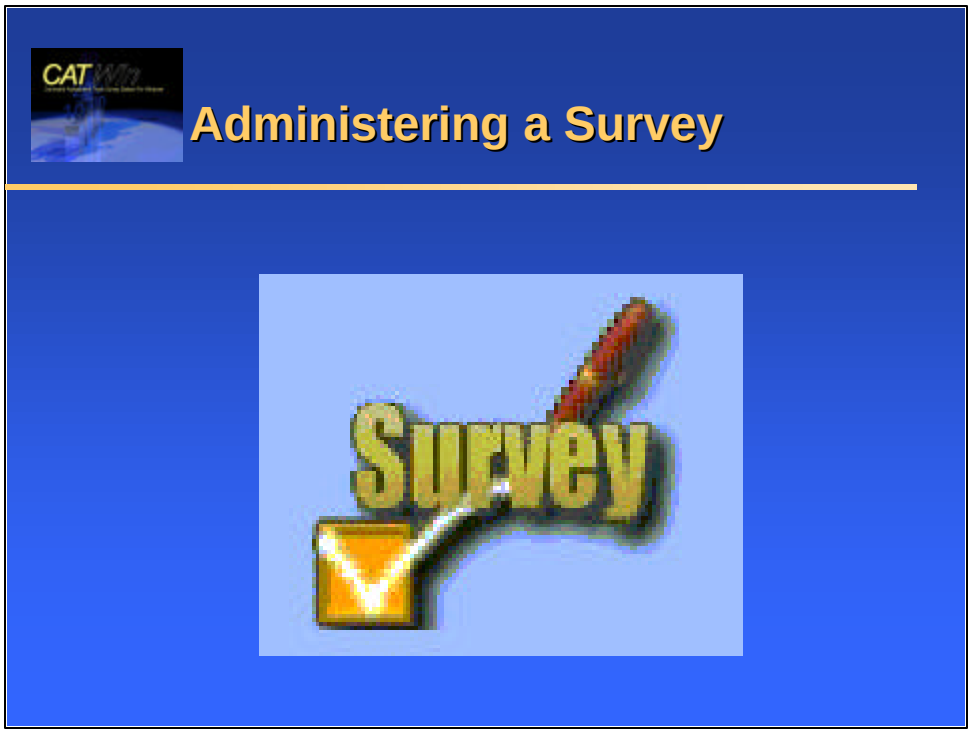


Notes:

As with any file, saving often prevents major catastrophes that can occur if just saving upon completion; be sure to save regularly as you work.

Once the survey is completely typed in, creating a Master Survey Disk is recommended. To do this, copy the survey file to a floppy diskette using Windows Explorer or My Computer. Once done, lock the diskette using the small door on the top right of the disk. This Master can then be used to copy the file onto other computers. Because it is locked, no data can be saved to it so you will always have a copy of the original survey you created.

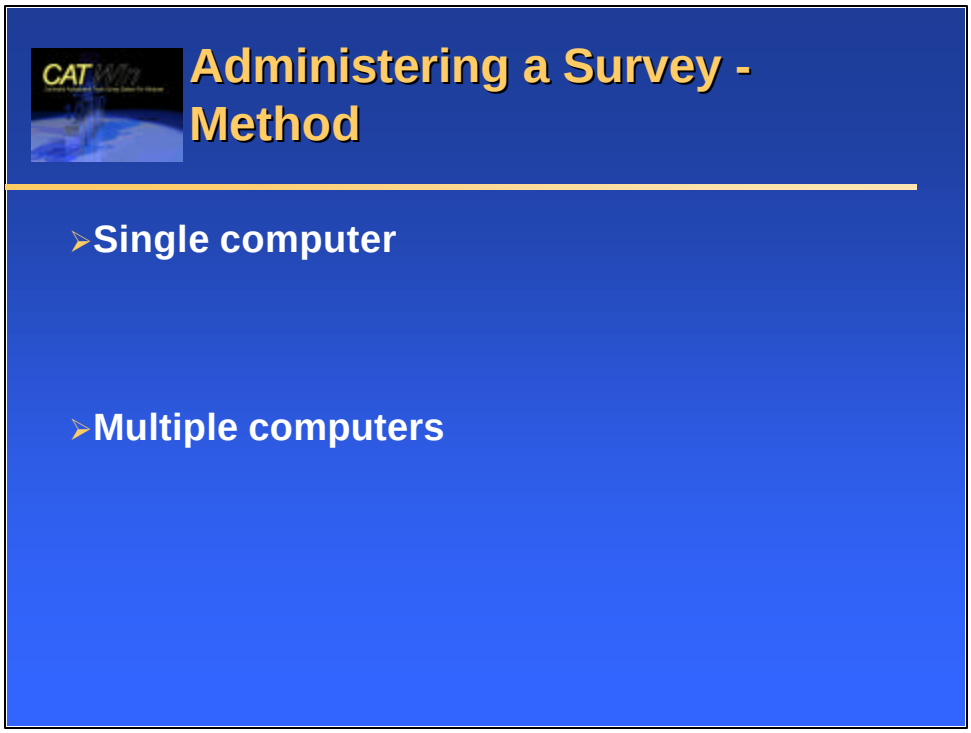
The completed survey can also be printed by selecting "Export Survey Text" in the Design menu. The survey will be translated into Rich Text Format (RTF), which can be read by Word or other word processors. **The printed version of the survey will contain all the survey questions including those that are branched for specific groups (e.g., military, civilian). If you intend to use the printed version to administer the survey, be sure to edit the file so that the proper questions are included. If you have a branch, you will need to have multiple versions of the printed survey to correspond to your branches.**



Notes:

The Survey option is for administering the survey by computer or inputting data if the survey is administered by paper. The computer-administered survey requires an answer to all questions (except multiple-choice and open-ended questions) before allowing the user to continue. It also allows the user to go back and change answers.

Answers can be input with the mouse (click on the answer box or circle) or the keyboard (Enter to choose an answer, Tab to switch between answers and the Back/Next buttons, and arrow keys to move between answer choices). Once the user clicks Finish, the data are saved.



Notes:

There are 4 ways of administering a survey - the two computer administration methods currently available are shown here.

1. A single computer can be set up and all respondents will complete the survey on that one computer.

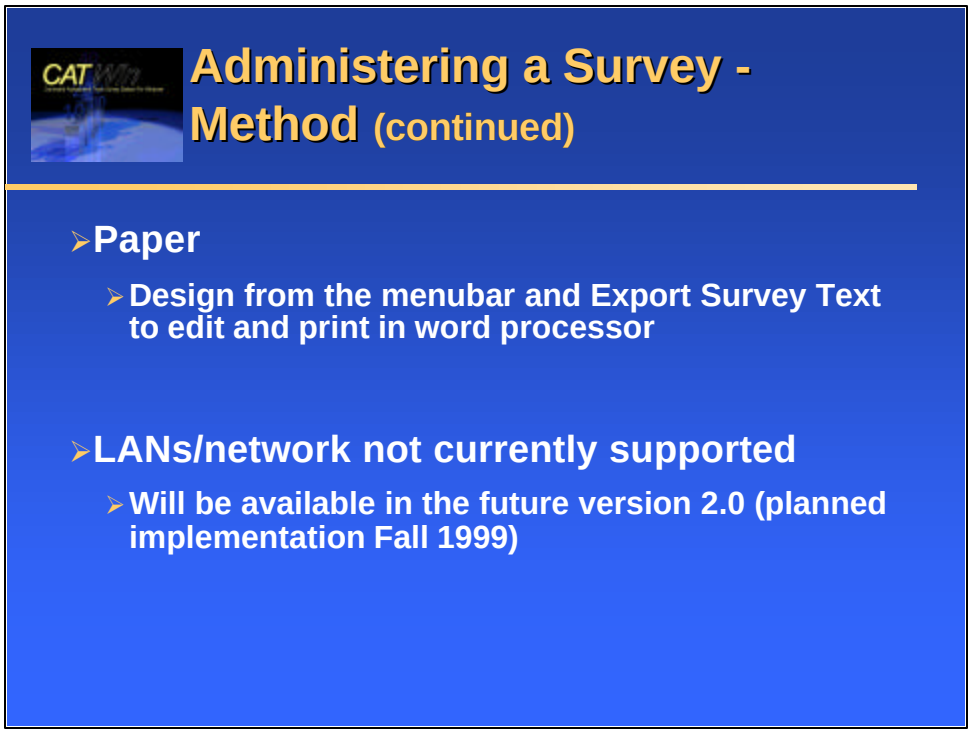
Pro - data entered directly into database
- no merging necessary

Con - increased surveying time (only one person responds at a time)

2. Multiple computers can be set up, allowing multiple respondents to complete a survey at the same time.

Pro - available in different locations = more people in shorter time

Con - identical surveys have to be on each computer
- merging necessary
- data files may not be portable (on floppy) if graphics are used
- more personnel needed to monitor the process



Notes:

3. Another method of administering a survey is through a paper-and-pencil version.

Pro - no computer equipment needed to give survey

- survey more people at once

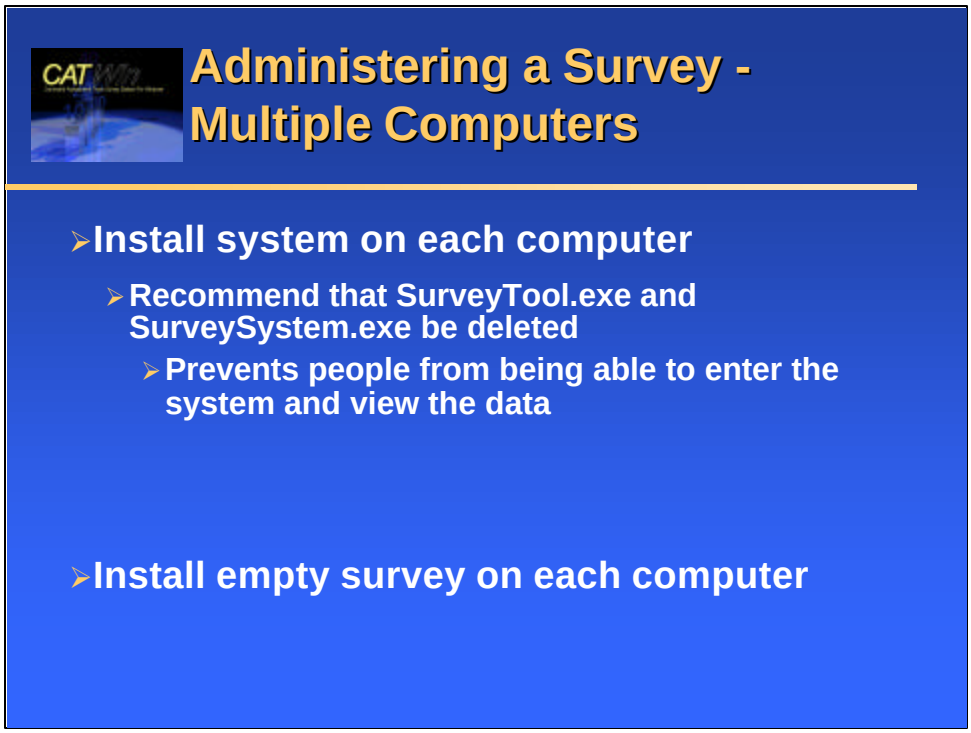
- no merging (if data all entered in one computer)

Con - more involved after administration (enter mistakes can be made)

- respondents can leave out responses (enter as NA or Don't Know)

- more time-consuming to enter responses into the database

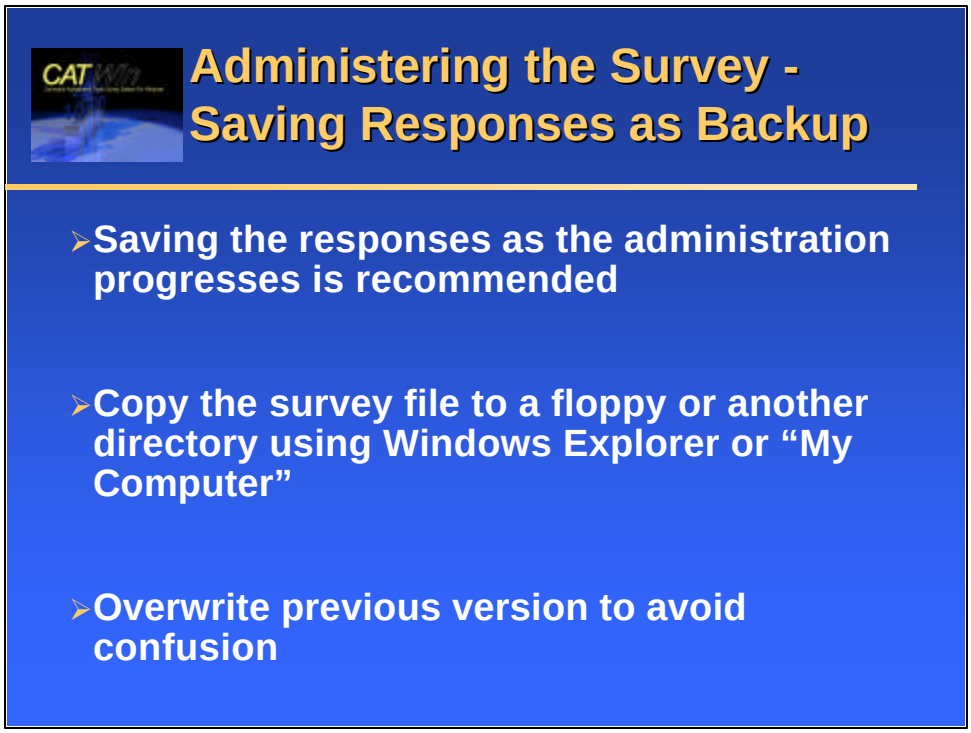
4. In the future, LAN/network will be able to be used, allowing all the data to be entered into the same database without the CAT members needing to merge any survey files.



Notes:

If using multiple computers to administer the survey, the system must be installed on each machine. At present it is recommended that the SurveyTool.exe and the SurveySystem.exe be removed from the administration computers to prevent people from viewing the data (same applies to single computer administration if that computer is not the computer that the survey will be analyzed on). These files can be deleted through "My Computer" or Windows Explorer.

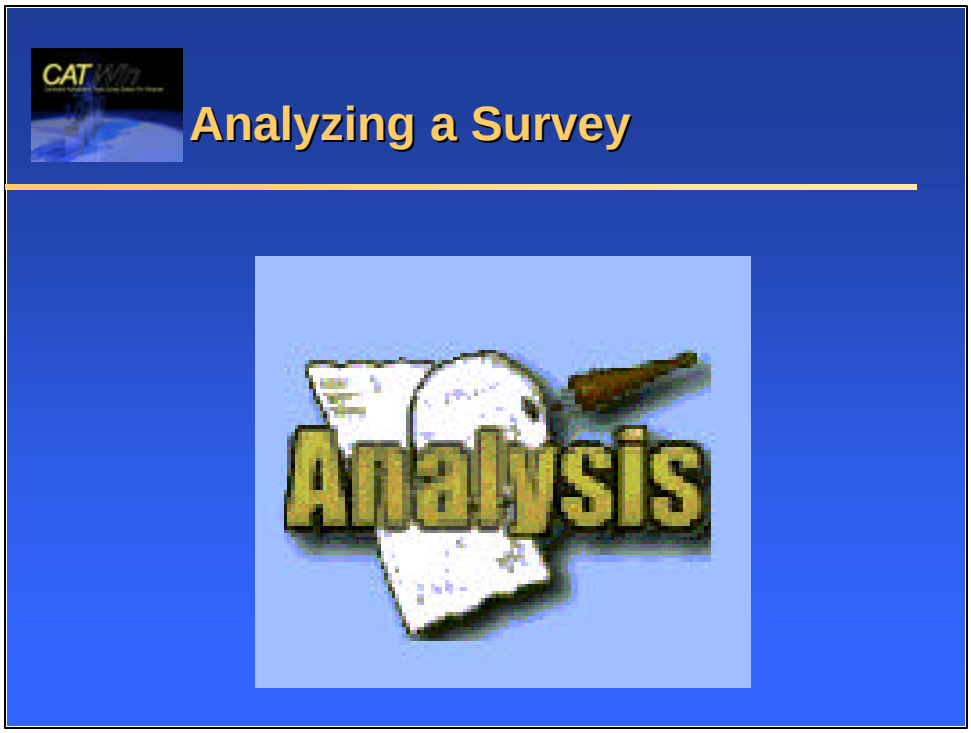
Each survey has a unique survey identification number (automatically created and unchangeable) based upon the date created - because of this it is **STRONGLY ADVISED** that you always have a blank (no responses) copy of the survey on a locked (using the small "door" on the back of the floppy) floppy disk in case it is ever needed (Master Survey Disk) (see "Importing" in the Analysis section for more details). Use the Master Survey Disk to copy the empty survey into the CATWin directory on each machine using "My Computer" or Windows Explorer.



Notes:

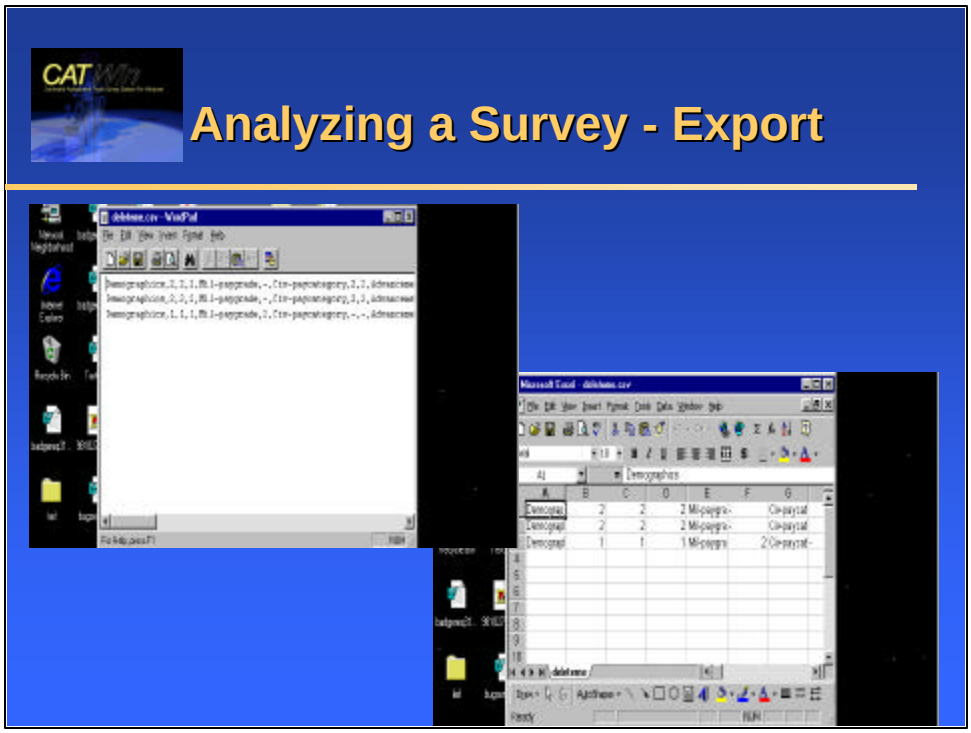
Individual respondent data is saved once the respondent clicks the Finish button. However, as the survey period progresses, it is recommended that the survey file be saved periodically as a backup. This can be done through Windows Explorer or "My Computer." Saving to a floppy diskette is preferred if the survey file will fit on a diskette; if not, a network drive or just another directory on the computer will do.

To avoid confusion, it is suggested that each backup be saved over the previous backup, unless you have any reason to suspect something has gone wrong. If so, use a new floppy or another directory to backup until the problem has been sorted out.



