

Questionnaire Management Guidelines

Goals:

- **One consolidated document to track all model and CQ changes throughout the life of the project**
- **Questionnaire always matches the live survey**
- **Easy and error-free way to submit CQ changes**
- **All changes tracked and reflected in one document (DOT will help)**

Basic rules:

- 1 This questionnaire **has to match the live survey**
- 2 All changes to the live measure need to be tracked and archived in **one document**
- 3 **All CQ change requests** has to be submitted using this documents
 - SRA: 1) marks up changes and submits the entire document to DOT
 - DOT: 1) archives change request on separate tab
2) implement changes
3) updates the document to reflect all implemented changes in the "clean" questionnaire - SRA can send to the client and use for future CQ changes
- 4 DOT will safeguard correct formats - your next CQ changes have to be submitted using one survey document with appropriate color-coding

QID	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to	Type (select from list)	Single or Multi	Required Y/N	Special Instructions	CQ Label
EDO0548		How frequently do you visit this site?	First time Daily Weekly Monthly Every 2 months or less often		Dropdown (Select-one)	Single	Y		
EDO0549		What best describes your role when visiting this site?	Military Member Retired Military/Military Veteran DoD contractor DoD Civilian Military Family Member AFROTC cadet Civil Air Patrol Parent of airman General Public Congress News/Media Non U.S. Government Affiliated Civilian International Audience Other, please specify:	A	Checkbox One Up Vertical	Single	Y		
EDO0550	A	Other role			Open-ended		N		
EDO0551		Which area of the site are you primarily visiting today?	News TV Radio Photos Videos Art Letters Library Careers Heritage Websites Subscribe Questions Contact Us Publications Podcasts and RSS feeds Biographies Features AF Senior Leadership Commentary Fact Sheets Announcements Airman Magazine Other, please specify:	A	Checkbox One Up Vertical	Single	Y		
EDO0552	A	Other area			Open-ended		N		
EDO0553		What is your primary reason for visiting this site today?	Read the news articles Read the latest press releases Watch TV broadcasts Listen to the radio broadcasts Look at arts/images Read letters Look at photos Find specific photos View top story clips or videos Find magazines/journals Search for jobs/careers Find publication of interest Read heritage highlights/news Find biographies Look up aircraft information Research for specific information Get answers to questions Sign up for email news feeds Get RSS news feeds Look up podcasts Just browsing Other, please specify:	A	Checkbox One Up Vertical	Single	Y		
EDO0554	A	Other reason			Open-ended		N		

QID	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to	Type (select from list)	Single or Multi	Required Y/N	Special Instructions	CQ Label
EDO0555		What method are you using to find the information on this site?	Site's search feature Advanced search Links in the page Top navigation bar Right navigation bar Just navigating thru the web pages Other	A A B B B B	Dropdown (Select-one)	Single	Y	Skip Logic Group	
EDO0556	A	If you used the search feature of the site today to find your information, what type of difficulty, if any, did you encounter with the search functionality?	I did not encounter any difficulties Search results were helpful Search results were not helpful Returned too many results Returned not enough results Returned no results Returned results that were too similar/redundant Results were not relevant to my search terms or needs I was not sure what words to use in my search Search required too many refinements to get to what I wanted Search speed was too slow Other, please specify:	C	Dropdown (Select-one)	Single	N	OPS Group	Search Difficulty
EDO0557	C	Other search difficulty:			Open-ended		N		Other Search Difficulty
EDO0558	B	If you used navigation today to find your information, what type of difficulty, if any, did you encounter with the navigation process?	I did not encounter any difficulties Could not determine the best link on most pages Could not navigate back to previous information Would often feel lost, not know where I was Had difficulty finding related information Too many links or navigational choices Links did not take me where I expected Could not get started or did not know where to begin Had difficulty finding detailed information Had technical difficulties (e.g. broken links, error messages) Navigation did not support what I was trying to accomplish Navigated to the general area but could not find the specific information I needed Other, please specify:	D	Dropdown (Select-one)	Single	N	OPS Group	Navigation Difficulty
EDO0559	D	Other navigational difficulty:			Open-ended		N		Other Navigation Difficulty
EDO0560		Did you find what you were looking for?	Yes Partially Still looking No, please specify:	A	Checkbox One Up Vertical	Single	Y		
EDO0561	A	Information not found			Open-ended		N		
EDO0562		Do you use an RSS news reader ?	Yes No Not sure		Dropdown (Select-one)	Single	N		
EDO0563		Do you review Airman Magazine electronically only?	Yes No Not sure		Dropdown (Select-one)	Single	N		
EDO0564		Do you use social media sites such as Blogging, MySpace, Facebook, etc.?	Yes No Not sure		Dropdown (Select-one)	Single	N		
EDO0565		How likely are you to use any of the Air Force Social Media tools, such as Twitter, Facebook, Blogs, or YouTube located at the bottom right of our website?	1=Very unlikely 2 3 4 5 6 7 8 9 10=Very likely Don't know		Radio Button One Up Vertical	Single	N		Use Site's Social Media Tools
EDO0566		How likely are you to visit this site compared to other DoD sites ?	1=Very unlikely 2 3 4 5 6		Radio Button One Up Vertical	Single	N		Other DoD Sites

