

# CCI-S *Community Capacity Inventory-Spouse (15 March 2016)*

## **AGENCY DISCLOSURE NOTICE**

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**WELCOME**

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**Welcome to the *Community Capacity Inventory-Spouse (CCI-S)*.**

This online tool is designed to assess how prepared you and your family are to manage life challenges associated with a military lifestyle. This tool also includes questions about the informal and formal resources that help promote and sustain readiness and preparedness of military families in your home community. This inventory asks questions about the resources and services available to you as a military spouse (not a parent).

Participation is voluntary and your responses remain anonymous and strictly confidential. The data are reported only in aggregate form and in a manner that does not identify information about any individual. Aggregated data will be shared with military service representatives and with local community service providers with a goal of improving the quality of resources available to military families in your community. The inventory should take about 15 minutes to complete.

Once you have finished, you will receive an individual report along with the information about how to interpret your results. Based on your results, a worksheet will be generated to help you to develop your own plan of action to enhance your personal readiness. You will have access to Service specific military and family readiness resources as well as Military OneSource where you will find helpful information on a wide variety of military life topics.

**When taking the assessment, set your web browser to full screen. On the menu bar, click on [View] and then click on [Enter Full Screen].**

If you lose your Internet connection while completing the Inventory, you will have to start over.

By clicking on [NEXT] below, you are agreeing to complete the CCI.

When you are ready, please click on [NEXT] to begin.

## A. MILITARY STATUS

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**Instructions:** The first items ask about your spouse's military status. Please click on the response associated with your answer.

### A1. What is your spouse's Service or Service Component?<sup>1</sup>

- Army
- Army Reserve
- Army National Guard
- Navy
- Navy Reserve
- Marine Corps
- Marine Corps Reserve
- Air Force
- Space Force
- Air Force Reserve
- Air National Guard
- Civilian

### A2. What is your spouse's current pay grade?

- E1 - E4
- E5 - E6
- E7 - E9
- Warrant Officer (WO1 - CW5)
- O1 - O3
- O4 or higher

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<sup>1</sup> Required item.

## B. GEOGRAPHIC LOCATION

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**Instructions:** These items ask about your current geographic location. Please click on the response associated with your answer.

**B1. Do you currently reside in one of the 50 states or US territories?**<sup>2</sup>

- Yes, in one of the 50 states (includes District of Columbia)
- Yes, in a US territory
- No [Skip next question]

**B2. Please select the state or US territory in which you currently reside.**<sup>3</sup>

- Name of State or Territory (Drop down menu)

**B3. What is your current residential five-digit zip code?**<sup>4</sup>

- [<Five Columns of Numbers from 0-9>] [Skip next question]

**B4. Are you currently residing in Asia, Europe, or some other location?**

- Asia
- Europe
- Other location

**[IF SPOUSE IS ACTIVE DUTY, ASK NEXT QUESTION]**

**B5. Please select from the list below your spouse's permanent duty station (homeport installation). This inventory does not list commands or units.**

- Name of Permanent Duty Station (Drop down menu)<sup>5</sup>

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<sup>2</sup> Required item.

<sup>3</sup> Required item if B1 is answered in the affirmative.

<sup>4</sup> Required item.

<sup>5</sup> Include other for those in recruiting command or other units that are not located at a Government Installation.

## C. PERSONAL AND FAMILY STATUS

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**Instructions:** These items ask about your personal and family status and responsibilities. Please click on the response associated with your answer.

**C1. Are you a female or male?**

- Female
- Male

**C2. What is your age?**

- Under 21 years
- 21-25 years
- 26-35 years
- 36-45 years
- 46-55 years
- Over 55 years

**C3. How many years have you been married to your current spouse?**

- Less than 1 year
- 1 to 5 years
- 6 to 10 years
- More than 10 years

**C4. Are you a parent, stepparent, or guardian for any dependent children who live in your home?<sup>6</sup>**

- No [Skip next question]
- Yes

**C5. Do you have a child (birth through 21) with special educational needs who is eligible for, or receives, special education services through an Individualized Education Program (IEP); or Early Intervention Services (EIS) through an Individualized Family Service Plan (IFSP).**

- No
- Yes

**C6. Do you have a spouse, child, or dependent adult who, regardless of age, has special medical needs and requires medical services for a chronic condition (such as asthma, attention deficit disorder, diabetes, multiple sclerosis, etc.); receives ongoing services from a medical specialist; or has significant behavioral health concerns?**

- No
- Yes

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<sup>6</sup> Required item.