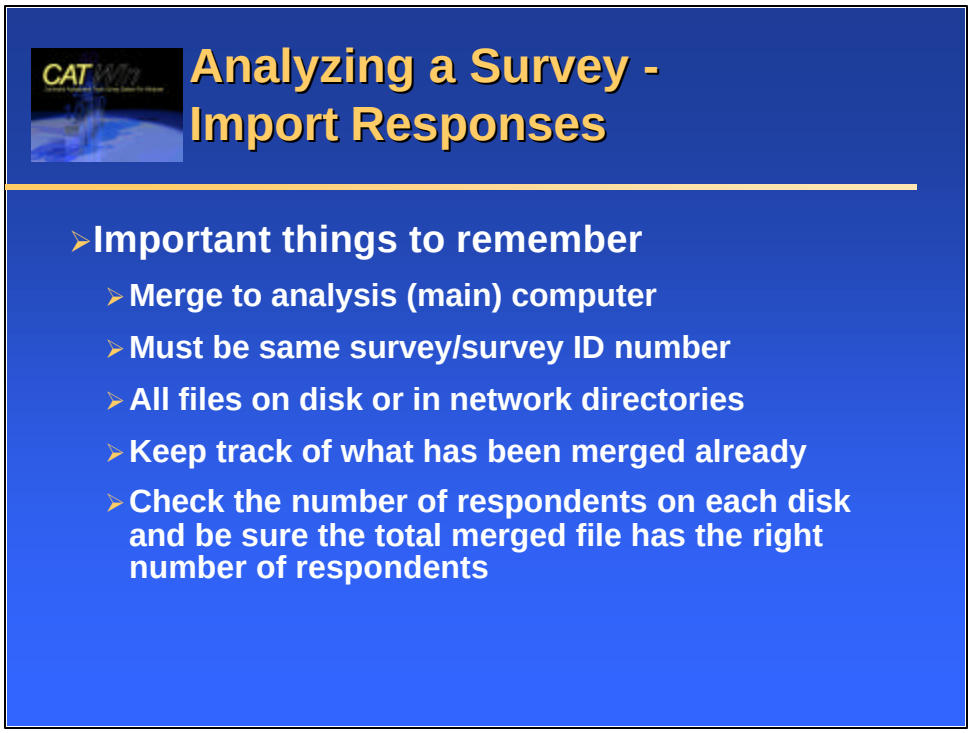
Notes:

Analysis produces the results of the survey in graph and table formats. Overall, Analysis is much the same as Design in terms of screen layout and commands. However, there are some additional features available in Analysis.



Notes:

The original survey and responses are stored in a Microsoft Access database (.mdb). We do not recommend entering the database through Access. Under Analysis on the menubar is the Export Responses option. If you would like to export data to another program for further analyses, the Export command turns the data into a file that is separated by commas (left graphic above) that Excel (right graphic above) or other spreadsheet/database software can read.

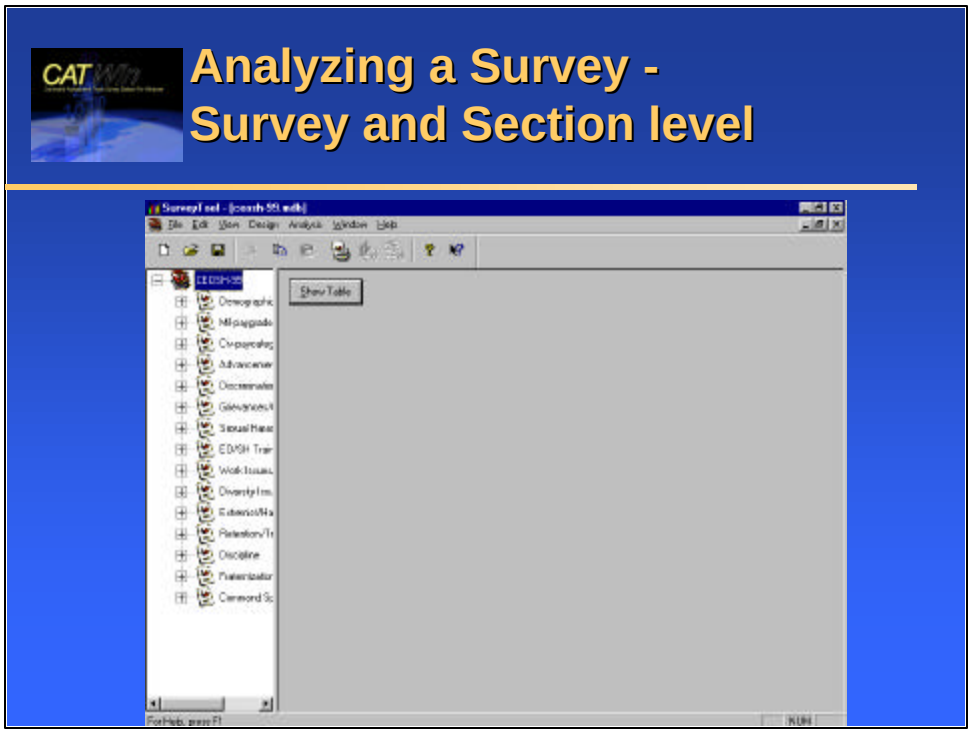


Notes:

When using multiple computers, you will need to merge the data files from the different computers into one file for analysis. It is recommended that the importing/merging occur on the machine where analyses will occur since the final file may be very large.

Under the Analysis menu is the Import Responses option. Importing responses can only be done if the two surveys to be combined are the **exact same** surveys. When a survey is created, it is automatically given a survey identification number (briefly seen when first opening a survey in the Survey mode). In order to combine two surveys, they must have the same exact survey identification number, not just the same sections and questions. If the Master Survey Disk was used when installing on multiple computers, this is guaranteed and the surveys can be combined.

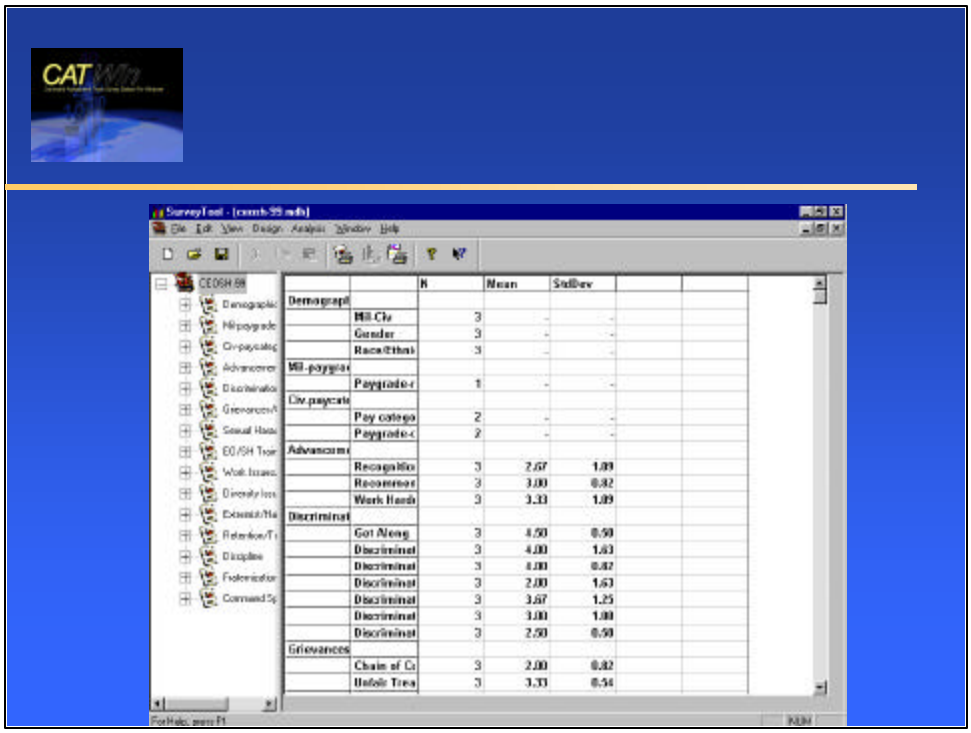
Keep track of the files to be imported. A suggestion is to have the multiple computers identified by letter or number, and then import in order. In addition, keep track of the number of respondents on each diskette and compare to the total merged file to ensure everything has merged properly.



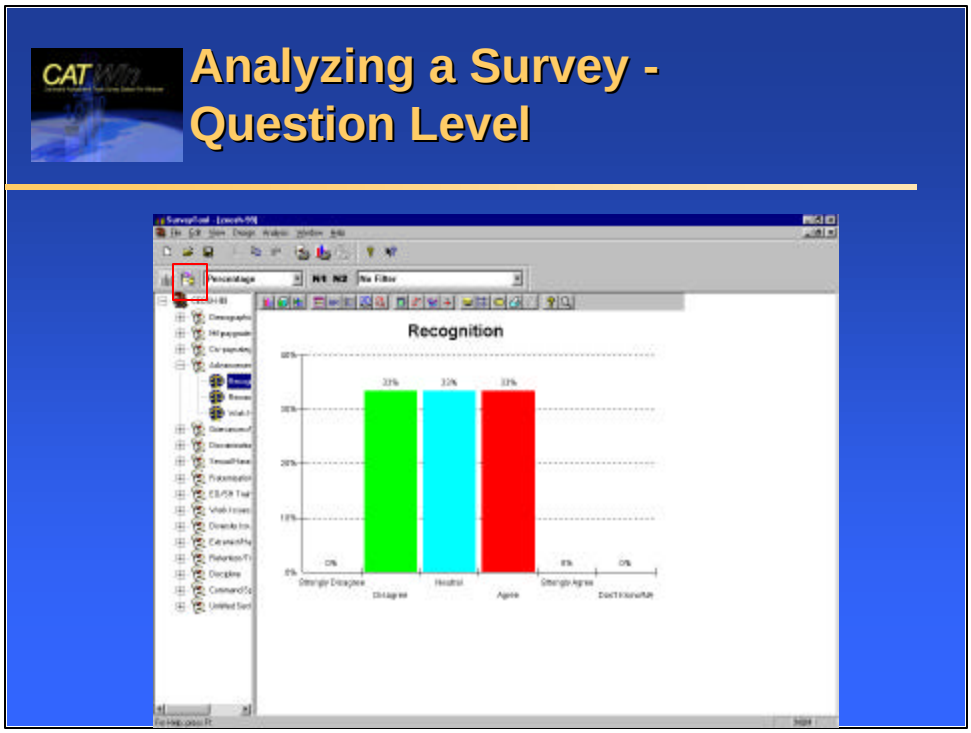
Notes:

The survey and section levels of Analysis allow you to view the table showing how many people (N) answered the survey or that section (depending on whether the survey icon or the section icon is highlighted). The table will also display the mean and the standard deviation for rating questions. **For multiple select questions, N in the table refers to the number of choices selected, <u>not</u> the number of people who answered the question.**

Some have experienced an error when trying to print the first table containing responses for all the questions on the survey. The table prints but the program crashes and needs to be restarted. We hope to have this problem resolved soon.


CAT Win
N
Mean
StdDev
Demograpl
Mil Civ
Gender
Mil-paygra
Paygrade
Civ.paycat
Pay catego
Advancem
Recognitio
Recommen
Work Hard
Discriminat
Get Along
Discriminat
Grievances
Chain of Co
Unfair Trea

Notes:

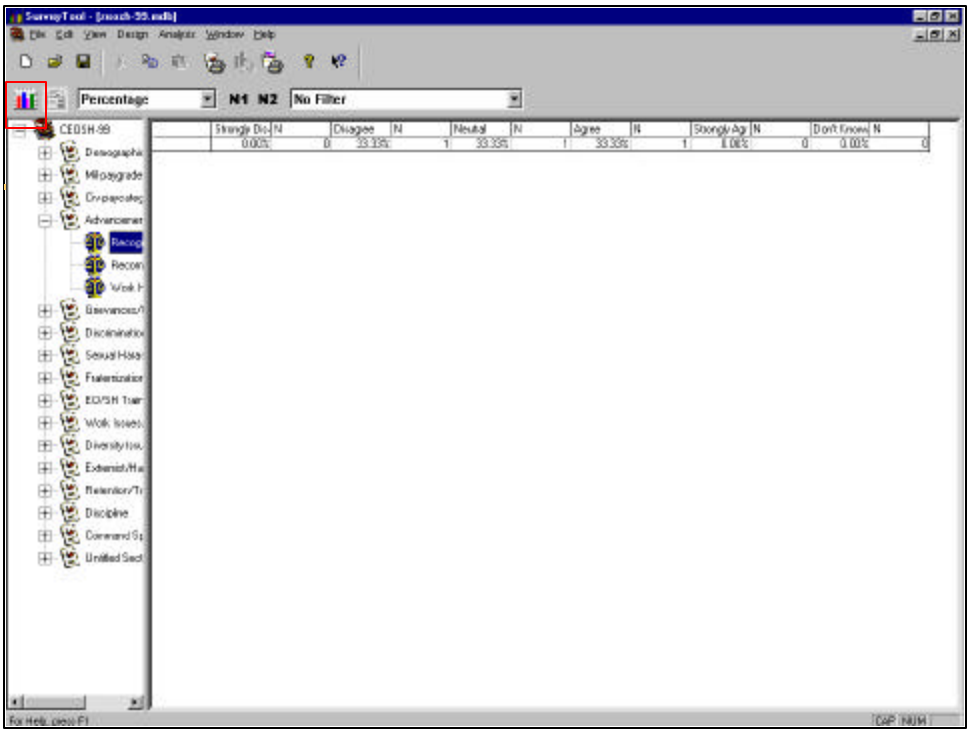


Notes:

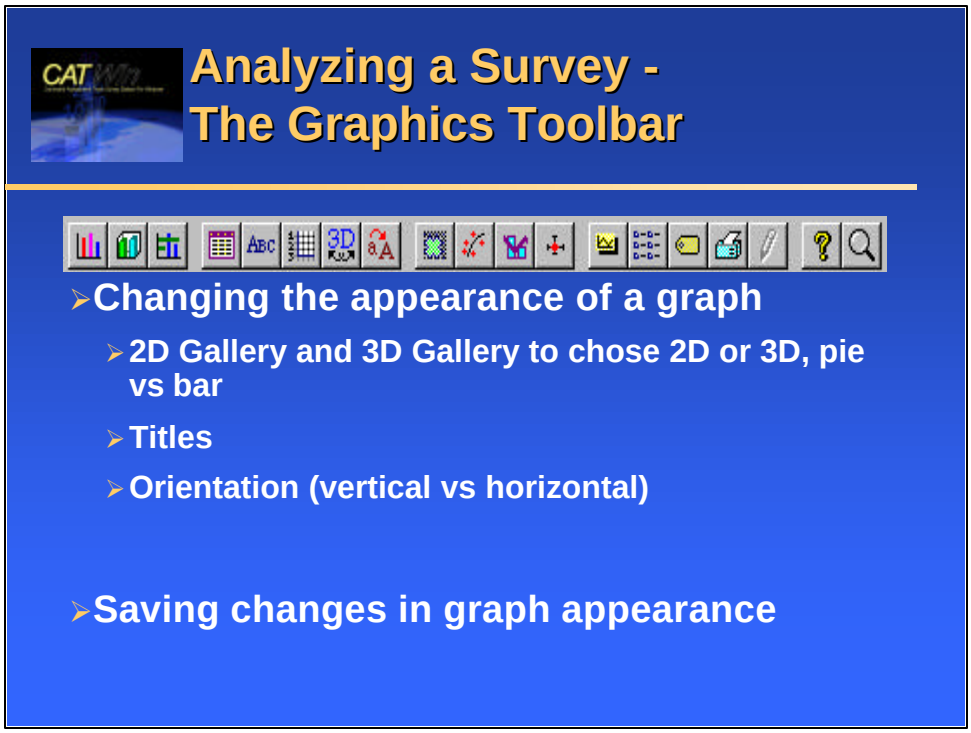
Responses may be viewed in two formats, as a graph or as a table, with the view graph/table buttons allowing for the switching between the two views. Graphs generally are the easier of the two to understand; however, tables can provide a better overview of the entire analysis.

Means and standard deviations are shown ONLY for rating questions. For all other questions that can show tables, the responses are displayed in percentages.

Depending on your screen resolution, you may not be able to see the entire graph at one time. You may want to change the resolution to 1024x768 in the Display option of the Control Panel instead of using the scroll bars to position the graph for the best view.


Percentage
N1 N2
No Filter
CEOSH-98
Strongly Dis
Disagree
Neutral
Agree
Strongly Ag
Don't Know
Discipline

Notes:



Notes:

The default graph is a simple bar graph. However the Graphics Toolbar allows for a number of alterations. The primary ones users may need are changing to a different 2D layout, changing to 3D, and changing the title. The graphics toolbar will also allow for different colors, different markers, and a number of other alterations.

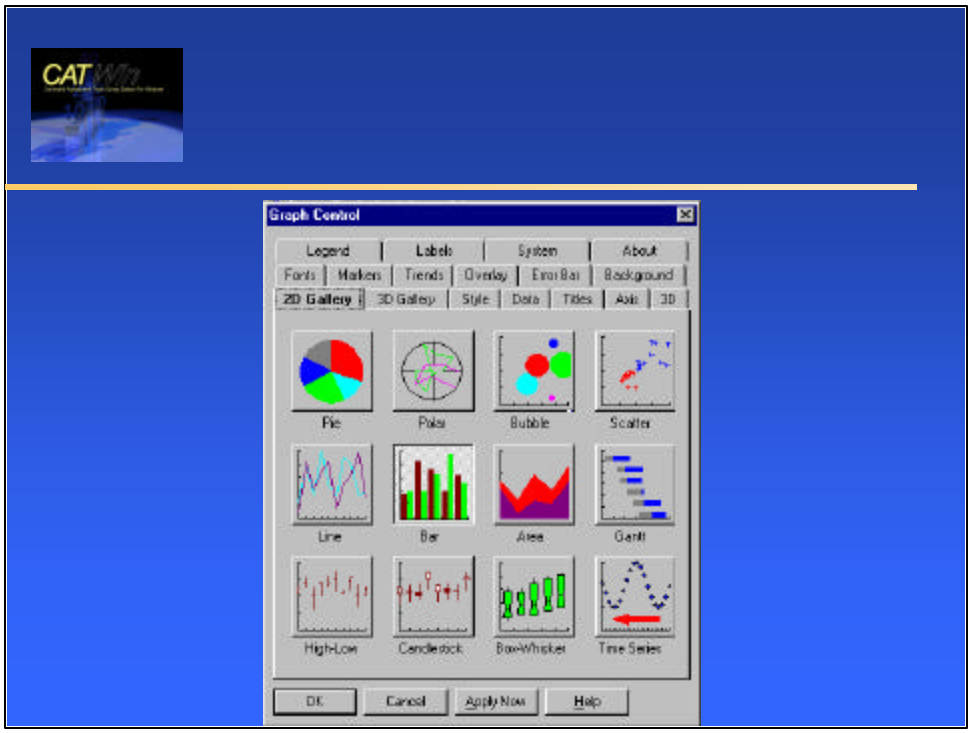
Clicking on any of the icons will open the graphics toolbar - each icon is a different tab.

2D Gallery and 3D Gallery show the options available for the layout. This includes pie graphs and line graphs.

