

Sample Short Answer Question (SAQ) Bank

NOTE: When responding to Short Answer Questions there is a limit of 500 characters. Questions selected or self-created will be added to the survey during the request process. Requesting organizations can select up to five short answer questions.

Available Resources and Support

- What things help you perform your work well?
- What things keep you from performing your work well?
- What can be done to help you better perform your work?
- Do you get sufficient time and resources to accomplish your assigned tasks? Please explain.
- What is the ONE thing that leadership can do for you that they currently don't do?
- How much does your supervisor value, support and encourage your ideas for improvement? Please explain.

Communication / Flow of Information

- How would you characterize the flow of information at this unit? Please explain.
- Has communication improved in the unit since last year? Please explain.
- Describe how information is communicated from senior leadership to all levels of the unit.
- How would you improve the communication processes in the unit?
- If communication breaks down in this unit, where do you see it happening?
- What one thing would you change to improve communication?
- How effective is communication within this unit? What are your suggestions for improvement?
- How comfortable are you with expressing your opinion without fear of reprisal?
- How would you feel about expressing your opinion to leadership concerning unit issues?
- How would you describe the timing of releasing the boat's schedule?

Deployment

- What are your biggest concerns as you prepare to deploy?
- What is the one thing you like MOST about this deployment?
- What is the one thing you like LEAST about this deployment?
- If you could CHANGE one thing about this deployment, what would it be?
- If you could MAINTAIN one thing about the deployment, what would it be?
- How can leadership better support the deployment process?

Family Support / Work-Life Balance

- How does the balance between work and liberty hours affect your quality of life?
- What is the quality of life in the barracks? Please explain.
- How satisfied are you with the level of support for your family that is provided by Base Support Services?
- What one thing would you change about Base Support Services?
- What one thing would you make sure Base Support Services continues to provide?
- The most valuable feature of Base Support Services is:

Interpersonal / Interdepartmental Relations

- How much does fraternization create problems at this unit? Please explain.
- Which inter-department relationships enhance our mission, and why?
- Which inter-department relationships negatively impact our mission, and why?
- How much do you trust the senior leadership at the unit? Please explain.
- How would you describe the way officers in this unit deal with enlisted service members?

- How would you describe the way NCOs in this unit deal with junior enlisted service members?
- What would your advice be to someone seeking military orders here?
- What would your advice be to someone seeking civilian employment here?

Job Satisfaction / Dissatisfaction

- How happy are you working in this unit? Why?
- How would you rate your level of job satisfaction (low, average, or high), and why?

Leadership Effectiveness

- How effectively do leaders deal with conflicts or difficulties within the unit? Please explain.
- How would you describe the way leadership deals with conflict when it occurs within the unit?
- How would you characterize the way leadership within your department treats its members?
- How would you describe the example set by your unit's top leaders? Please explain.
- How would you describe the example set by your unit's middle managers? Please explain.
- How well does the Chain of Command deal with adversity or conflict?
- Can you describe an example where leadership has failed you?
- How effectively do leaders in this unit use their time?
- What is your overall approval rating of the unit leader's job performance?
- What is your overall approval rating of the Senior Enlisted's job performance?
- Do you feel that your chain of unit micro manages? Give an example if yes.
- How well has your Team Leader provided you with sound TTPs to help you penetrate your assigned schools? Please explain.

Mentorship

- How satisfied are you with the unit's Mentorship Program? Please explain
- What you recommend to improve the unit's Mentorship Program?
- What is the best feature of the unit's Mentorship Program?

OPTEMPO

- How has the unit's current OPTEMPO impacted you professionally?
- How has the unit's current OPTEMPO impacted your interactions with your family?
- What ONE change would you make that you feel would improve the unit's OPTEMPO issues?
- What ONE thing about the unit's OPTEMPO would you NOT want to change?

Performance Evaluation, Feedback and Recognition

- How well are you recognized for your performance? Please explain.
- How well are you rewarded for your performance? Please explain.
- How well are your fellow workers recognized for their performance? Please explain.
- How well are your fellow workers rewarded for their performance? Please explain.
- What type of performance feedback do you receive from your chain of unit? Describe whether it has been beneficial, and why.
- How much are your contributions to the unit's mission appreciated? Please explain.
- How well does the unit hold people accountable for their performance?
- In your own words, explain how you feel the comments you make in this survey will have an impact on the unit.
- How fair and objective are the written evaluations you have received from this unit? Please explain.
- How fair and objective is the evaluation process (ranking board, SOQ process, etc.) at this unit? Please explain.

- How fair and objective is the quarterly or yearly board (SSMOQ, JSMOQ, IOQ or COQ) selection process? Please explain.

Physical Environment

- What would you suggest to improve the parking situation?
- If you could make one facility improvement, what would it be?

Physical Health / Well-being

- Briefly list the sources of job related stress you experience, from the greatest source to the least.
- How would you characterize the medical care obtained from on-base providers?
- How would you characterize the medical care obtained from off- base?
- What would you change about the current food service?

Process Fairness

- How fair do you see the Individual Augmentee selection process? Please explain.
- Do you feel that the unit's disciplinary policies are fair? Please explain.
- Do you feel that the unit's disciplinary process is fair? Please explain.
- Do you feel that the unit handles discipline issues fairly? Please explain.