**C7. Which statement best describes your paid employment situation?**

- Employed full-time outside the home (35 or more hours per week)
- Employed full-time from home (35 or more hours per week)
- Employed part-time outside the home (**Less than 35 hours per week**)
- Employed part-time from home (**Less than 35 hours per week**)
- Not employed, but looking for work
- Not employed, and not looking for work

**C8. Are you currently serving in the military?**

- No
- Yes, I currently serve on active duty (active component)
- Yes, I currently serve in the National Guard
- Yes, I currently serve in the Reserve

## **D. MILITARY AND FAMILY READINESS**

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**Instructions.** These items examine some of the specific personal and family life challenges that are a part of military life.

Please tell us how prepared you are to successfully manage each of the challenges listed below by clicking on the response that best reflects your answer.<sup>7</sup> You have a “Not Applicable” (NA) response option for items that do not reflect your personal situation.

D1. Finances

D2. Relocation (PCS) to a new installation

D3. Activation of my spouse’s National Guard or Reserve unit (Guard and Reserve Only)

D4. Deployment requirements (either training or operational requirements)

D5. Personal responsibilities during a deployment

D6. Periods of increased duty demands for your spouse (high OP tempo)

D7. Day-to-day family life responsibilities

D8. Resolving differences or disagreements with my spouse

D9. Day-to-day demands of raising children

D10. Situations that require a quick response, such as personal or family emergencies

D11. My spouse’s career decisions and transitions

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<sup>7</sup> Responses: Not at All, Small Extent, Moderate Extent, Large Extent, Very Large Extent, NA

## E. PREPAREDNESS

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**Instructions:** These items ask about your knowledge and attitudes about sources of support that are associated with being prepared to successfully navigate the challenges of daily living.

Please tell us how much you agree with each statement below by clicking on the response that best reflects your answer.<sup>8</sup>

E1. I am generally knowledgeable about services and resources for service members and their families in my home community.<sup>9</sup>

E2. I am generally knowledgeable about individual/family support programs and services in my home community.<sup>10 11</sup>

E3. I am generally knowledgeable about Military OneSource as an informational resource for service members and their families.

E4. I know how to access individual/family support programs and services in my home community.

E5. I know where to go or whom to contact if I need help when there is a serious injury or illness in my family.

E6. I know where to go or whom to contact if there was a death in my family.

E7. I am willing to use individual/family support programs and services in my home community, if I need them.

E8. I am willing to turn to military/civilian leaders in my unit for help or assistance, if I need it.

E9. I am willing to turn to other people for help or assistance, if I need it.

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<sup>8</sup> Responses: Not at All, Small Extent, Moderate Extent, Large Extent, Very Large Extent

<sup>9</sup> Community refers to the general area in which you reside, (home community) including the base or installation community, if relevant.

<sup>10</sup> Community refers to the general area in which you reside, (home community) including the base or installation community, if relevant.

<sup>11</sup> These programs and services, which are both sponsored by the military and offered in many local civilian communities, are intended to promote the readiness and quality of life of Service members and their families. Examples include services or support that you might receive through military family support centers or programs on a military installation like financial or relocation counseling.

E10. I am confident that I will receive support from individual/family support programs and services in my home community, if I request it.

E11. I am confident that I will receive support from military/civilian leaders in my spouse's unit, if I request it.

E12. I am confident that I will receive support from other people in my life, if I request it.