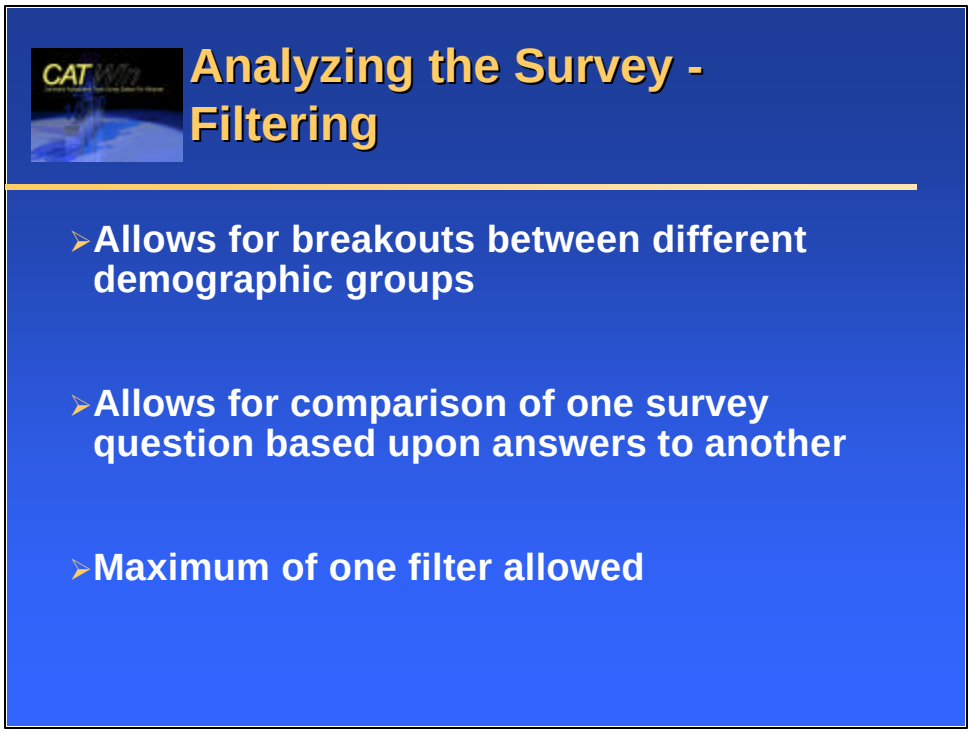
Titles allows you to modify the title (the default is what is entered in the survey tree).

The Style Tab allows you to change the orientation of the graph from vertical to horizontal. For example, to create a horizontal bar graph, the orientation would be set to horizontal.

If you want a consistent look to your graphs, the format you like may be saved using the System tab (Graph Template section).

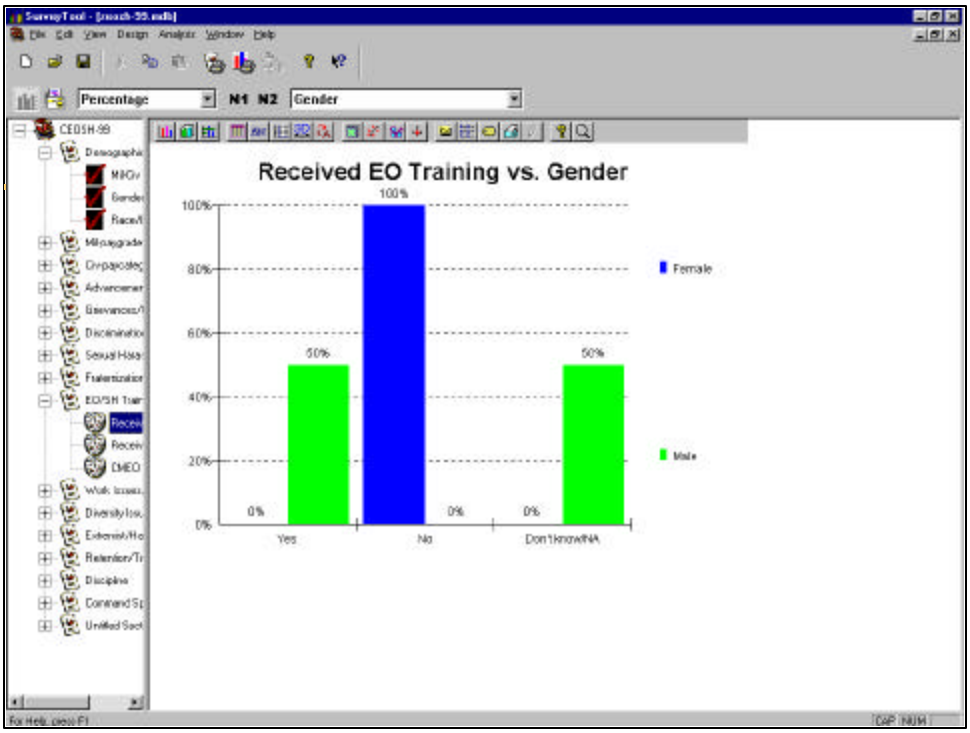

Graph Control
Legend
Labels
System
About
Fonts
Markers
Trends
Overlay
Error Bar
Background
2D Gallery
3D Gallery
Style
Data
Titles
Axis
3D
Pie
Polar
Bubble
Scatter
Line
Bar
Area
Gantt
High-Low
Candlestick
Box-Whisker
Time Series
OK
Cancel
Apply Now
Help

Notes:

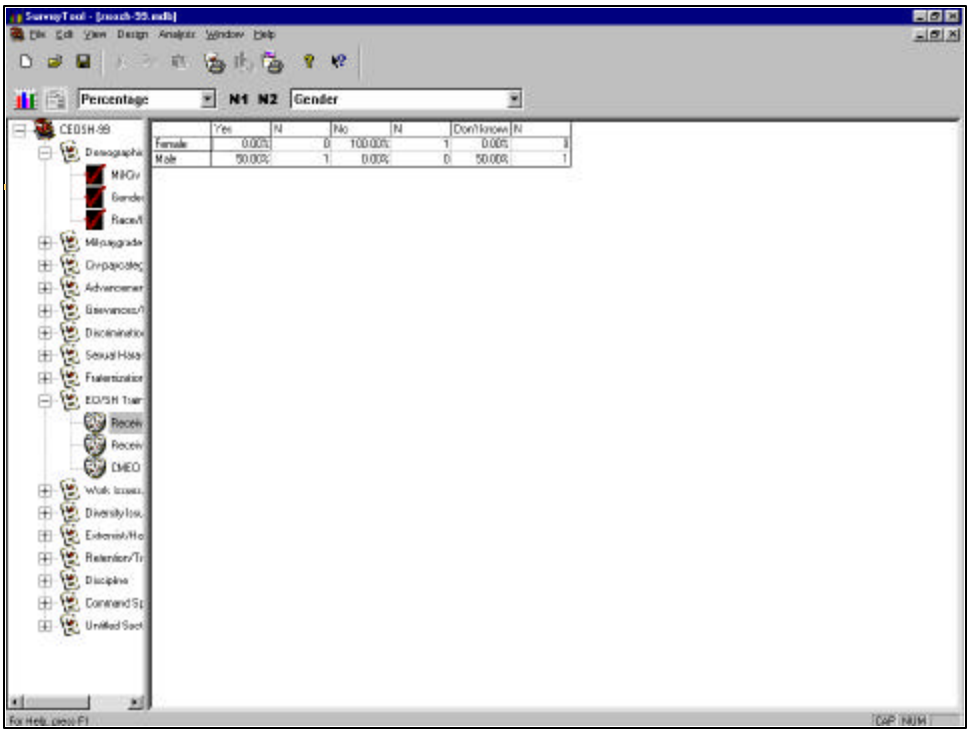


Notes:

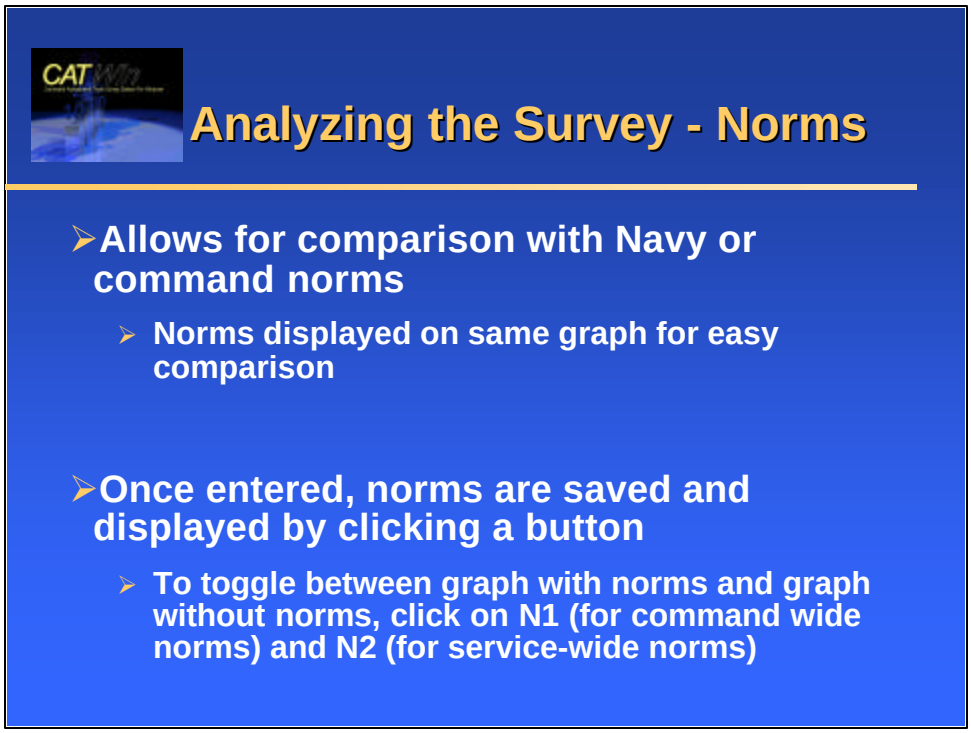
Filtering allows users to compare responses between demographic groups. Filtering may also provide further amplification of answers. For example, filtering "Sexual harassment is occurring at this command" by Gender might indicate that on average men have more positive perceptions than women do.


Percentage
N1 N2
Gender
Received EO Training vs. Gender
100%
80%
60%
40%
20%
0%
50%
100%
50%
0%
0%
0%
Yes
No
Don't know/NA
Female
Male

Notes:



Notes:

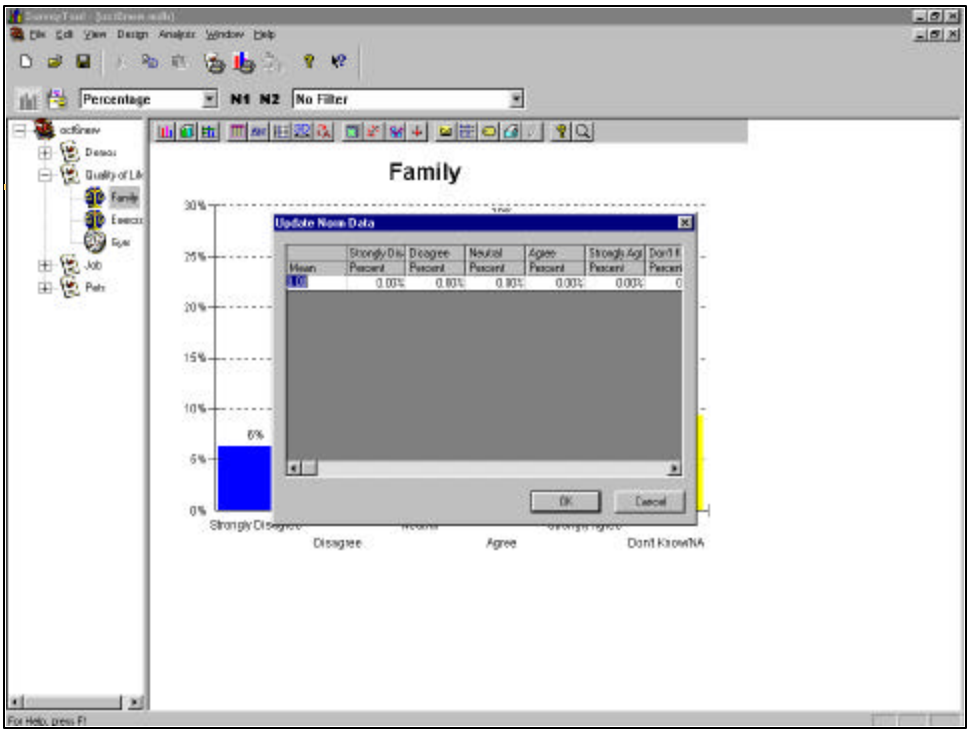


Notes:

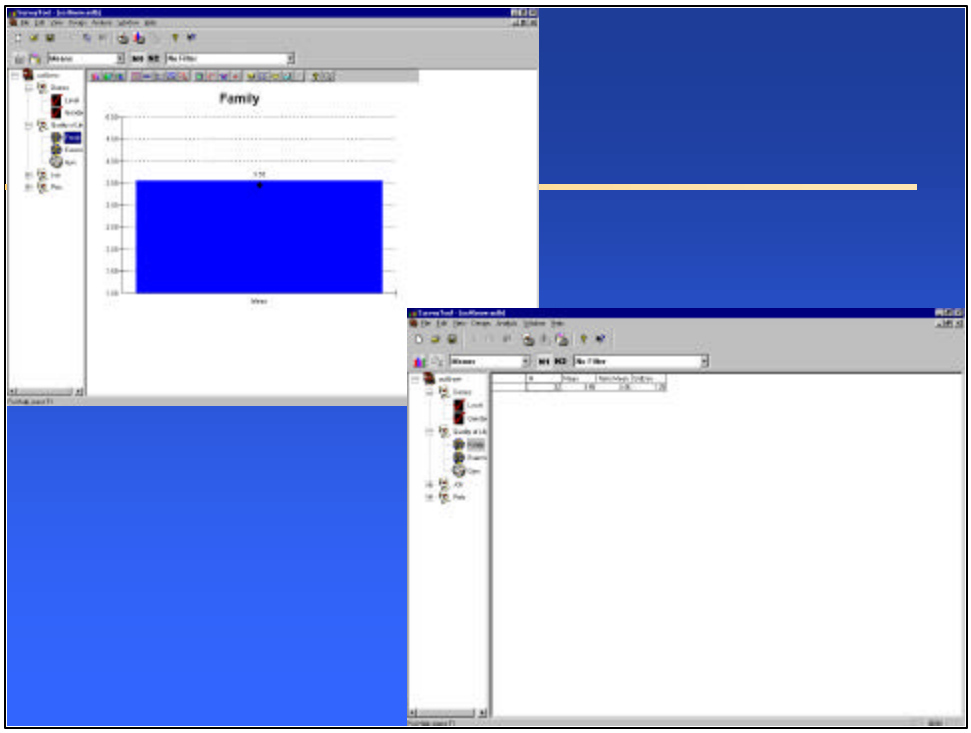
The norms features allows for comparison with Navy-wide data or the command norms from a previous administration. The norms are displayed on the same graph for easy comparison.

Norms are entered one question at a time. To enter norms, click on Analysis, and then Edit Command Wide Norms or Edit Service Wide Norms. An Update Norm Data window will appear - initially the cells will have zeroes. The first column is the mean, with the remaining columns being the percentage of each response. To change the numbers in each cell, double-click in the cell. This highlights the number; type over the number to change. To save that number, click in the dark grey area below. Continue until all numbers are changed. Then click on OK. The norms are then saved permanently with the survey data. To edit the norms after they have been saved, click on Analysis, and then Edit Command Wide Norms or Edit Service Wide Norms.

Once all numbers are entered for that question, they will automatically appear on the graph. To toggle between the graph with the norms and the graph without norms, click on N1 (for command wide norms) and N2 (for service-wide norms).


Percentage
N1 N2
No Filter
Family
Update Norm Data
Mean
Percent
OK
Cancel
30%
25%
20%
15%
10%
5%
0%
6%
Disagree
Agree
Don't Know/NA

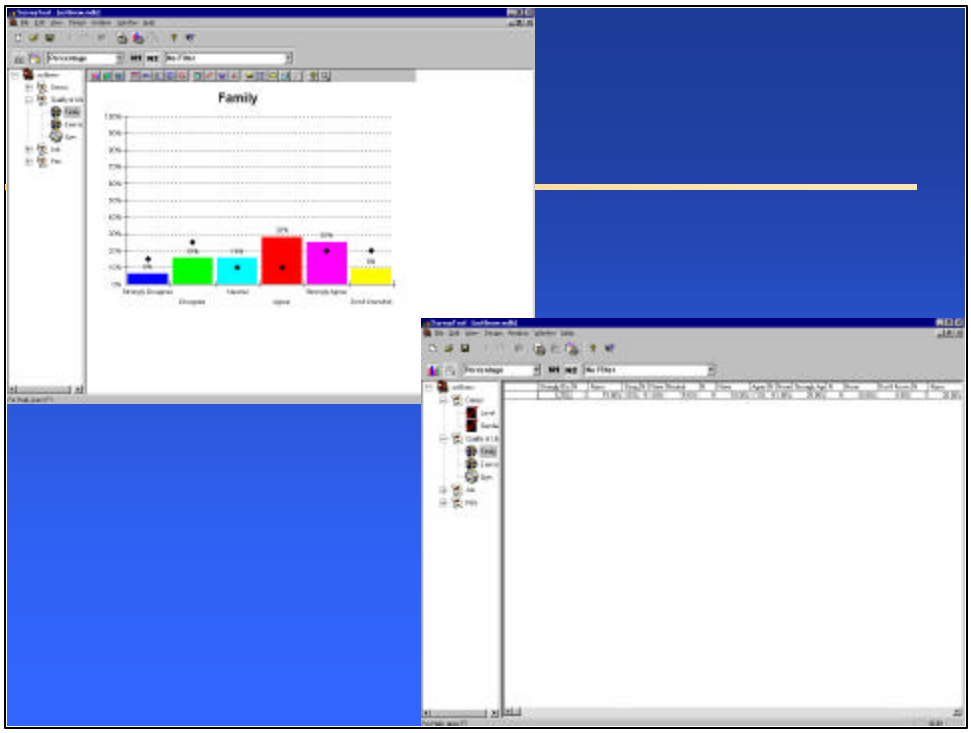
Notes:



Notes:

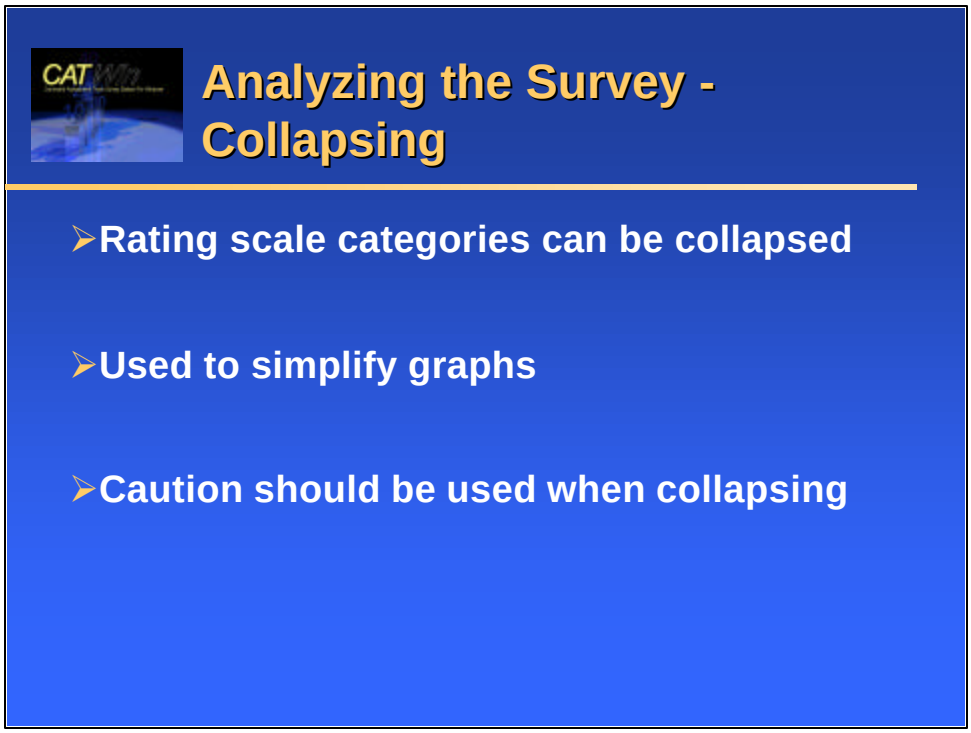
Norms can be means and percentages. They can can be displayed as either a graph or a table, depending upon whether the View Table or the View Graph button is selected. The above two screen shots show the graph with the mean (upper left) and the table with the mean (lower right).