QID	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to	Type (select from list)	Single or Multi	Required Y/N	Special Instructions	CQ Label
			7 8 9 10=Very likely Don't know						
EDO0567		How likely are you to visit this site compared to other government sites?	1=Very unlikely 2 3 4 5 6 7 8 9 10=Very likely Don't know		Radio Button One Up Vertical	Single	N		Other Government Sites
EDO0568		How likely are you to visit this site compared to private industry sites?	1=Very unlikely 2 3 4 5 6 7 8 9 10=Very likely Don't know		Radio Button One Up Vertical	Single	N		Private Industry Sites
EDO0569		What new features of the site do you like or value the most?	Social Media bookmarking RSS feeds Facebook Twitter YouTube Flickr Air Force Blog Widgets Podcasts Spotlights Video browser None of the above		Checkbox One Up Vertical	Multi	Y		New Features
EDO0570		What other features or information would you like to see on this site?			Open-ended		N		
EDO0571		If you could make one improvement to this site, what would it be?			Open-ended		N		
EDO0572		What is your country of origin?	United States Afghanistan Albania Algeria Andorra Angola Anguilla Antigua and Barbuda Argentina Armenia Australia Austria Azerbaijan Bahamas Bahrain Bangladesh Barbados Belarus Belgium Belize Benin Bermuda Bhutan Bolivia Bosnia/Herzegovina		Dropdown (Select-one)	Single	N		Country

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			Botswana						
			Brazil						
			British Virgin Islands						
			British West Indies						
			Brunei						
			Bulgaria						
			Burkina Faso						
			Burma						
			Burundi						
			Cambodia						
			Cameroon						
			Canada						
			Cape Verde						
			Cayman Islands						
			Central African Republic						
			Chad						
			Chile						
			China						
			Colombia						
			Congo						
			Cook Islands						
			Costa Rica						
			Côte d'Ivoire						
			Croatia						
			Cuba						
			Cyprus						
			Czech Republic						
			Democratic Republic of Congo						
			Denmark						
			Djibouti						
			Dominica						
			Dominican Republic						
			East Timor						
			Ecuador						
			Egypt						
			El Salvador						
			Equatorial Guinea						
			Eritrea						
			Estonia						
			Ethiopia						
			Falkland Islands						
			Fiji						
			Finland						
			France						
			French Guiana						
			French West Indies						
			Gabon						
			Gambia						
			Gaza						
			Georgia						
			Germany						
			Ghana						
			Greece						
			Grenada						
			Guadeloupe						
			Guatemala						
			Guinea						
			Guinea-Bissau						
			Guyana						
			Haiti						
			Holy See						
			Honduras						
			Hong Kong						
			Hungary						
			Iceland						
			India						
			Indonesia						
			Iran						