Respect for Individuals

- Have you witnessed any incidents where members of the unit acted disrespectfully to superiors? If yes, describe.
- Have you witnessed any incidents where members of the unit acted disrespectfully to subordinates? If yes, describe.
- What kinds of inappropriate or offensive conduct have you witnessed while assigned to this unit?
- How would you describe the level of respect higher level leadership provides your department's members?
- How committed is leadership to creating an environment of human respect and dignity? Please explain.

Sensitive Issues / Discrimination / Sexual Harassment

- How comfortable are you approaching your immediate supervisor with sensitive information?
- To what extent would you feel free to report an incident of sexual discrimination?
- To what extent would you feel free to report an incident of racial/ethnic discrimination?
- To what extent would you feel free to report an incident of age discrimination?
- To what extent would you feel free to report an incident of disability discrimination?
- To what extent would you feel free to report an incident of religious discrimination?
- To whom would you feel comfortable reporting an act of discrimination or sexual harassment (Commanding Officer, Dept Head, Division Officer, SEA, CMC, etc.), and why?
- If you experienced discrimination or sexual harassment but did not report it, why did you choose not to report it?
- How serious a problem do you think *sexual harassment* is in this unit? Please explain.
- How serious a problem do you think *sexual discrimination* is in this unit? Please explain.
- How serious a problem do you think *racial discrimination* is in this unit? Please explain.
- How serious a problem do you think *age discrimination* is in this unit? Please explain.
- How serious a problem do you think *disability discrimination* is in this unit? Please explain.
- How serious a problem do you think *religious discrimination* is in this unit? Please explain.
- What do you see as the most prominent form of discrimination you see in this unit? Please explain.

- What is your impression of the equal opportunity policies at this unit?
- Has something been said while at work that offended you or made you uncomfortable? Please explain.
- Can you provide any recent examples of favoritism or discrimination you have *witnessed*? What actions did you take?
- Can you provide any recent examples of favoritism or discrimination you have *experienced*? What actions did you take?
- How well does your unit value the rights of its members to practice their respective religions?

Significant Challenges

- What do you see as the most significant challenge currently facing this unit right now? What would you recommend to address this challenge?
- What do you see as the most significant challenge facing this unit next year?
- What would you recommend to address this challenge?
- What do you see as the most significant challenge facing this unit over the next five years?
- What would you recommend to address this challenge?

Special Observances / Cultural Celebrations

- How much do you participate in unit-sponsored events? Please explain.
- What type of MWR/cultural activities would you be interested in seeing this unit sponsor?

Sponsorship

- How would you describe your experience with your check-in procedures when you first arrived at this unit?
- When you first arrived at this unit, how well were you provided the necessary information to set you up to succeed?
- How would you rate your unit's Sponsor Program? Why?
- How would you describe your experience with your Sponsor prior to arriving at this unit?
- How would you describe your experience with your Sponsor after arriving at this unit?

Task Characteristics / Efficiency

- How well is your day planned and coordinated with jobs/tasks so your time is well utilized?
- How important do you feel your daily duties are to this unit's mission? Please explain.
- How would you describe the way time is utilized to complete tasks in your work area?
- In a few words, how would you describe your daily activities?

Teamwork / Team Cohesion / Morale

- The greatest morale-enhancing action leadership could make at this unit would be:
- How would you characterize the morale of the *military members* of this unit?
- How would you characterize the morale of the *civilian staff* of this unit?
- What do you see as the most significant factor leading to *reduced morale* at this unit?
- What do you see as the most significant factor leading to *improved morale* at this unit?
- Are you proud to be a member of this unit? Please explain.
- What changes does this unit need to make to improve morale?
- How much do you feel like a valued member of the team? Please explain.

Training, Knowledge, and Professional Development

- How much time and opportunity are provided for you to pursue military training?
- How much time and opportunity are provided for you to pursue personal education?
- Describe how the unit encourages/discourages growth/advancement.
- How effective is the unit's support of formalized training (billet-related and professional)?
- What recommendations would you offer to improve unit support of formalized training?
- What type of training would you like to see available to you in the next fiscal year?

- What type of training would you like to see available to you in the next couple of years?
- How can the unit assist you with completing the next military education you are scheduled to complete?
- How can the unit assist you with pursuing personal education you are hoping to complete?
- What factors contribute to your decision whether or not to pursue a career in the Service?
- What can be done to motivate you to continue serving in this unit?
- How would you describe the *availability* of small unit training?
- How would you describe the *quality* of small unit training?
- How would you describe the *value* of small unit training?

Unit Climate / Culture

- How is the overall climate of this unit, compared to one year ago? Please explain.
- What one thing about our unit would you want to change?
- What climate issue does this unit most need to improve?
- What three change(s) would you make that you feel would most improve the unit's climate?
- How have changes (positive or negative) at this unit during the past year impacted you?
- How would you describe the level of professionalism in your work center/department? Please explain.
- What do you know about this unit that leadership does not know, but should?
- In a few words, how would you describe your workplace?
- What issues do you feel need to be addressed in your work center/department?