Both the graph and the table can be filtered as well.



Notes:

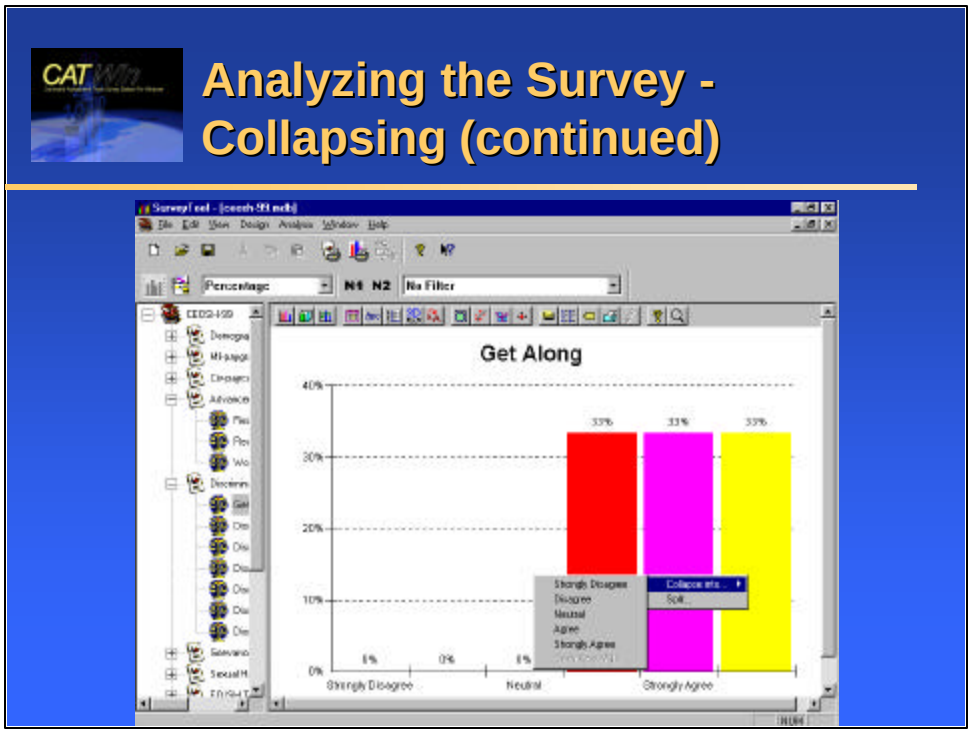
Percentage norms are displayed above, graphically and in a table. Both can also be filtered.



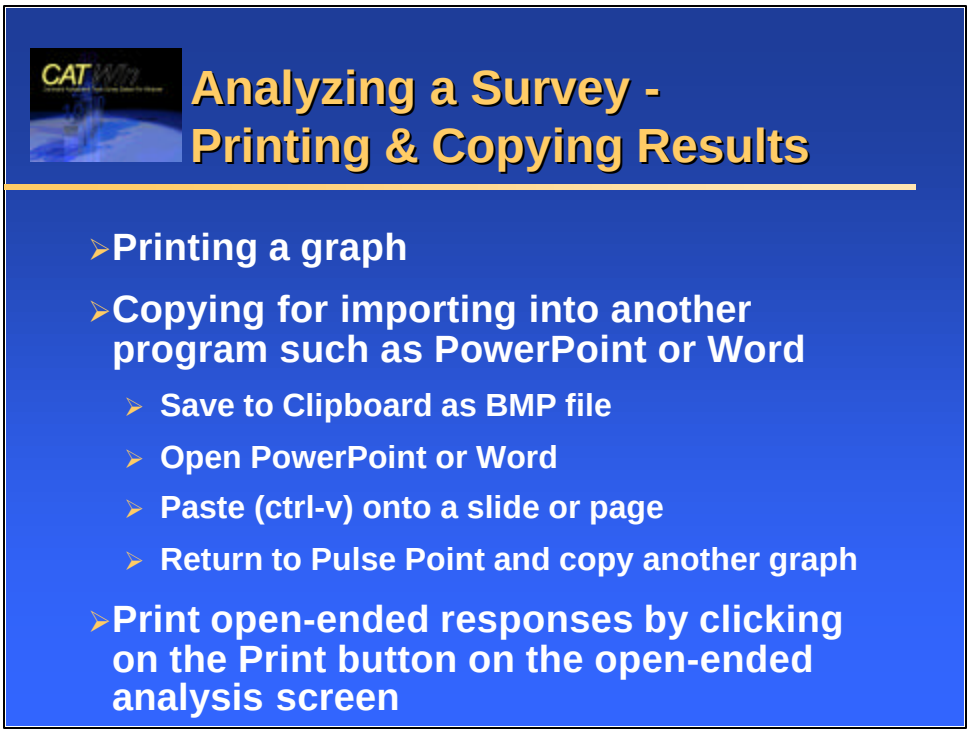
Notes:

When using rating scales, it is sometimes easier to understand the results when categories such as “Strongly Agree” and “Agree” are combined together; this is called “collapsing.” Both responses are positive responses and may be collapsed into a single “Agree” category. This can be done by right clicking on the bar to be collapsed. This brings up a submenu asking which bar to collapse into. This process can be reversed by choosing the Split option from the same submenu.

Caution should be taken when collapsing; it is proper to collapse Strongly Disagree into Disagree and Strongly Agree into Agree, but not to collapse Disagree into Agree.


Analyzing the Survey - Collapsing (continued)
Get Along
40%
30%
20%
10%
0%
33%
33%
33%
0%
0%
0%
Strongly Disagree
Neutral
Strongly Agree
Strongly Disagree
Disagree
Neutral
Agree
Strongly Agree
Collapse into ...
Split...
Percentage
N1 N2
No Filter

Notes:

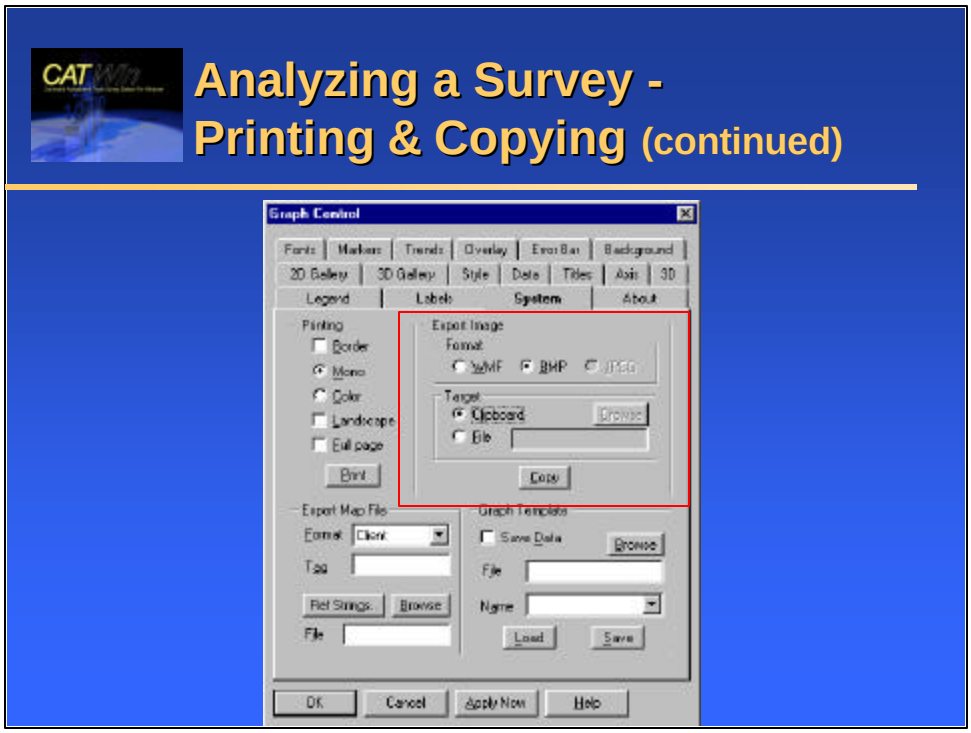


Notes:

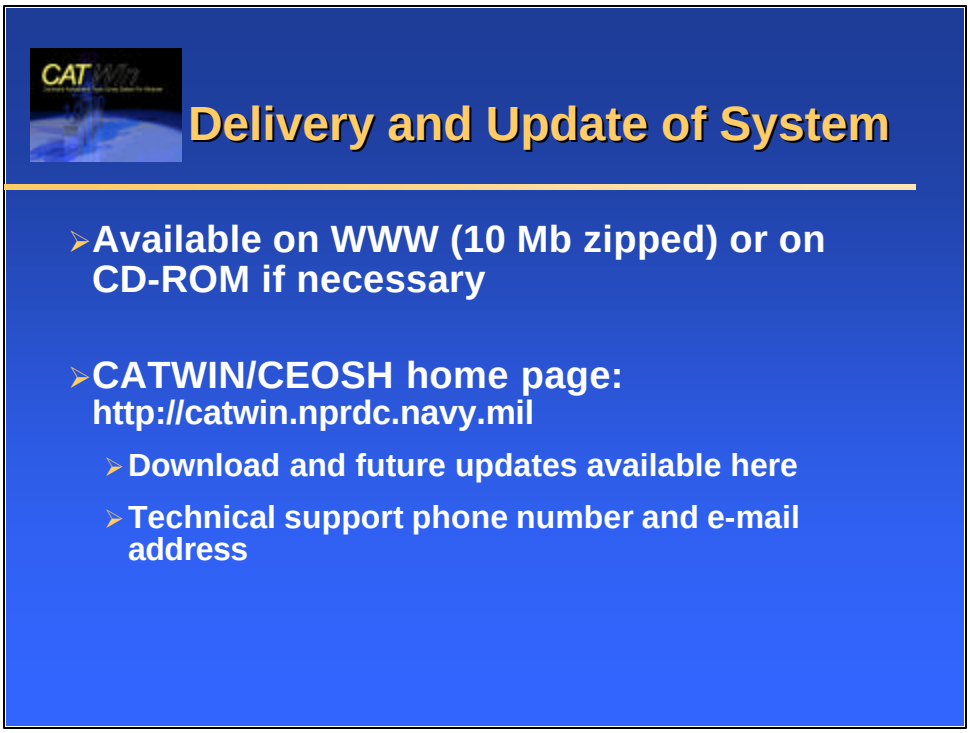
Graphs may be printed in a number of different formats using the System tab of the Graphics Toolbar. You can also print by clicking on the three print icons (print survey, print graph, print table on the toolbar at the top of the screen; you can print the survey, or the active graph or table.

The System tab of the Graphics Toolbar is also the tab for exporting the graph to another program such as PowerPoint. This can be done by first exporting the graph to the Clipboard as a BMP file. Then enter PowerPoint and go to the slide where you want the graph inserted. Paste (ctrl-v) the graph into the slide and then resize it proportionally (using the corner boxes around the graph) or vertically/horizontally (using the top and bottom or left and right boxes around the graph); the graph may be moved by clicking anywhere on the graph and dragging it to a new location. This process must be repeated individually for each graph you would like exported.

You can view the open-ended responses on-line by clicking on the open-ended question. Opened-ended questions can also be printed through your word processor by clicking on the print button available on this analysis screen.

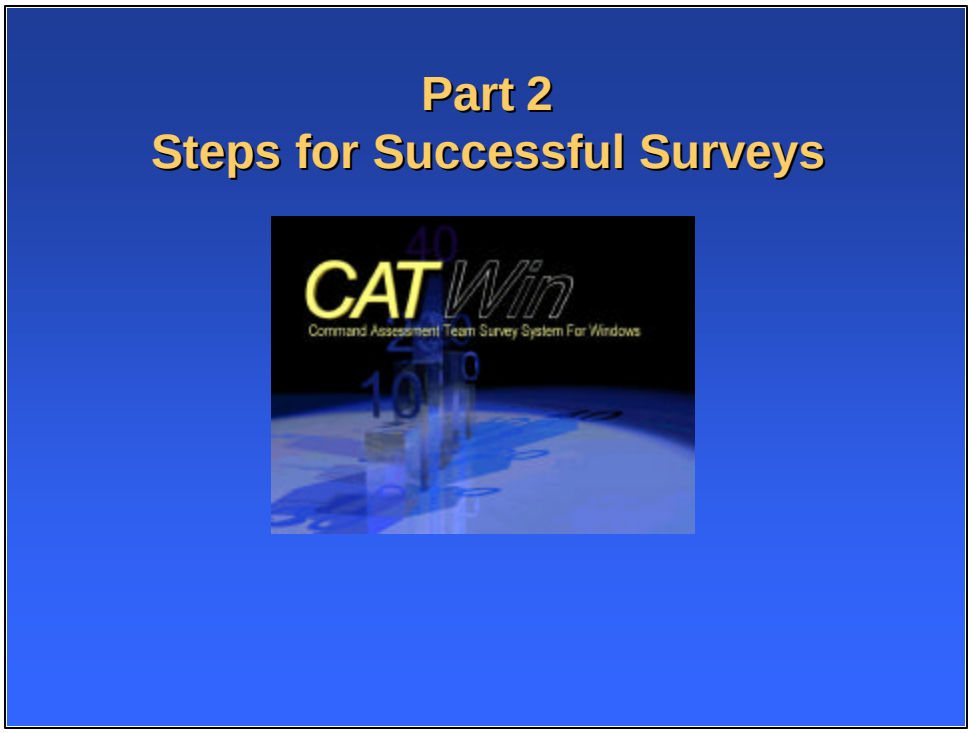

Analyzing a Survey -
Printing & Copying (continued)
Graph Control
Fonts
Markers
Trends
Overlay
Error Bar
Background
2D Gallery
3D Gallery
Style
Data
Titles
Axis
3D
Legend
Labels
System
About
Printing
Border
Mono
Color
Landscape
Full page
Print
Export Image
Format
WMF
BMP
JPEG
Target
Clipboard
Browse
File
Copy
Export Map File
Format
Client
Tag
Ref Strings
Browse
File
Graph Template
Save Data
Browse
File
Name
Load
Save
OK
Cancel
Apply Now
Help

Notes:



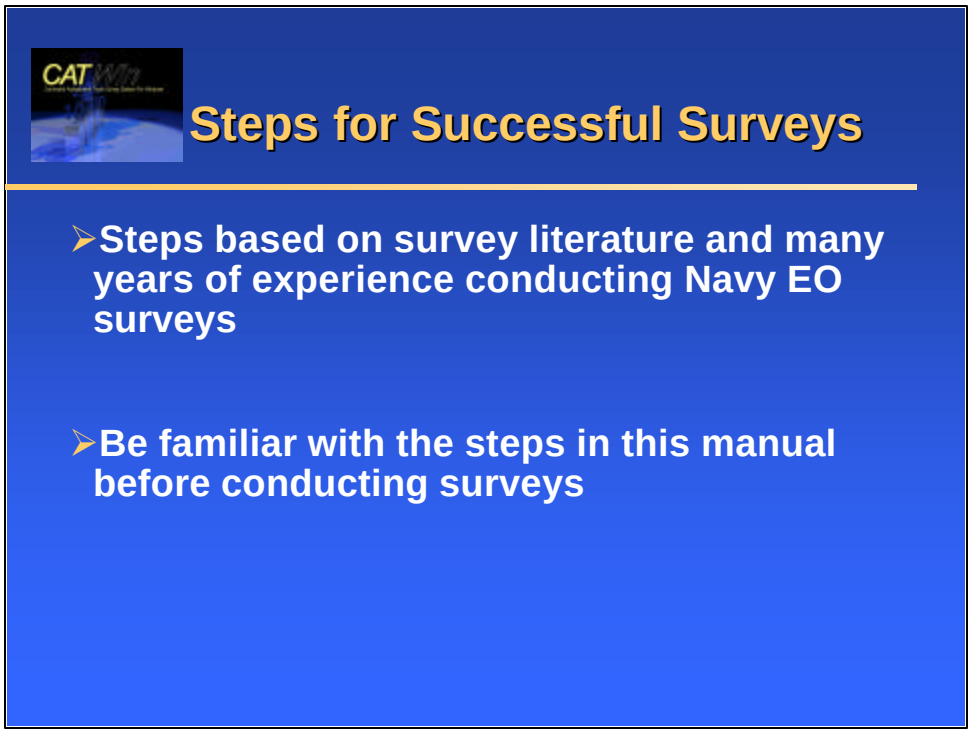
Notes:

The CATWin is available on the WWW, with CD-ROM available if necessary. Updates will be posted on the CATWin page of the CATWin Web site as required. The Technical Support contact information is also available on this web site.



Notes:

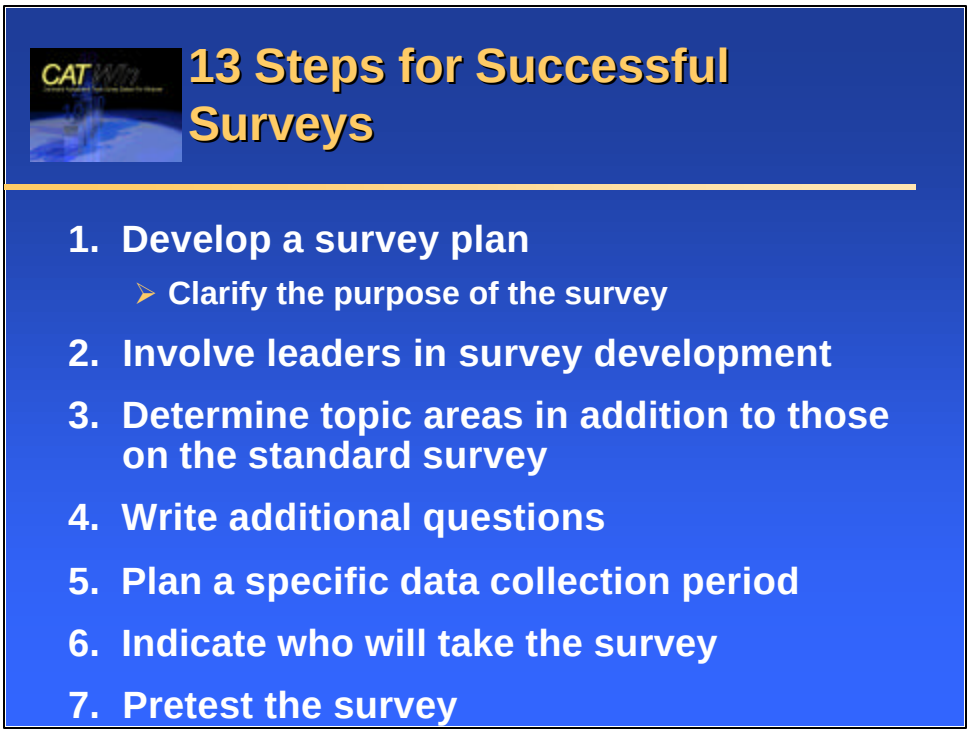
This part of the manual will cover 13 steps for successful EO climate surveys.