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			Iraq						
			Ireland						
			Israel						
			Italy						
			Jamaica						
			Japan						
			Jordan						
			Kazakhstan						
			Kenya						
			Kiribati						
			Kosovo						
			Kuwait						
			Kyrgyz Republic						
			Laos						
			Latvia						
			Lebanon						
			Lesotho						
			Liberia						
			Liechtenstein						
			Lithuania						
			Luxembourg						
			Macao						
			Macedonia (FYROM)						
			Madagascar						
			Malawi						
			Malaysia						
			Maldives						
			Mali						
			Malta						
			Marshall Islands						
			Martinique						
			Mauritania						
			Mauritius						
			Mexico						
			Micronesia						
			Moldova						
			Monaco						
			Mongolia						
			Montserrat						
			Morocco						
			Mozambique						
			Namibia						
			Nauru						
			Nepal						
			Netherlands						
			Netherlands Antilles						
			New Zealand						
			Newfoundland						
			Nicaragua						
			Niger						
			Nigeria						
			North Korea						
			Norway						
			Oman						
			Pakistan						
			Palau						
			Panama						
			Papua New Guinea						
			Paraguay						
			Peru						
			Philippines						
			Poland						
			Portugal						
			Qatar						
			Romania						
			Russia						
			Rwanda						
			Samoa						

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			San Marino Sao Tome/Principe Saudi Arabia Scotland Senegal Serbia and Montenegro Seychelles Sierra Leone Singapore Slovak Republic Slovenia Solomon Islands Somalia South Africa South Korea Spain Sri Lanka St. Kitts and Nevis St. Lucia St. Vincent and the Grenadines Sudan Suriname Swaziland Sweden Switzerland Syria Taiwan Tajikistan Tanzania Thailand Tibet Togo Tonga Trinidad and Tobago Tunisia Turkey Turkmenistan Tuvalu Uganda Ukraine United Arab Emirates United Kingdom Uruguay Uzbekistan Vanuatu Venezuela Vietnam Wales West Bank Yemen Zambia Zimbabwe						
EDO0573		Where are you located?	Deployed location Stateside military base Overseas military base Outside of U.S. In CONUS but not on a military base Alabama Alaska Arizona Arkansas California Colorado Connecticut Delaware Florida Georgia Hawaii		Dropdown (Select-one)	Single	N		Location

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			Idaho Illinois Indiana Iowa Kansas Kentucky Louisiana Maine Maryland Massachusetts Michigan Minnesota Mississippi Missouri Montana Nebraska Nevada New Hampshire New Jersey New Mexico New York North Carolina North Dakota Ohio Oklahoma Oregon Pennsylvania Rhode Island South Carolina South Dakota Tennessee Texas Utah Vermont Virginia Washington Washington D.C. West Virginia Wisconsin Wyoming						
EDO0574		What is your current internet connection ?	Ship Dialup DSL Cable Modem Wireless Satellite T1 T3 Other, please specify: Don't know	A	Radio Button One Up Vertical	Single	N	OPS Group	Internet connection
EDO0575	A	Other internet connection			Open-ended		N		Other internet connection
EDO0576		Please select the category that includes your age .	17 and under 18 - 24 25 - 34 35 - 44 45 - 54 55 - 64 65 and over I prefer not to respond		Dropdown (Select-one)	Single	N		
EDO0577		What is your gender ?	Female Male I prefer not to respond		Dropdown (Select-one)	Single	N		Gender
EDO0578		How do you describe your ethnicity ?	Hispanic Non-Hispanic I prefer not to respond		Dropdown (Select-one)	Single	N		Ethnicity
EDO0579		How do you describe your race ?	American Indian or Alaska Native Asian or Pacific Islander		Dropdown (Select-one)	Single	N		Race

QID	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to	Type (select from list)	Single or Multi	Required Y/N	Special Instructions	CQ Label
			African American or Black						
			White						
			Other						
			I prefer not to respond						
EDO0580		Which of the following best describes the highest level of education you have completed?	Current middle or high school student		Dropdown (Select-one)	Single	N		Education
			Did not complete high school						
			High school graduate						
			Some college/vocational school						
			College graduate						
			Some postgraduate school						
			Graduate/professional degree						
			Prefer not to respond						