## **F. FAMILY SUPPORT PROGRAMS AND SERVICES**

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**Instructions:** These items ask about your perceptions of staff from family support programs and services in your home community.<sup>12 13</sup>

Please tell us how much you agree with each statement below by clicking on the response that best reflects your answer.<sup>14</sup> You have a "Don't Know" response option for items that you have no basis or experience for answering.

### **Staff from family support programs and services in my home community:**

F1. Understand the needs of service members and their families.

F2. Reach out to make contact with service members and their families.

F3. Work with unit leaders to address the needs of service members and their families.

F4. Use social media to reach out to service members and their families

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<sup>12</sup> These programs and services, which are both sponsored by the military and offered in local civilian communities, are intended to promote the readiness and quality of life of Service members and their families. Examples include services or support that you might receive through military family support programs or centers on a military installation.

<sup>13</sup> Community refers to the general area in which you reside, including the base or installation community, if relevant.

<sup>14</sup> Responses: Not at All, Small Extent, Moderate Extent, Large Extent, Very Large Extent

## G. UNIT LEADERS

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**Instructions:** These items examine the extent to which leaders in your spouse’s unit are effective in addressing the needs of service members and families.

Please tell us how much you agree with each statement below by clicking on the response that best reflects your answer.<sup>15</sup> You have a “Don’t Know” response option for items that you have no basis or experience for answering.

**Leaders in my spouse’s unit:**

G1. Arrange for instructional classes and programs to address the needs of service members and families.

G2. Sponsor social events and informal activities to help service members and families get to know one another.

G3. Encourage unit members and their families to support one another.

G4. Refer service members and families to family support programs and services, when needed.<sup>16</sup>

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<sup>15</sup> Responses: Not at All, Small Extent, Moderate Extent, Large Extent, Very Large Extent, Don’t Know

<sup>16</sup> These programs and services, which are both sponsored by the military and offered in local civilian communities, are intended to promote the readiness and quality of life of Service members and their families. Examples include services or support that you might receive through military family support programs or centers on a military installation.

## H. INFORMAL NETWORKS

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**Instructions:** These items ask about how people interact and behave in support of one another in your community.

Please tell us how much you agree with each statement below by clicking on the response that best reflects your answer.<sup>17</sup> You have a “Don’t Know” response option for items that you have no basis or experience for answering.

In my home community, people:<sup>18</sup>

H1. Attend unit, base, headquarters and community events and activities.

H2. Find it easy to meet and get to know one another.

H3. Feel a sense of connection with one another.

H4. Can be trusted.

H5. Care about the well-being of their neighbors and fellow community members.

H6. Look out and show concern for one another.

H7. Share information about available family support programs and services.<sup>19</sup>

H8. Offer help or assistance to one another in times of need.

H9. Feel a sense of responsibility for making the community a better place to live and work.

H10. Join together to solve community problems.

H11. Work together to make a positive difference in the lives of others.

H12. Take action to confront situations that

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<sup>17</sup> Responses: Not at All, Small Extent, Moderate Extent, Large Extent, Very Large Extent, Don’t Know

<sup>18</sup> Community refers to the general area in which you reside.

<sup>19</sup> These programs and services, which are both sponsored by the military and offered in local civilian communities, are intended to promote the readiness and quality of life of Service members and their families. Examples include services or support that you might receive through military family support programs or centers on a military installation.

threaten the safety and well-being of community members.

## **I. COMMUNITY RESOURCES<sup>20</sup>**

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**These items ask you about the IMPORTANCE and SATISFACTION of various resources and services in your home community.<sup>21</sup>**

**Please tell us how important it is and satisfied you are with each community resource or service below by clicking on the response that best reflects your answer.<sup>22</sup> You have a Not Applicable (NA) response choice if the item does not apply to you.<sup>23</sup>**

11. Resources for healthy relationships and problem solving skills.
12. Health, fitness, wellness and nutrition resources.
13. Parks and recreation facilities.
14. Adult employment opportunities
15. Youth employment opportunities.
16. Opportunity for you and your family to improve and make decisions that affect the community.
17. Religious and faith based activities.
18. City and county services.
19. Small business and entrepreneurship opportunities.
110. Agencies or organizations providing services to service members and their families.