Notes:

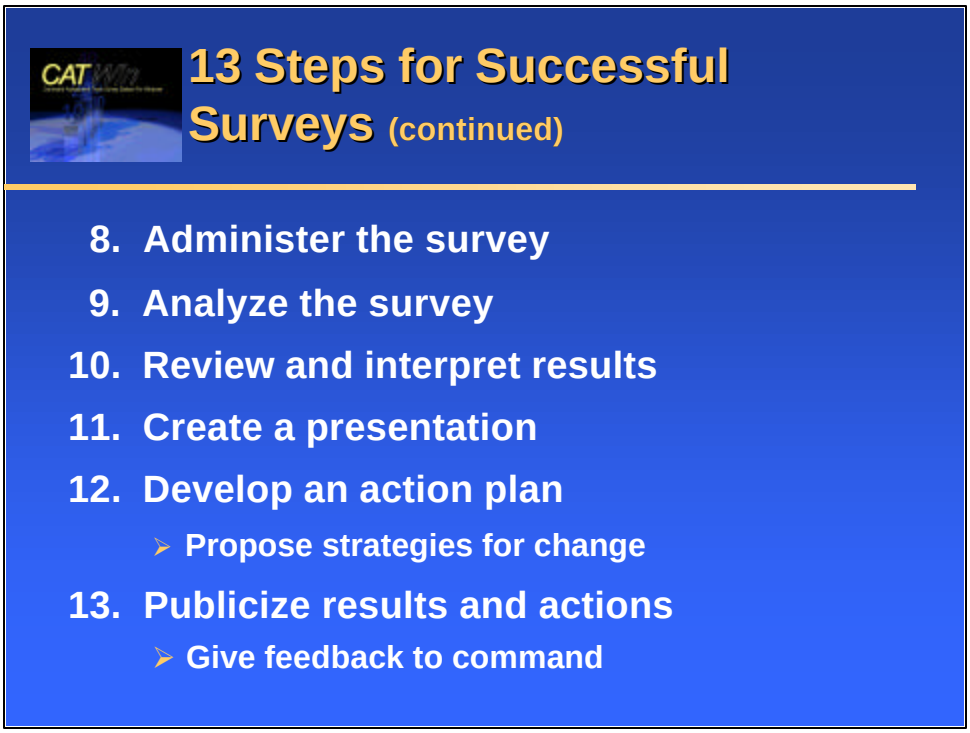
The steps described in this section are based on a review of the EO survey literature as well as the authors' years of experience conducting EO surveys in many Navy settings.

Before conducting an EO climate survey it is a good idea to be familiar with the steps covered here.



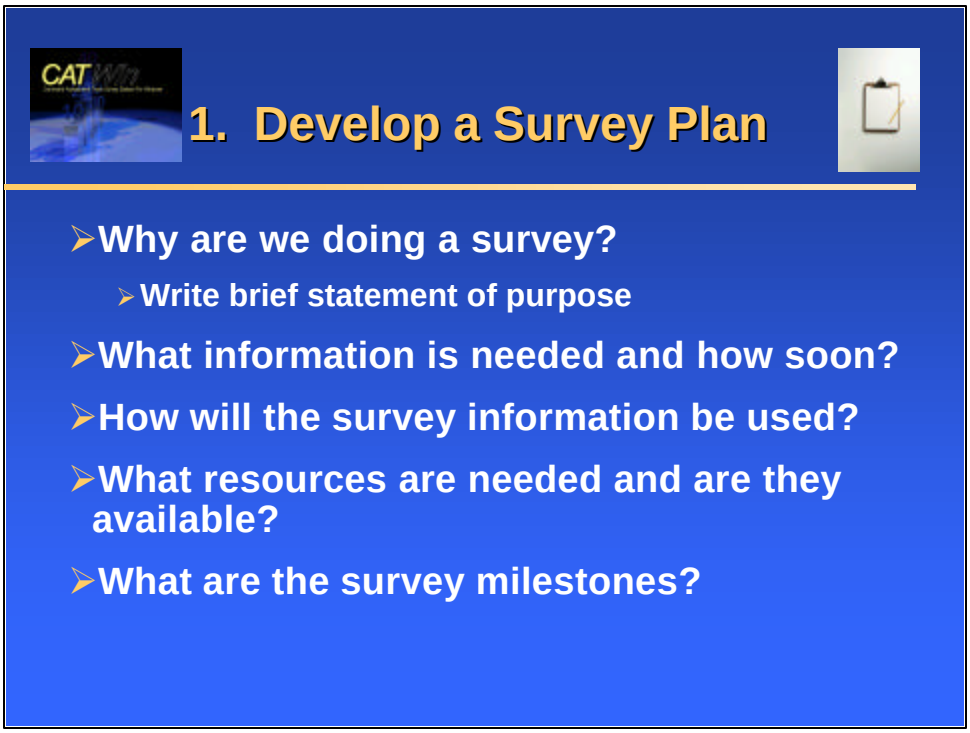
Notes:

What are the 13 steps for successful EO climate surveys? Here are the first seven, which focus on the planning, designing, and pretesting of the survey.



Notes:

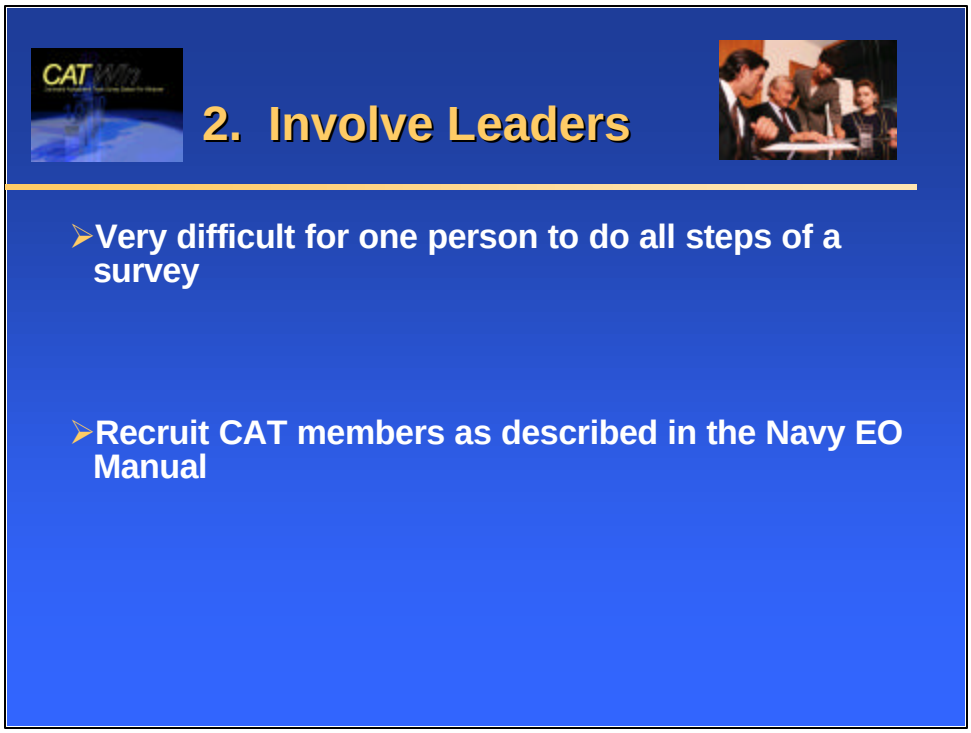
Steps 8-13 cover administering the survey and analyzing and interpreting the survey results, as well as creating a presentation, action plan, and providing feedback to the members of the command.



Notes:

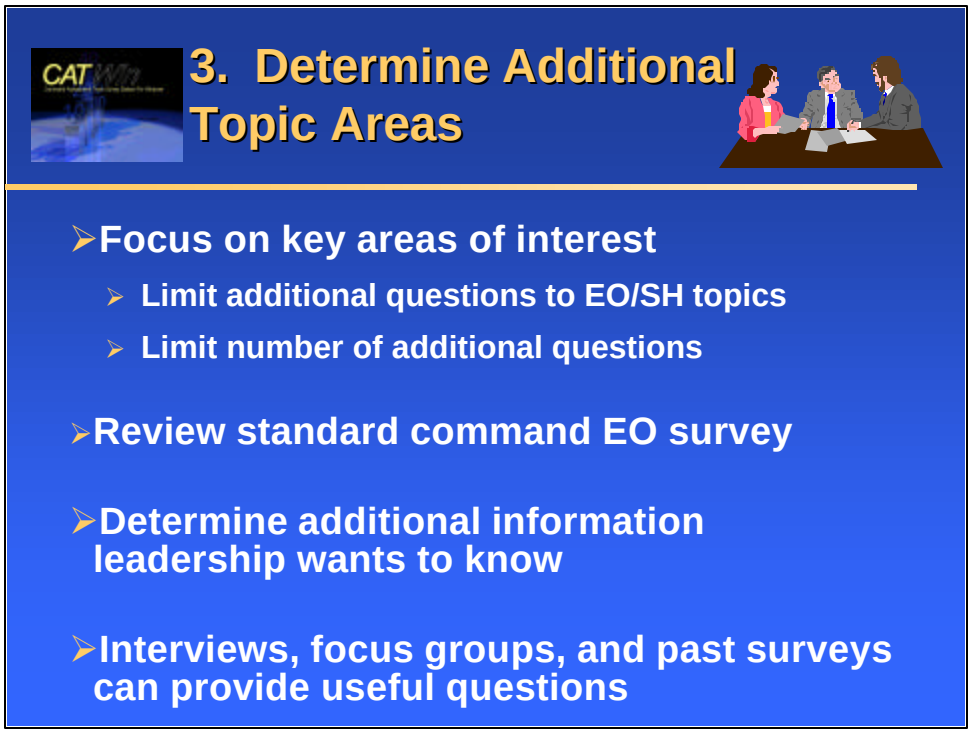
At the beginning of the project, the members of the CAT should consider writing a paragraph about what the survey is supposed to accomplish. What information is needed and how soon?

Also, determine what resources are needed and if they are available. You may want to lay out some survey milestones.



Notes:

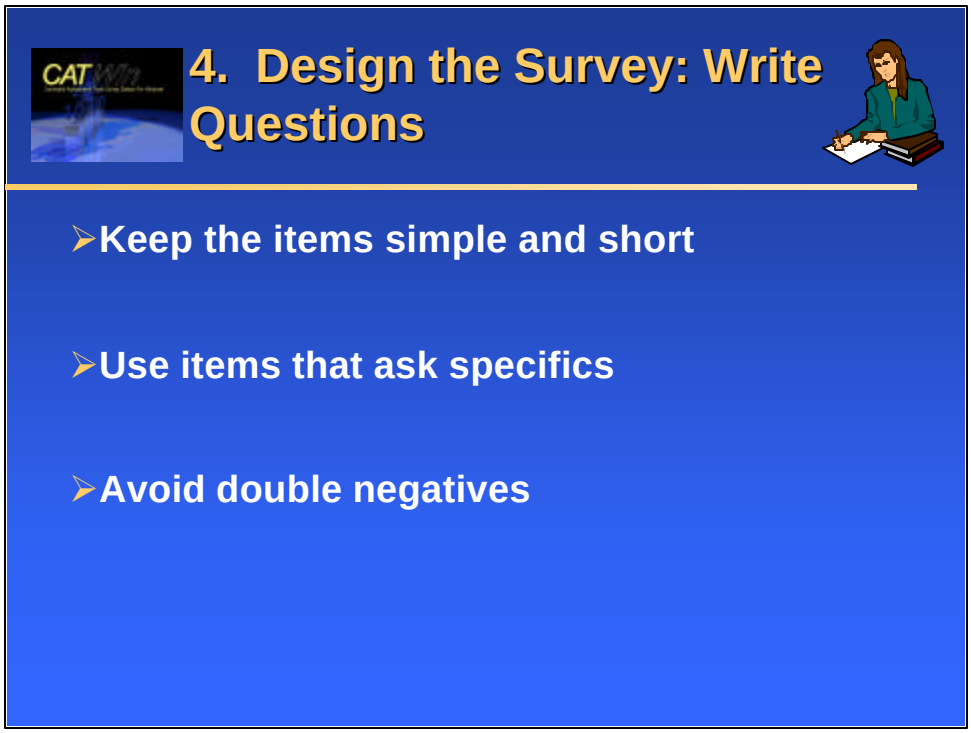
Rarely will one person have the skills, knowledge, and time available to do an entire EO climate survey alone. Navy policy specifies that a Command Assessment Team (CAT) shall be formed to conduct the EO assessment that includes the survey.



Notes:

One of the first steps in designing a survey is to determine the key topic areas you want to cover. The CATWin website and CD-ROM contain a standard command EO survey (CEOSH-99.MDB). This survey contains items that can be compared to Navy-wide norms. However, commands may wish to include additional items. Thus the standard survey should be reviewed by the CAT and command leaders to see if additional items need to be added. If questions are added to the standard survey, don't try to cover too many topics in one survey - it is better to do multiple surveys that are shorter in length.

Talking with Navy personnel in your command is the best source of information for key topic areas on the survey. You may find interviews or focus groups are helpful as well.



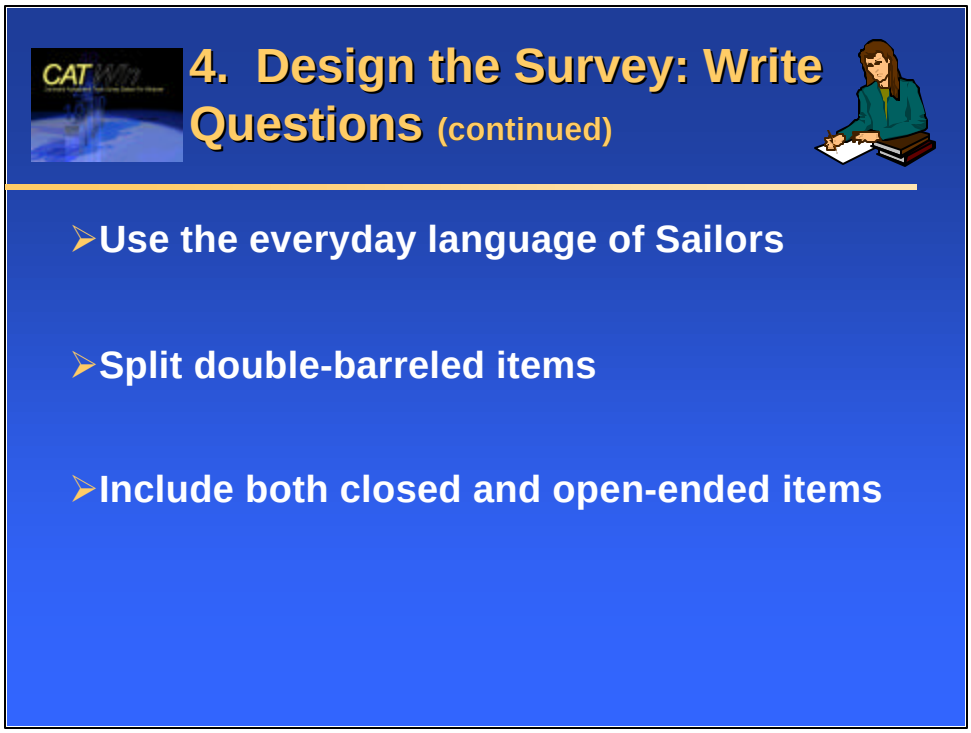
Notes:

The writing of survey items is both an art and a science. The following rules will be helpful in writing additional questions for a command EO survey.

1. Keep the items simple and short. Write simple, clear, and unambiguous items that try to measure a single idea. Usually fewer words are better than more words.

2. Use items that ask specifics. Specific items are associated with more accurate recall, and are more likely to be interpreted similarly by all respondents. The best way to avoid nonspecific questions is to look at each question and ask, "If we get a negative result on this question, will we know what to fix?" A "No" answer means that the item should be rewritten because it is too general to yield a specific course of action.

3. Avoid double negatives. Examine each new question to see if it contains a double negative. Double negatives are confusing, awkward, and a potential source of considerable error when the results are interpreted and acted on.

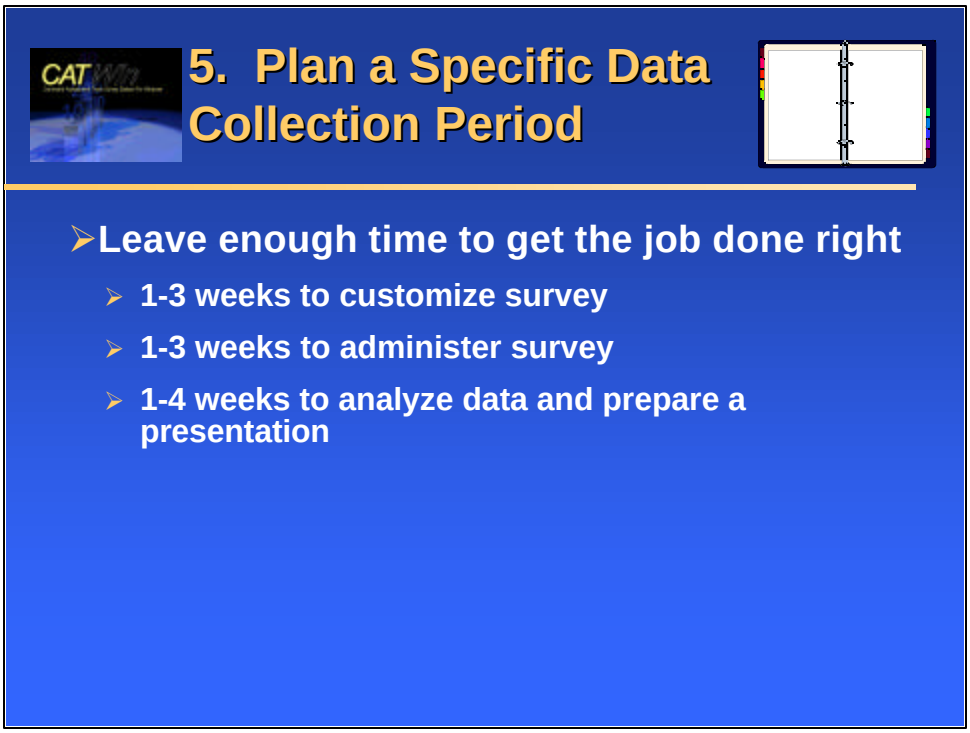


Notes:

4. Use the everyday language of Sailors. Item ambiguity can be reduced by avoiding words that are not used in the conversations of the survey respondents.

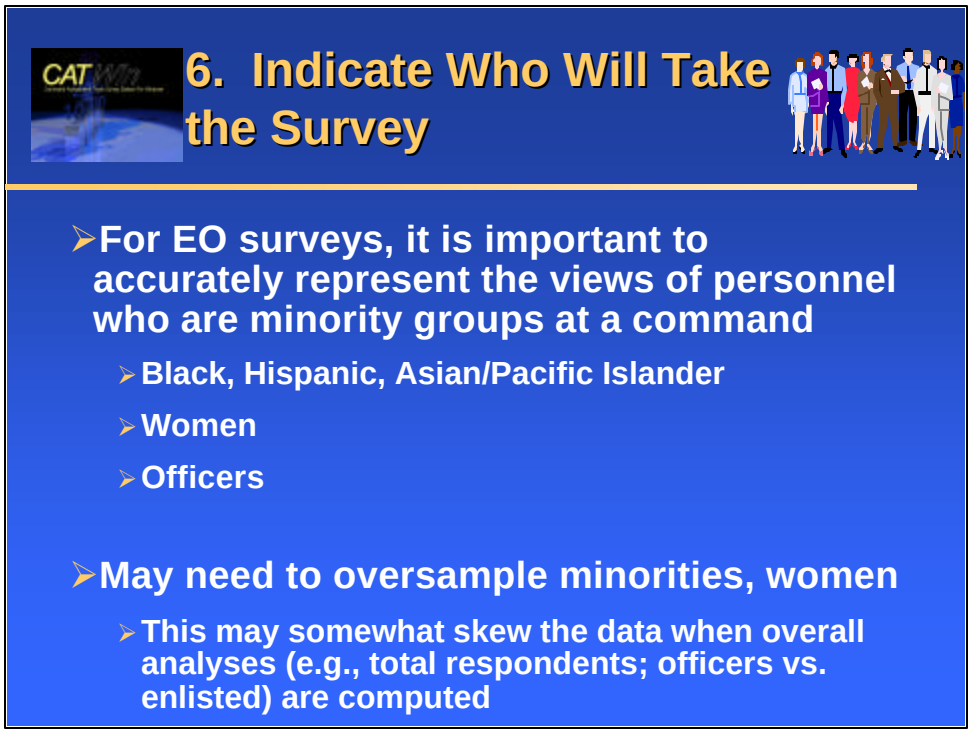
5. Split double-barreled items. Survey items that contain two separate ideas or try to combine two questions into one are called double-barreled. Such items are common when a question asks about two issues or concepts that often occur together in people's minds. A good way to check for the case of double-barreled items is to see if any of the questions contain an "and" or an "or." If a question does, decide whether the two ideas, things, etc., connected by these words should appear in a single question or need to be split into two.

