



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
- 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
- Ten Locally Developed Questions (LDQ) selected (OPTIONAL)
- Five Short Answer Questions (SAQ) selected (OPTIONAL)

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.
3. Combination of online/paper format surveys.

When requesting assessments, in addition to number of participants, the format being utilized must be stated so assessment tools can be provided, *e.g.*, SCANTRON response sheets and online survey passwords.

Mailing instructions for paper survey response sheets: First Class Mail/Federal Express E-mail support@deocs.net if you require additional information.

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