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<sup>20</sup> The Office of Military Community and Family Policy (Pam Cunningham) received permission to use and adapt this index from A. Sharma, M. Lanum, & Y. Suarez-Balcazar (2000). *A Community Needs Assessment Guide: A Brief Guide on How to Conduct a Needs Assessment*. Department of Psychology and the Center for Urban Research and Learning. Loyola University Chicago.

<sup>21</sup> Community refers to the general area in which you reside.

<sup>22</sup> Responses: Not at All, Small Extent, Moderate Extent, Large Extent, Very Large Extent, NA

<sup>23</sup> Importance and Satisfaction response scale for each item.

I11. Agencies or organizations providing financial services for adults.

I12. Agencies or organizations providing financial services specific to youth.

Please click [NEXT] to proceed to a few items and questions about the CCI-S itself.

## **K. EXPERIENCE IN COMPLETING THE CCI-S**

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**Instructions:** These items ask about your experience in completing the Community Capacity Inventory.

Please indicate the extent to which you agree with each statement below by clicking on the response that best reflects your answer.<sup>24</sup>

K1. The on-line system was easy to use.

K2. I felt comfortable with the questions asked.

K3. Completing the inventory made me think about important aspects of my life.

K4. I plan to review my results from this inventory.

K5. Overall, I found completing the inventory a positive experience.

## **L. Results**

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<sup>24</sup> Responses: Not at All, Small Extent, Moderate Extent, Large Extent, Very Large Extent, Don't Know

Thank you for completing the COMMUNITY CAPACITY INVENTORY (CCI)

Below are your scores on two components of the CCI. Click a link below to show your scores for that section. A checked circle beside an indicator represents an area of strength or a positive score. The absence of a check indicates that your score was not in the positive range on this indicator (or the indicator was not applicable to you or you did not answer the associated item). Please remember that the absence of a solid blue dot is not a negative score—it simply indicates a score that is not in the positive range (or that there was no response). This profile is only one of many sources of information about your life. Please consider these results in the context of other information that you have about yourself.

**Military and Family Readiness:**

Feeling prepared to manage personal and family life challenges that are part of military life.  
*I am prepared to successfully manage:*

***\*Below comments will display with a checkmark to indicate spouse's preparedness on the topic, based on their selections during the assessment\****

-Finances

-Relocation (PCS) to a new installation

-Activation of my spouse's National Guard or Reserve unit

-Deployment requirements (either training or operational requirements)

-Personal responsibilities during a deployment

-Periods of increased duty demands for your spouse (high OP tempo)

-Day-to-day family life responsibilities

-Resolving differences or disagreements with my spouse

-Day-to-day demands of raising children

-Situations that require a quick response, such as personal or family emergencies

My spouse's career decisions and transitions

**Preparedness:**

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**\*Below comments will display with a checkmark to indicate spouse's preparedness on the topic, based on their selections during the assessment\***

-Knowledge and attitudes about sources of support that are associated with being prepared to navigate the challenges of daily living.

-I am generally knowledgeable about services and resources for service members and their families in my home community.

-I am generally knowledgeable about individual/family support programs and services in my home community.

-I am generally knowledgeable about Military OneSource as an informational resource for service members and their families.

-I know how to access individual/family support programs and services in my home community.

-I know where to go or whom to contact if I need help when there is a serious injury or illness in my family.

-I know where to go or whom to contact if there was a death in my family.

-I am willing to use individual/family support programs and services in my home community, if I need them.

-I am willing to turn to military/civilian leaders in my spouse's unit for help or assistance, if I need it.

-I am willing to turn to other people for help or assistance, if I need it.

-I am confident that I will receive support from individual/family support programs and services in my home community, if I request it.

-I am confident that I will receive support from military/civilian leaders in my spouse's unit, if I request it.

-I am confident that I will receive support from other people in my life, if I request it.