6. Include both closed and open-ended items. Closed-ended items require that respondents choose from a scale or a set of options. Open-ended items allow respondents to answer in their own words. Most surveys are composed of both types of items. We recommend that to make the analysis easier, the number of open-ended items be limited to five or less.



Notes:

One of the most common mistakes CATs make is not spending enough time up-front defining the project and not leaving enough time to get the survey done right.

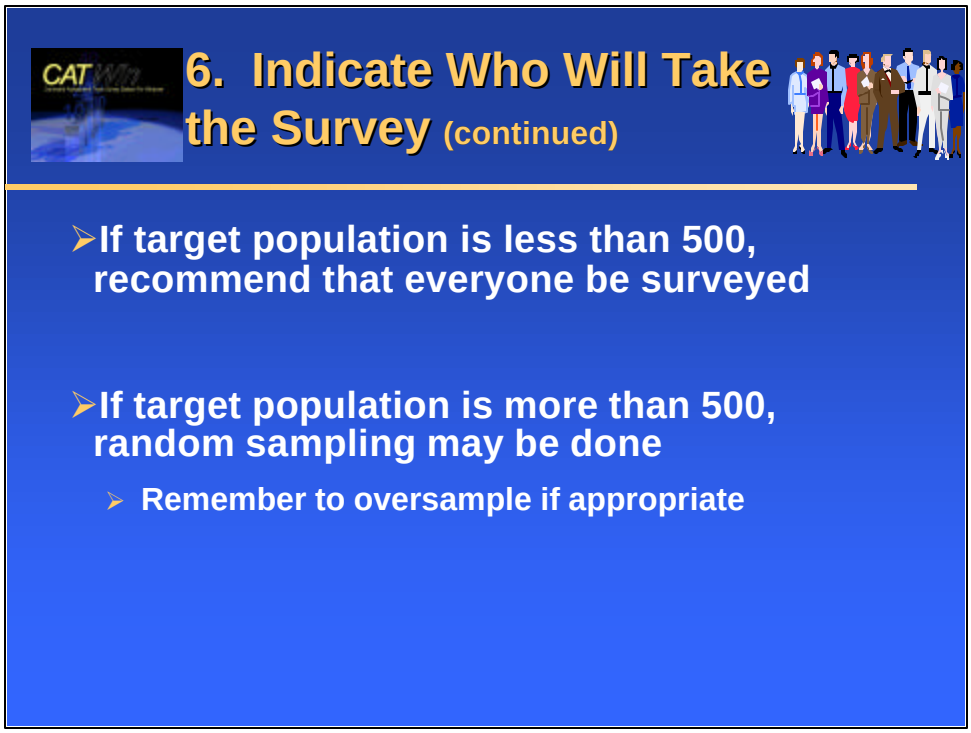


Notes:

For EO surveys, it is important to accurately represent the views of personnel who are in minority groups at a command. Simple random sampling may not be appropriate because some groups at commands may be very small even though the command is large. A simple random sample will have a small number of minorities in it if minorities are few in numbers or make up a small percentage of all personnel at a command.

Ensuring that your survey data accurately reflect the views of the smaller groups requires selecting a large enough sample so at least 10 members from each minority group are included. A percentage of minorities at a command should be used to calculate the number of personnel needed to attain at least 10 in each minority group. If a command is **5%** Hispanic, at least **200** respondents will be required to attain **10** Hispanics (i.e., **10**-number required per group / **.05**-percentage in population = **200**-number required in sample).

Oversampling minorities may skew the data when overall analyses (e.g., all respondents; officers vs. enlisted) rather than separate analyses of minority groups and women are made. Usually the impact on the total respondents of oversampling minorities and women are small and not significant. However, if several minority groups and women need to be oversampled in a much higher proportion than their representation in the command population, the CAT should be aware that the overall survey results will reflect those of the minority groups and women by several percentage points more than if a truly random sample was used. In this case, the breakouts for all respondents may not accurately reflect the views of the entire command.

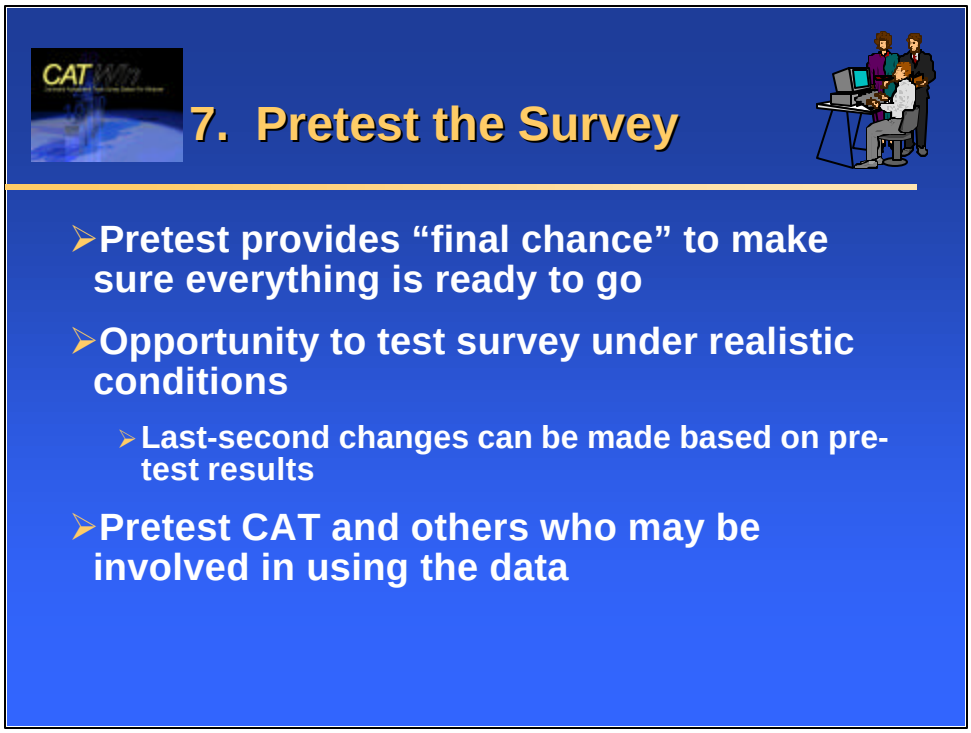


Notes:

For commands with populations less than 500, surveying the entire command is recommended. For equal opportunity surveys of commands larger than 500, it is important to accurately represent the views of personnel who are in minority groups at a command.

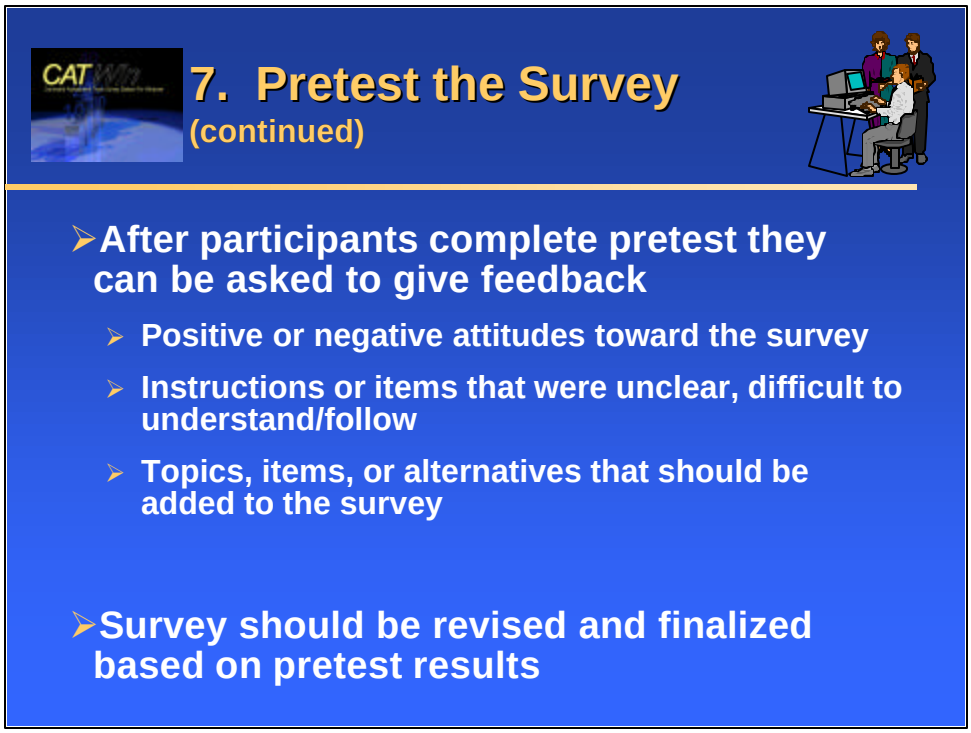
Recommended Sample Sizes for Command Equal Opportunity Survey

Command Size	Approximate % Sampled	Select if Last SSN Digit is:
Under 100	100	All
101 to 124	90	1 through 9
125 to 224	80	1 through 8
225 to 324	70	2 through 8
325 to 449	60	2, 3, 5, 7, 9, 0
450 to 599	50	2, 4, 6, 8, 0
600 to 999	40	1, 3, 7, 9
1,000 to 1,999	30	5, 7, 0
2,000 and above	20 (or less)	3, 6



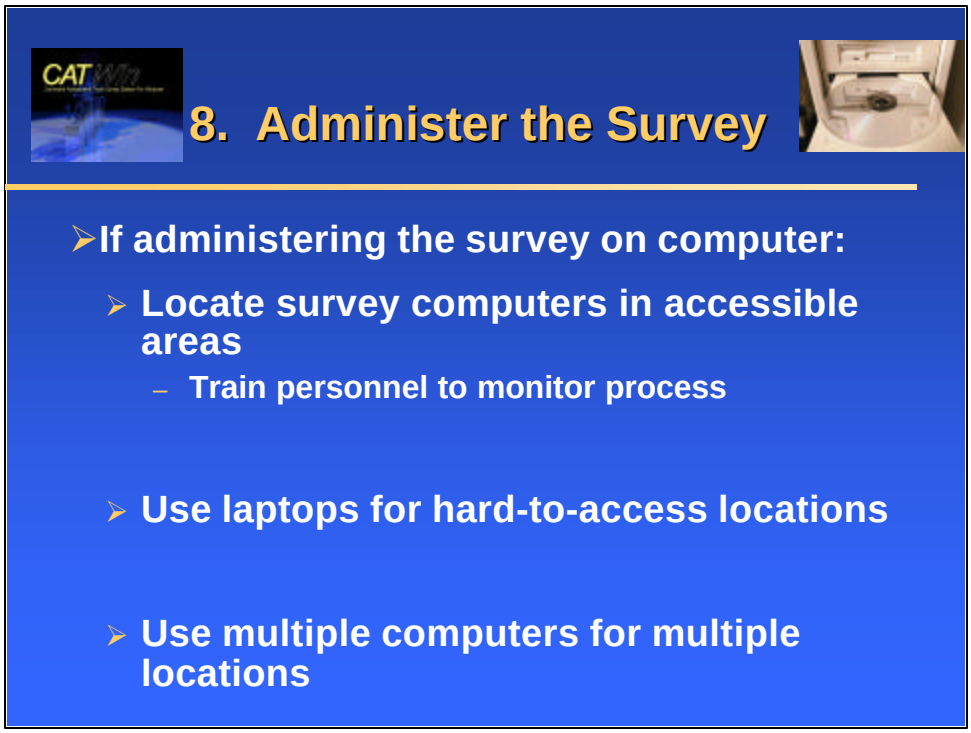
Notes:

It is important to pretest the survey before actual administration. Give the survey to members of the CAT or others who will be using the data. Time the survey to see how long it takes.



Notes:

Ask those who take the pretest to note any items that are unclear or hard to understand. Incorporate their comments in the revised version of the survey.

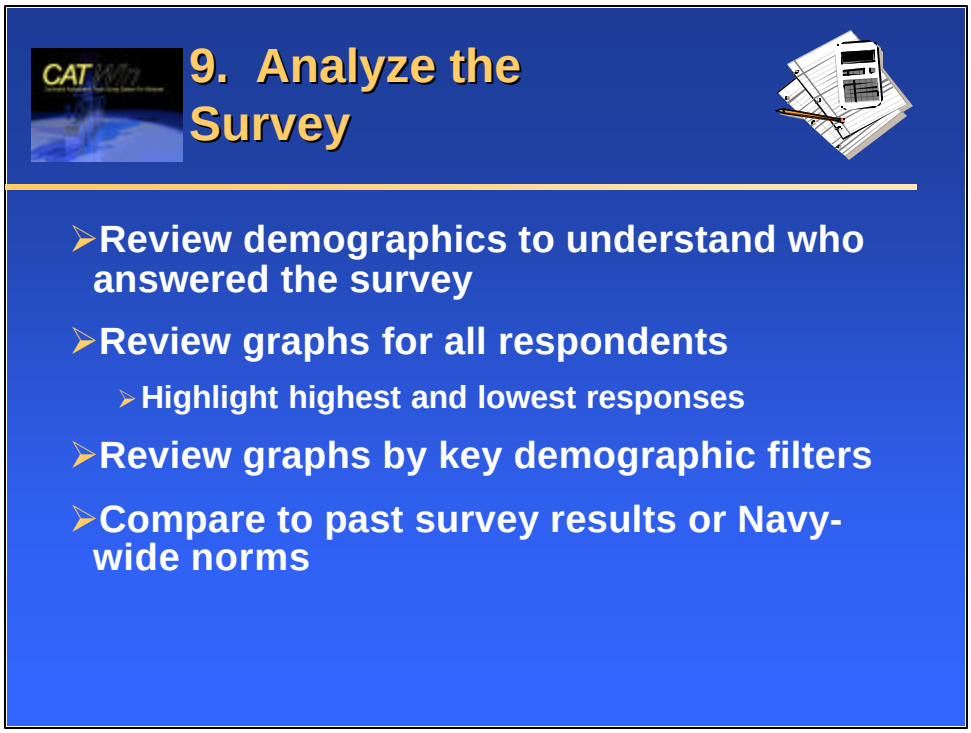


Notes:

While the survey can be administered on paper or computer, it is recommended that computer be used if possible.

If paper-and-pencil administration is used, members of the CAT can print a hard copy of the survey through Export Survey Text in the Design menu. CATWin will export a copy in RTF (rich text format) that can be read by Word or other word processing programs. The survey will need to be reformatted. **The exported survey file will contain all survey questions, including questions that are branched. The team will need to edit the file so that military-only questions (such as Discipline) do not appear on the civilian hard copy versions.**

For paper-and-pencil administration, the team will need to enter the completed surveys into the CATWin database.



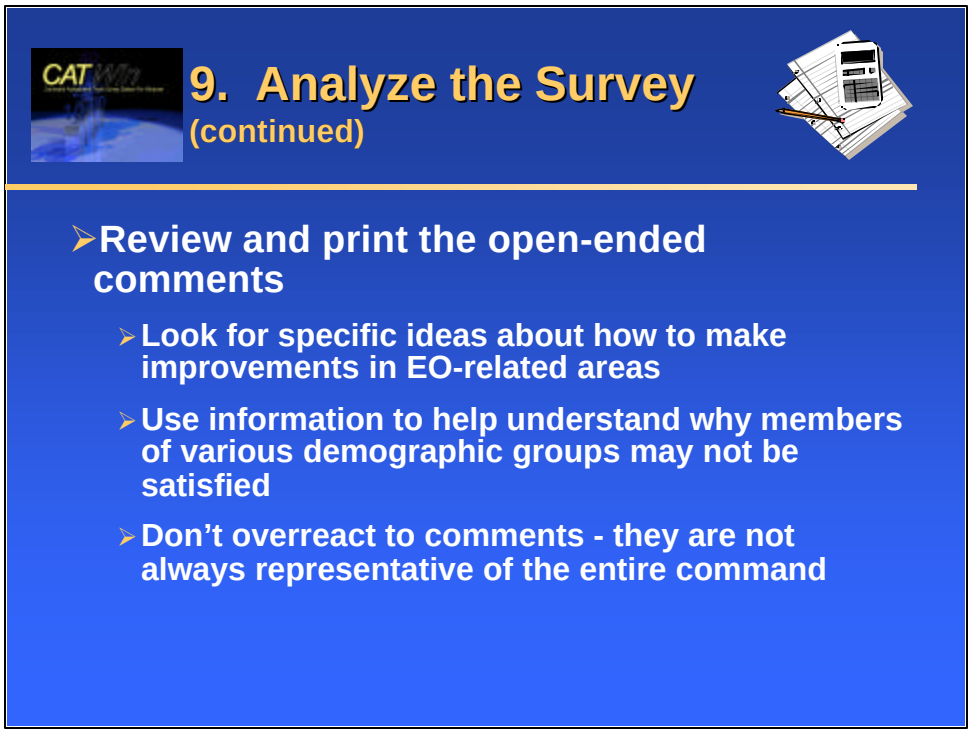
Notes:

Usually the first step in analyzing survey results is to review the demographics of who answered the survey. It is helpful to have some demographics of your command population to get an idea of how those who answered the survey compare to the general command population.

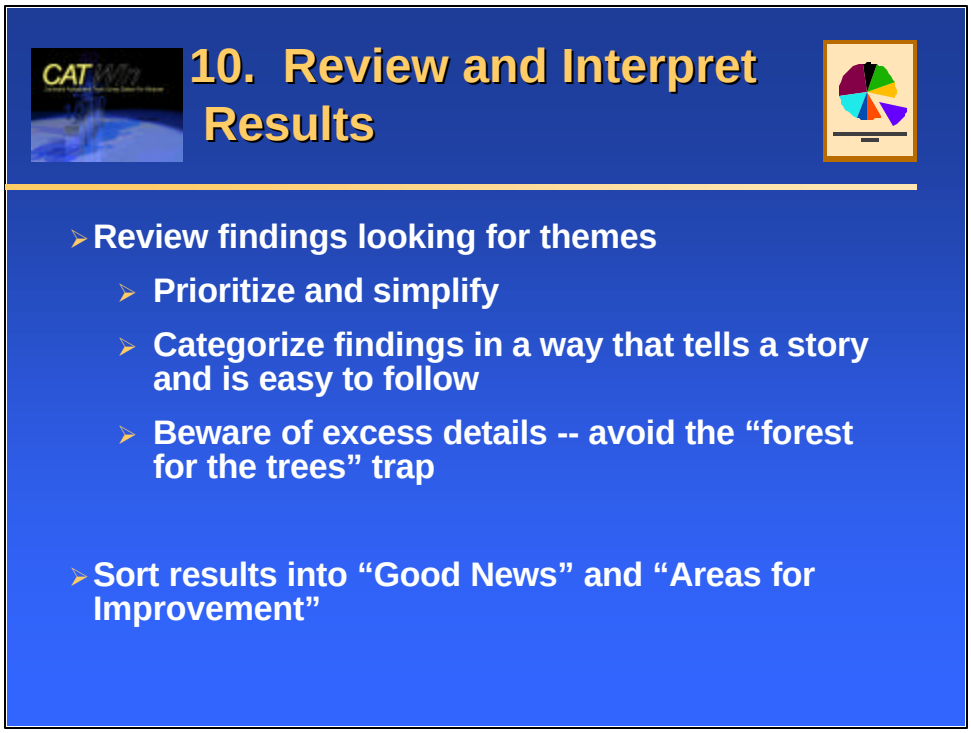
After looking at demographics, reviewing all the graphs for all respondents is recommended. Highlight high and low responses or anything that stands out.

Then look at the results using the demographic filters of interest to you, such as military/civilian status, race, gender, etc.

If possible, compare your results to the Navy-wide norms to get an idea of how you stack up to the Navy overall.


9. Analyze the Survey
(continued)
Review and print the open-ended comments
Look for specific ideas about how to make improvements in EO-related areas
Use information to help understand why members of various demographic groups may not be satisfied
Don't overreact to comments - they are not always representative of the entire command

Notes:

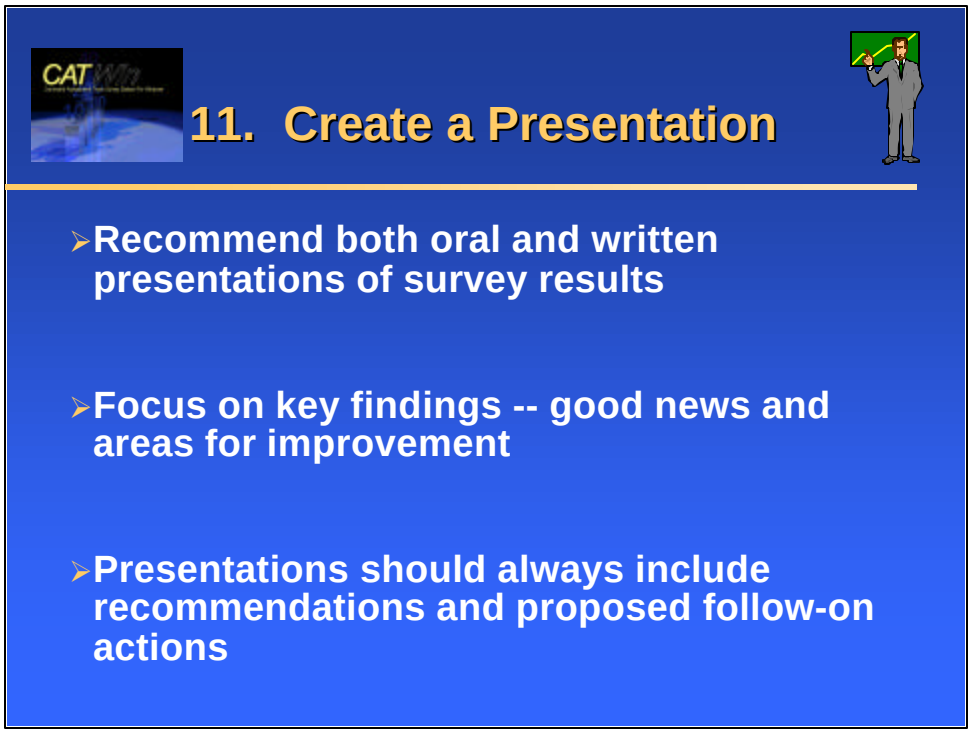


Notes:

When reviewing your survey results, look for themes and ways to prioritize and simplify the information. Realize that there is both a science and an art to survey data analysis, and you will get better with practice.

It may be helpful to think of categorizing the findings in a way that tells a story and is easy to follow. Do not get bogged down in details and specific findings that don't relate to other findings.

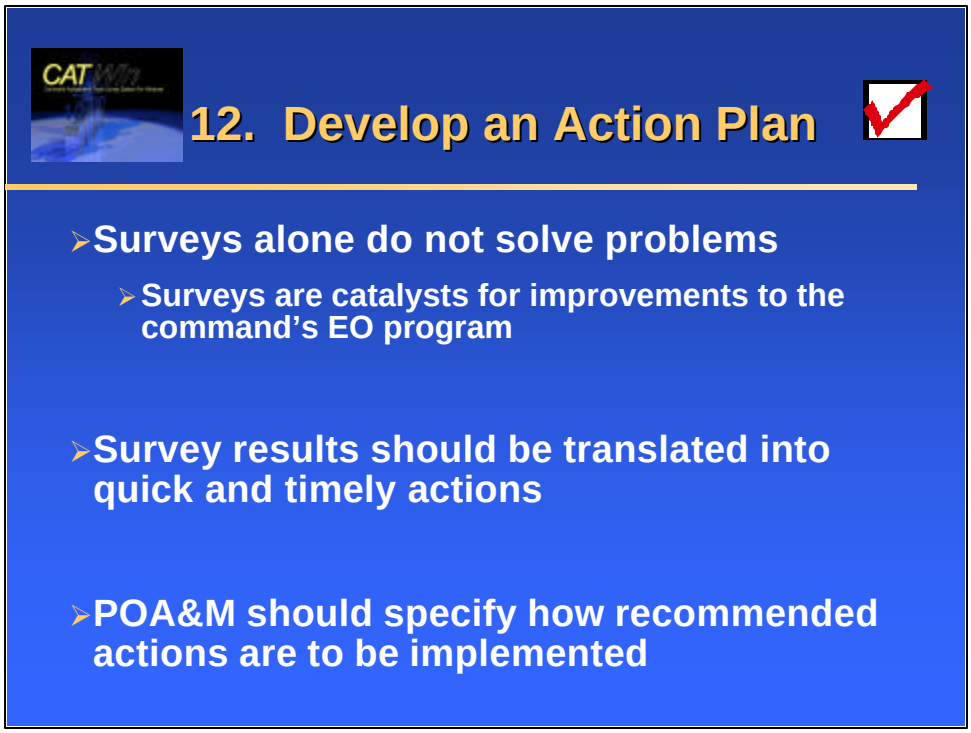
It may be useful to sort the results in terms of "Good News" and "Areas for Improvement." Usually it is best to present good news first, followed by areas needing improvement, and then ending on a high note summarizing the positives of the survey effort overall.



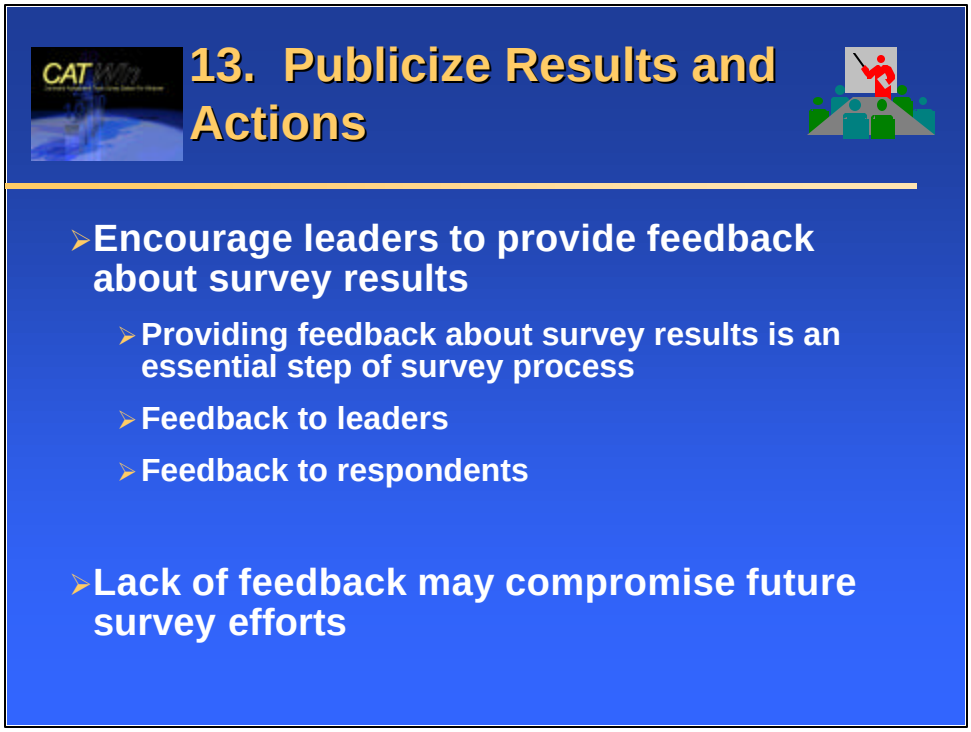
Notes:

Creating a presentation of the survey results is highly recommended. In the "Using CATWin" section of this manual there is a review of how to import survey graphs into PowerPoint presentations.

Include recommendations and proposed follow-on actions that will be taken based on the survey results in your presentation. These may initially be suggestions to your Commanding Officer, but after obtaining their approval, modify the presentation to reflect what will actually be done.


12. Develop an Action Plan
Surveys alone do not solve problems
Surveys are catalysts for improvements to the command's EO program
Survey results should be translated into quick and timely actions
POA&M should specify how recommended actions are to be implemented

Notes:



Notes:

Doing nothing with command EO survey results sends a bad signal to members of the command. The CAT risks compromising future survey efforts and alienating even the most loyal members when they solicit information and then do nothing with the results.

CATWIN 1.1

Navy-Wide Norms

Based on the 1999/2000 Navy Equal Opportunity/Sexual Harassment (NEOSH) Survey

Note: These norms are to be used in conjunction with CATWIN 1.1. Norms are not available for Civilian items.

Command Equal Opportunity/Sexual Harassment (CEOSH) Survey
1999/2000 Navy-Wide Norms
Total Navy

ADVANCEMENT	**Mean**
Q1 Get recognition deserved	3.17
Q2 Recommends people	3.48
*Q3 Work harder than others	3.04

DISCRIMINATION	
Q1 People get along	4.04
*Q2 Discrimination against Blacks	1.84
*Q3 Discrimination against Hispanics	1.81
*Q4 Discrimination against other minorities	1.80
*Q5 Discrimination against Whites	1.87
*Q6 Discrimination against women	1.98
*Q7 Discrimination against men	1.86

GRIEVANCES/COMPLAINTS	
Q1 Command resolves EO	3.59
Q2 Feel free to report	3.49
Q3 Fair hearing	3.57

SEXUAL HARASSMENT	
*Q1 SH is occurring	2.39
Q2 Actions taken to prevent	3.98
Q3 SH enforced by leaders	4.06
Q4 Training taken seriously	3.79
Q5 Feel free to report SH	3.76

Note: Scores range from 1=Strongly Disagree to 5=Strongly Agree.
*Negatively worded item - lower score is better.

**EO/SH TRAINING	Percent
Q1 Received EO training	
YES	74
NO	22
DK	5
Q2 Received SH training	
YES	89
NO	10
DK	1
Q3 Command has CMEO program	
YES	79
NO	2
DK	19

WORK ISSUES	Mean
Q1 Enjoy working for Navy	3.52
Q2 Enjoy type of work	3.77
Q3 Satisfied with work relationships	3.58
Q4 Feel loyalty	3.64
Q5 Satisfied with supervisor support	3.47
Q6 Satisfied with supervision quality	3.39
DIVERSITY ISSUES	
Q1 Command is fair	3.52
Q2 Command values different backgrounds	3.74
Q3 Policies treat equally	3.77
*Q4 Minorities have little influence	2.44
*Q5 Difficult for women to progress	2.05
EXTREMIST/HATE GROUPS	
Q1 Aware of command policy	3.91
*Q2 Extremist act. occurring	2.04
*Q3 Seen extremist material	1.95
*Q4 Target of extremist act.	1.69

Note: Scores range from 1=Strongly Disagree to 5=Strongly Agree.
*Negatively worded item - lower score is better.
**Factual items may not sum to 100% due to rounding.

MILITARY-SPECIFIC ITEMS

RETENTION	**Mean**
Q1 Provides needed information	3.31
Q2 Experiences encourage stay	2.62
Q3 Impressed with transition	3.13

DISCIPLINE	
Q1 Discipline is fair	3.46
Q2 Punishment not racial	3.92
*Q3 Harsher punishment	1.99

FRATERNIZATION	
Q1 Understand fraternization policy	4.21
*Q2 Fraternization occurring	2.99
*Q3 Fraternization is a problem	2.38
Q4 Command stops fraternization	3.50

Note: Scores range from 1=Strongly Disagree to 5=Strongly Agree.
*Negatively worded item - lower score is better.
**Factual items may not sum to 100% due to rounding.

Command Equal Opportunity/Sexual Harassment (CEOSH) Survey
1999/2000 Navy-Wide Norms
Racial/Ethnic Group

	White	Black	Hispanic	Asian/ Pac Is
		Mean		
ADVANCEMENT				
Q1 Get recognition deserved	3.24	2.89	3.03	3.27
Q2 Recommends people	3.55	3.23	3.35	3.59
*Q3 Work harder than others	2.89	3.45	3.03	3.37
DISCRIMINATION				
Q1 People get along	4.09	3.88	3.94	3.98
*Q2 Discrimination against Blacks	1.61	2.57	2.01	1.87
*Q3 Discrimination against Hispanics	1.61	2.43	2.12	1.89
*Q4 Discrimination against other minorities	1.61	2.36	2.02	2.04
*Q5 Discrimination against Whites	1.86	1.93	1.82	1.83
*Q6 Discrimination against women	1.87	2.38	2.12	1.97
*Q7 Discrimination against men	1.79	2.08	2.01	1.83
GRIEVANCES/COMPLAINTS				
Q1 Command resolves EO	3.71	3.19	3.46	3.73
Q2 Feel free to report	3.58	3.18	3.39	3.59
Q3 Fair hearing	3.67	3.15	3.40	3.67
SEXUAL HARASSMENT				
*Q1 SH is occurring	2.33	2.59	2.55	2.44
Q2 Actions taken to prevent	3.99	3.95	3.91	4.04
Q3 SH enforced by leaders	4.10	4.01	3.93	4.06
Q4 Training taken seriously	3.79	3.74	3.77	3.91
Q5 Feel free to report SH	3.75	3.75	3.73	3.82

Note: Scores range from 1=Strongly Disagree to 5=Strongly Agree.
*Negatively worded item - lower score is better.

	White	Black	Hispanic	Asian/ Pac Is
		Percent		
****EO/SH TRAINING**				
Q1 Received EO training				
YES	75	66	73	78
NO	21	28	21	18
DK	4	7	7	4
Q2 Received SH training				
YES	88	91	88	94
NO	11	7	8	5
DK	1	2	4	1
Q3 Command has CMEO program				
YES	79	79	74	81
NO	2	2	1	1
DK	19	18	24	18
WORK ISSUES				
Q1 Enjoy working for Navy	3.47	3.57	3.55	3.75
Q2 Enjoy type of work	3.81	3.70	3.65	3.71
Q3 Satisfied with wrk. relationships	3.61	3.49	3.59	3.56
Q4 Feel loyalty	3.64	3.53	3.67	3.89
Q5 Satisfied with sup. support	3.49	3.35	3.44	3.59
Q6 Satisfied with sup. quality	3.43	3.21	3.33	3.59
DIVERSITY ISSUES				
Q1 Command is fair	3.60	3.26	3.38	3.60
Q2 Command values diff. bkgrnds	3.85	3.46	3.54	3.70
Q3 Policies treat equally	3.81	3.54	3.76	3.90
*Q4 Minorities have little influence	2.22	3.00	2.74	2.71
*Q5 Difficult for women to progress	1.97	2.22	2.19	2.21
EXTREMIST/HATE GROUPS				
Q1 Aware of command policy	3.92	3.91	3.80	3.95
*Q2 Extremist act. occurring	1.96	2.33	2.06	2.14
*Q3 Seen extremist material	1.86	2.20	2.07	2.00
*Q4 Target of extremist act.	1.64	1.83	1.67	1.88

Note: Scores range from 1=Strongly Disagree to 5=Strongly Agree.
*Negatively worded item - lower score is better.
**Factual items may not sum to 100% due to rounding.

MILITARY-SPECIFIC ITEMS

	White	Black	Hispanic	Asian/ Pac Is
RETENTION		**Mean**		
Q1 Provides needed information	3.40	3.02	3.15	3.39
Q2 Experiences encourage stay	2.63	2.49	2.62	2.90
Q3 Impressed with transition	3.17	2.96	3.03	3.28
DISCIPLINE				
Q1 Discipline is fair	3.49	3.33	3.27	3.63
Q2 Punishment not racial	4.05	3.47	3.79	3.97
*Q3 Harsher punishment	1.76	2.66	2.37	2.23
FRATERNIZATION				
Q1 Understand frat. policy	4.23	4.15	4.15	4.22
*Q2 Fraternization occurring	2.91	3.28	3.10	2.93
*Q3 Fraternization is a problem	2.33	2.55	2.45	2.35
Q4 Command stops fraternization	3.53	3.33	3.44	3.67

Note: Scores range from 1=Strongly Disagree to 5=Strongly Agree.
*Negatively worded item - lower score is better.

Command Equal Opportunity/Sexual Harassment (CEOSH) Survey
1999/2000 Navy-Wide Norms
Gender

	Male	Female
	Mean	
ADVANCEMENT		
Q1 Get recognition deserved	3.17	3.17
Q2 Recommends people	3.50	3.38
*Q3 Work harder than others	3.05	2.97
DISCRIMINATION		
Q1 People get along	4.04	4.01
*Q2 Discrimination against Blacks	1.82	1.94
*Q3 Discrimination against Hispanics	1.81	1.83
*Q4 Discrimination against other minorities	1.80	1.83
*Q5 Discrimination against Whites	1.88	1.80
*Q6 Discrimination against women	1.90	2.48
*Q7 Discrimination against men	1.88	1.72
GRIEVANCES/COMPLAINTS		
Q1 Command resolves EO	3.62	3.42
Q2 Feel free to report	3.52	3.27
Q3 Fair hearing	3.59	3.40
SEXUAL HARASSMENT		
*Q1 SH is occurring	2.34	2.73
Q2 Actions taken to prevent	4.00	3.83
Q3 SH enforced by leaders	4.09	3.92
Q4 Training taken seriously	3.80	3.69
Q5 Feel free to report SH	3.80	3.49

Note: Scores range from 1=Strongly Disagree to 5=Strongly Agree.
*Negatively worded item - lower score is better.

	Male	Female
	Percent	
****EO/SH TRAINING**		
Q1 Received EO training		
YES	74	72
NO	21	24
DK	5	4
Q2 Received SH training		
YES	89	87
NO	10	11
DK	1	2
Q3 Command has CMEO program		
YES	79	78
NO	2	1
DK	19	21
WORK ISSUES		
Q1 Enjoy working for Navy	3.51	3.58
Q2 Enjoy type of work	3.78	3.68
Q3 Satisfied with wrk. relationships	3.59	3.57
Q4 Feel loyalty	3.64	3.64
Q5 Satisfied with sup. support	3.47	3.43
Q6 Satisfied with sup. quality	3.41	3.29
DIVERSITY ISSUES		
Q1 Command is fair	3.54	3.40
Q2 Command values diff. bkgrnds	3.76	3.62
Q3 Policies treat equally	3.78	3.66
*Q4 Minorities have little influence	2.43	2.48
*Q5 Difficult for women to progress	1.98	2.47
EXTREMIST/HATE GROUPS		
Q1 Aware of command policy	3.92	3.85
*Q2 Extremist act. occurring	2.05	1.97
*Q3 Seen extremist material	1.97	1.80
*Q4 Target of extremist act.	1.71	1.57

Note: Scores range from 1=Strongly Disagree to 5=Strongly Agree.
*Negatively worded item - lower score is better.
**Factual items may not sum to 100% due to rounding.

MILITARY-SPECIFIC ITEMS

	Male	Mean	Female
RETENTION			
Q1 Provides needed information	3.35		3.08
Q2 Experiences encourage stay	2.65		2.46
Q3 Impressed with transition	3.15		2.97
DISCIPLINE			
Q1 Discipline is fair	3.49		3.20
Q2 Punishment not racial	3.95		3.77
*Q3 Harsher punishment	1.98		2.03
FRATERNIZATION			
Q1 Understand frat. policy	4.20		4.28
*Q2 Fraternization occurring	2.94		3.29
*Q3 Fraternization is a problem	2.36		2.52
Q4 Command stops fraternization	3.51		3.44

Note: Scores range from 1=Strongly Disagree to 5=Strongly Agree.
*Negatively worded item - lower score is better.

Command Equal Opportunity/Sexual Harassment (CEOSH) Survey
1999/2000 Navy-Wide Norms
Officer/Enlisted

	Officer	Mean	Enlisted
ADVANCEMENT			
Q1 Get recognition deserved	3.83		3.05
Q2 Recommends people	4.10		3.38
*Q3 Work harder than others	2.51		3.13
DISCRIMINATION			
Q1 People get along	4.43		3.96
*Q2 Discrimination against Blacks	1.42		1.91
*Q3 Discrimination against Hispanics	1.41		1.88
*Q4 Discrimination against other minorities	1.42		1.87
*Q5 Discrimination against Whites	1.51		1.93
*Q6 Discrimination against women	1.56		2.06
*Q7 Discrimination against men	1.50		1.92
GRIEVANCES/COMPLAINTS			
Q1 Command resolves EO	4.17		3.49
Q2 Feel free to report	4.15		3.37
Q3 Fair hearing	4.10		3.46
SEXUAL HARASSMENT			
*Q1 SH is occurring	1.83		2.50
Q2 Actions taken to prevent	4.21		3.94
Q3 SH enforced by leaders	4.35		4.01
Q4 Training taken seriously	4.10		3.73
Q5 Feel free to report SH	4.15		3.69

Note: Scores range from 1=Strongly Disagree to 5=Strongly Agree.
*Negatively worded item - lower score is better.

	Officer	Enlisted
	Percent	
****EO/SH TRAINING**		
Q1 Received EO training		
YES	71	74
NO	27	21
DK	2	5
Q2 Received SH training		
YES	79	91
NO	20	8
DK	1	2
Q3 Command has CMEO program		
YES	85	78
NO	2	2
DK	13	20
WORK ISSUES		
Q1 Enjoy working for Navy	4.05	3.42
Q2 Enjoy type of work	4.11	3.71
Q3 Satisfied with wrk. relationships	4.15	3.48
Q4 Feel loyalty	4.13	3.55
Q5 Satisfied with sup. support	3.97	3.38
Q6 Satisfied with sup. quality	3.99	3.29
DIVERSITY ISSUES		
Q1 Command is fair	4.20	3.40
Q2 Command values diff. bkgrnds	4.17	3.66
Q3 Policies treat equally	4.24	3.68
*Q4 Minorities have little influence	2.02	2.52
*Q5 Difficult for women to progress	1.77	2.10
EXTREMIST/HATE GROUPS		
Q1 Aware of command policy	4.07	3.88
*Q2 Extremist act. occurring	1.60	2.13
*Q3 Seen extremist material	1.48	2.04
*Q4 Target of extremist act.	1.35	1.75

Note: Scores range from 1=Strongly Disagree to 5=Strongly Agree.
*Negatively worded item - lower score is better.
**Factual items may not sum to 100% due to rounding.

MILITARY-SPECIFIC ITEMS

	Officer	Mean	Enlisted
RETENTION			
Q1 Provides needed information	3.84		3.22
Q2 Experiences encourage stay	3.28		2.50
Q3 Impressed with transition	3.63		3.03
DISCIPLINE			
Q1 Discipline is fair	4.14		3.34
Q2 Punishment not racial	4.33		3.85
*Q3 Harsher punishment	1.49		2.08
FRATERNIZATION			
Q1 Understand frat. policy	4.42		4.17
*Q2 Fraternization occurring	2.38		3.10
*Q3 Fraternization is a problem	1.91		2.46
Q4 Command stops fraternization	3.88		3.44

Note: Scores range from 1=Strongly Disagree to 5=Strongly Agree.
*Negatively worded item - lower score is better.

Command Equal Opportunity/Sexual Harassment (CEOSH) Survey
1999/2000 Navy-Wide Norms
Paygrade/Rank

	Officer			Enlisted		
	W2-W4	O1-O3	O4-O6	E2-E3	E4-E6	E7-E9
			Mean			
ADVANCEMENT						
Q1 Get recognition deserved	4.10	3.74	3.93	3.13	2.90	3.74
Q2 Recommends people	4.03	4.07	4.15	3.35	3.28	3.99
*Q3 Work harder than others	2.48	2.32	2.80	3.03	3.19	2.97
DISCRIMINATION						
Q1 People get along	4.51	4.37	4.52	3.86	3.94	4.30
*Q2 Discrim. against Blacks	1.45	1.48	1.35	1.97	1.94	1.62
*Q3 Discrim. against Hispanics	1.44	1.45	1.34	1.94	1.91	1.63
*Q4 Discrim. other minorities	1.46	1.48	1.34	1.89	1.91	1.60
*Q5 Discrim. against Whites	1.73	1.51	1.51	1.86	2.02	1.56
*Q6 Discrim. against women	1.62	1.61	1.48	2.24	2.06	1.70
*Q7 Discrim. against men	1.61	1.53	1.46	1.94	1.98	1.54
GRIEVANCES/COMPLAINTS						
Q1 Command resolves EO	4.19	4.08	4.30	3.42	3.42	4.08
Q2 Feel free to report	4.22	4.09	4.22	3.42	3.23	4.10
Q3 Fair hearing	4.18	4.04	4.17	3.48	3.36	4.02
SEXUAL HARASSMENT						
*Q1 SH is occurring	1.77	1.89	1.77	2.79	2.53	1.86
Q2 Actions taken to prevent	4.05	4.15	4.29	3.88	3.91	4.22
Q3 SH enforced by leaders	4.12	4.30	4.41	4.00	3.96	4.34
Q4 Training taken seriously	4.19	4.03	4.19	3.61	3.72	4.06
Q5 Feel free to report SH	4.31	4.09	4.22	3.68	3.61	4.15

Note: Scores range from 1=Strongly Disagree to 5=Strongly Agree.
*Negatively worded item - lower score is better.

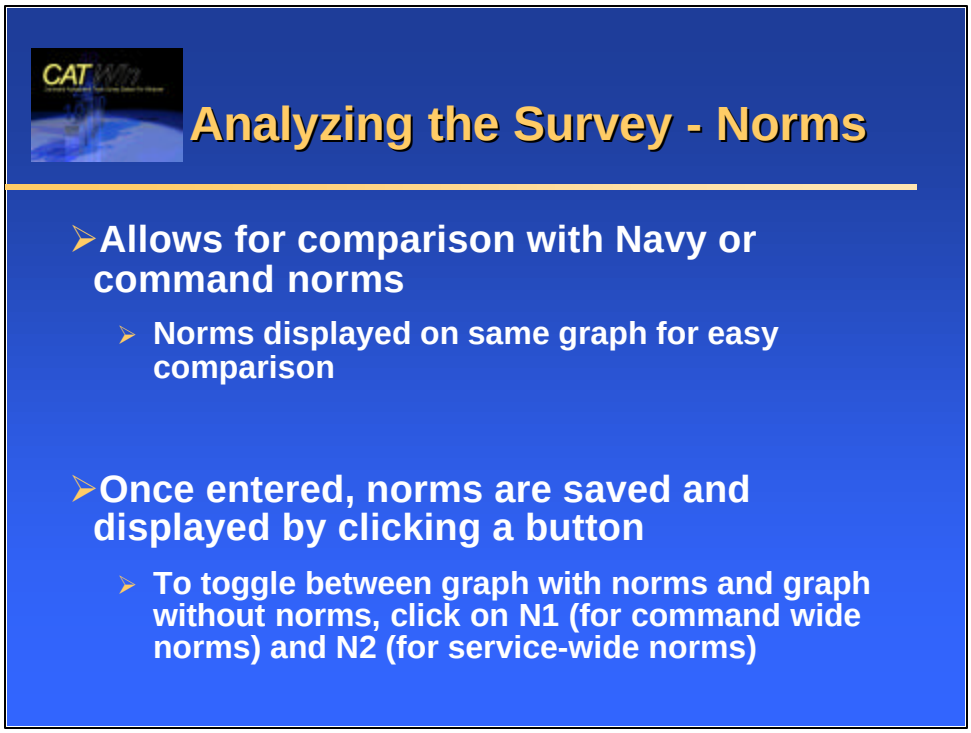
		Officer			Enlisted	
	W2-W4	O1-O3	O4-O6	E2-E3	E4-E6	E7-E9
			Percent			
****EO/SH TRAINING**						
Q1 Received EO training						
YES	82	71	70	71	74	78
NO	18	26	29	20	21	22
DK	0	3	1	9	5	0
Q2 Received SH training						
YES	94	78	80	86	92	94
NO	6	20	20	11	7	6
DK	0	1	0	3	1	0
Q3 Command has CMEO program						
YES	100	86	84	57	82	97
NO	0	1	2	0	2	2
DK	0	13	14	42	16	2
WORK ISSUES						
Q1 Enjoy working for Navy	4.50	3.86	4.28	3.05	3.41	4.20
Q2 Enjoy type of work	4.12	3.97	4.30	3.33	3.74	4.23
Q3 Satisfied with wrk. rel.	4.35	4.04	4.29	3.21	3.47	4.07
Q4 Feel loyalty	4.55	4.02	4.26	3.30	3.50	4.35
Q5 Satisfied with sup. support	4.18	3.89	4.07	3.16	3.37	3.83
Q6 Satisfied with sup. quality	4.22	3.89	4.10	3.22	3.22	3.83
DIVERSITY ISSUES						
Q1 Command is fair	4.21	4.14	4.28	3.32	3.32	4.02
Q2 Cmnd values diff. bkgrnds	4.12	4.11	4.25	3.58	3.60	4.12
Q3 Policies treat equally	4.16	4.21	4.30	3.50	3.64	4.21
*Q4 Minorities little influence	1.83	2.05	1.98	2.50	2.58	2.20
*Q5 Diff. for women to progress	1.62	1.80	1.74	2.03	2.18	1.84
EXTREMIST/HATE GROUPS						
Q1 Aware of command policy	3.96	3.95	4.22	3.78	3.85	4.25
*Q2 Extremist act. occurring	1.58	1.67	1.50	2.24	2.16	1.71
*Q3 Seen extremist material	1.64	1.48	1.47	2.15	2.08	1.59
*Q4 Target of extremist act.	1.41	1.36	1.36	1.83	1.76	1.53

Note: Scores range from 1=Strongly Disagree to 5=Strongly Agree.
*Negatively worded item - lower score is better.
**Factual items may not sum to 100% due to rounding.

MILITARY-SPECIFIC ITEMS

		Officer			Enlisted	
	W2-W4	O1-O3	O4-O6	E2-E3	E4-E6	E7-E9
RETENTION			Mean			
Q1 Provides needed info.	4.20	3.74	3.94	2.91	3.23	3.69
Q2 Exper. encourage stay	3.27	3.13	3.48	2.36	2.44	3.18
Q3 Impressed with transition	3.94	3.57	3.69	2.95	3.00	3.38
DISCIPLINE						
Q1 Discipline is fair	4.19	4.05	4.26	3.17	3.30	3.96
Q2 Punishment not racial	4.20	4.30	4.37	3.83	3.78	4.32
*Q3 Harsher punishment	1.46	1.56	1.41	2.11	2.13	1.70
FRATERNIZATION						
Q1 Understand frat. Policy	4.21	4.38	4.48	4.10	4.17	4.33
*Q2 Fraternization occurring	2.16	2.49	2.23	3.20	3.17	2.52
*Q3 Fraternization is a problem	1.91	2.00	1.79	2.43	2.55	2.05
Q4 Command stops frat.	3.90	3.75	4.06	3.52	3.34	3.89

Note: Scores range from 1=Strongly Disagree to 5=Strongly Agree.
*Negatively worded item - lower score is better.

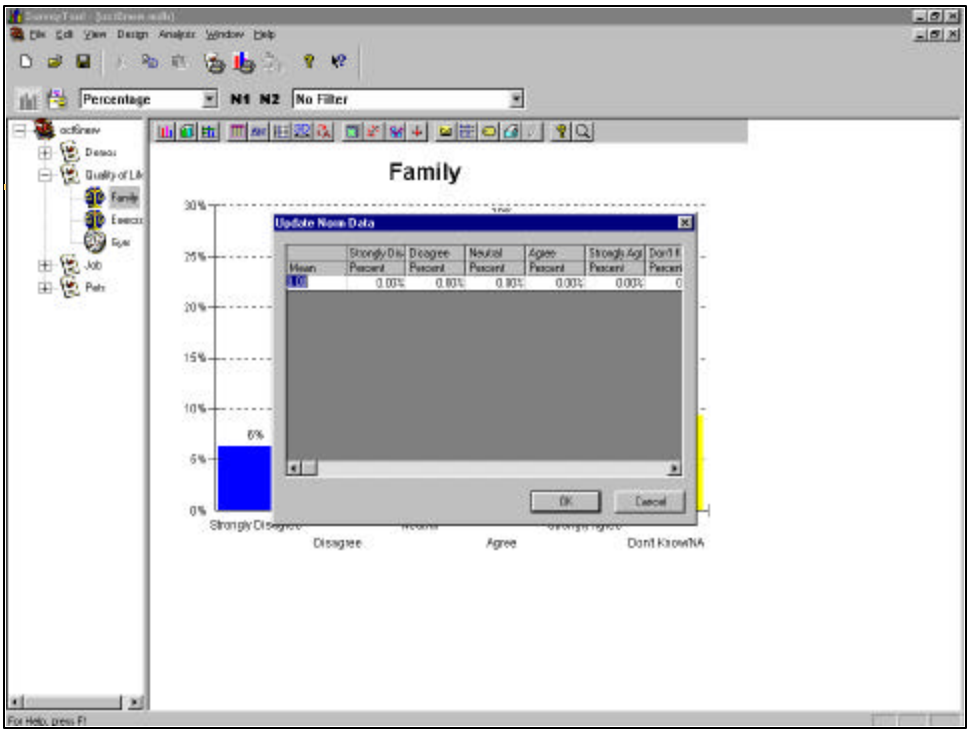


Notes:

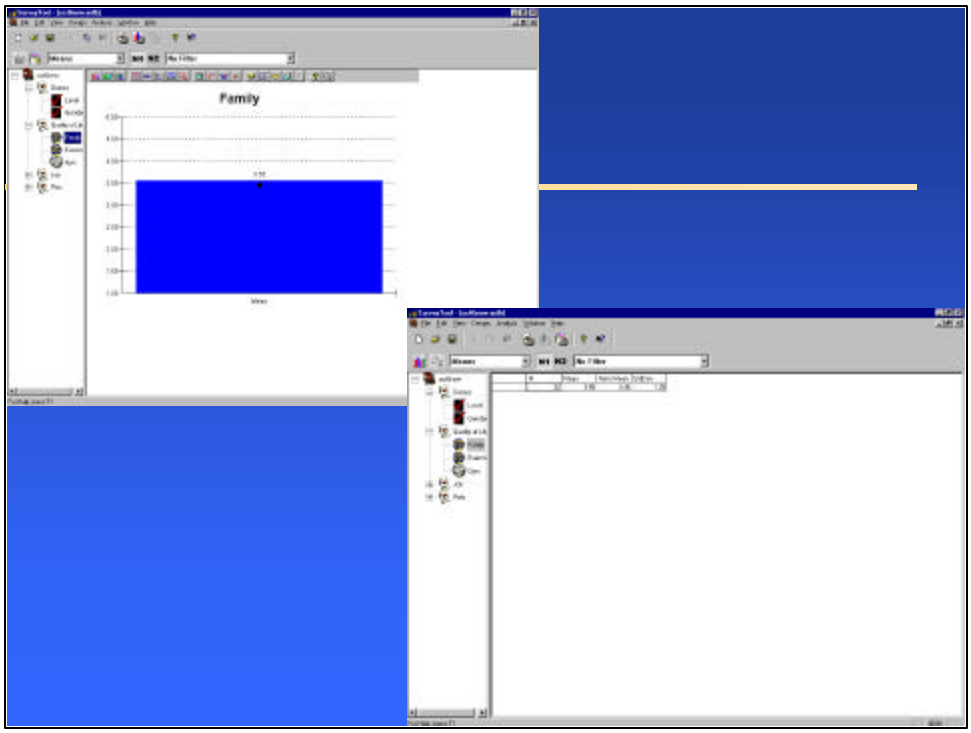
The norms features allows for comparison with Navy-wide data or the command norms from a previous administration. The norms are displayed on the same graph for easy comparison.

Norms are entered one question at a time. To enter norms, click on Analysis, and then Edit Command Wide Norms or Edit Service Wide Norms. An Update Norm Data window will appear - initially the cells will have zeroes. The first column is the mean, with the remaining columns being the percentage of each response. To change the numbers in each cell, double-click in the cell. This highlights the number; type over the number to change. To save that number, click in the dark grey area below. Continue until all numbers are changed. Then click on OK. The norms are then saved permanently with the survey data. To edit the norms after they have been saved, click on Analysis, and then Edit Command Wide Norms or Edit Service Wide Norms.

Once all numbers are entered for that question, they will automatically appear on the graph. To toggle between the graph with the norms and the graph without norms, click on N1 (for command wide norms) and N2 (for service-wide norms).


Percentage
N1 N2
No Filter
Family
Update Norm Data
Mean
Percent
0.00%
0.00%
0.00%
0.00%
0.00%
OK
Cancel
30%
25%
20%
15%
10%
5%
0%
6%
Disagree
Agree
Don't Know/NA

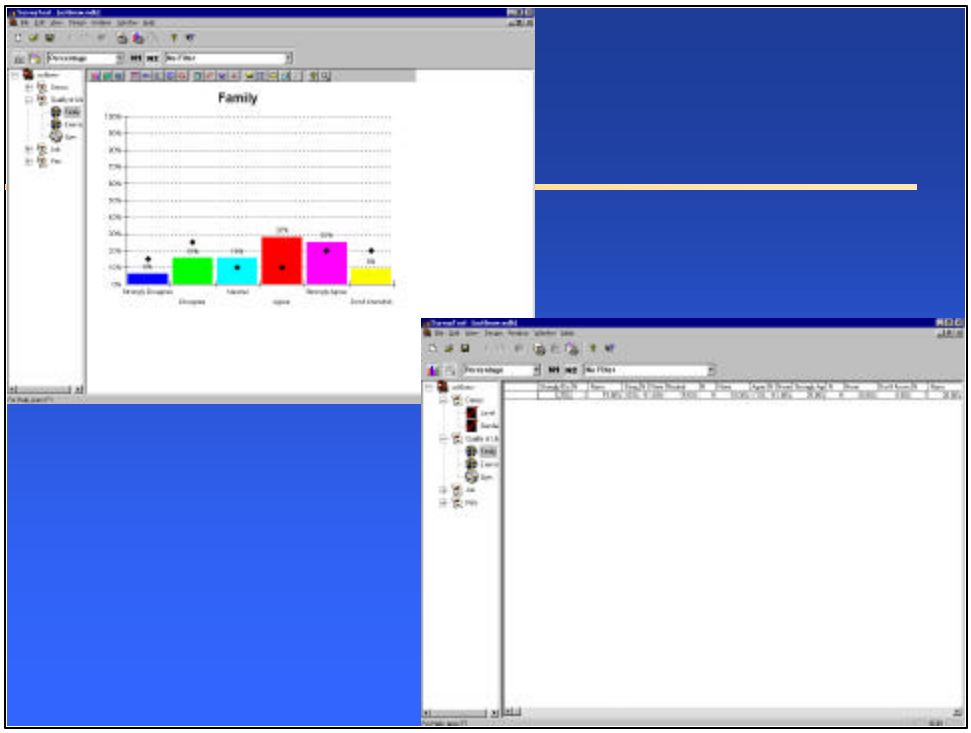
Notes:



Notes:

Norms can be means and percentages. They can can be displayed as either a graph or a table, depending upon whether the View Table or the View Graph button is selected. The above two screen shots show the graph with the mean (upper left) and the table with the mean (lower right).

Both the graph and the table can be filtered as well.



Notes:

Percentage norms are displayed above, graphically and in a table. Both can also be filtered.