

OFFICIAL - SENSITIVE PERSONAL WHEN COMPLETE

ROYAL NAVY & ROYAL MARINES
SURVEY OF WORKING PATTERNS

2015/2016



2015/2016 SURVEY OF WORKING PATTERNS

- You have been randomly selected to take part in this year's Royal Navy and Royal Marines Survey of Working Patterns. The success of this survey depends on all selected personnel keeping their diary and recording their working patterns for the whole week.
- Defence Statistics (Surveys) conduct this survey for the Armed Forces' Pay Review Body (AFPRB). The AFPRB relies on this survey to provide the information it needs on the working patterns of Service personnel. The results form an important part of the evidence used by the AFPRB each year, when it makes its pay award recommendations.
- The questionnaire requires you to complete a 7-day diary, recording how much time you spend each day on various types of activity. The questionnaire also asks for some background information to allow results to be compiled for different groups of personnel.
- Your survey will be treated in the strictest confidence and no person from your chain of command will see your completed questionnaire.
- The results of this survey are always reported and presented so that individuals cannot be identified by their responses.
- You should start completing the questionnaire on the first Monday after receiving it. However, if you are on leave for the full seven days, please complete the questionnaire the following week. All questionnaires must be completed and returned within a fortnight of receipt in the envelope provided.
- For advice on completing the questionnaire, or questions on the survey itself, please phone the Working Patterns Helpline on 020 7218 0117 (9621 80117).
- Thank you very much for completing this questionnaire. Please return the completed questionnaire in the envelope provided to your Unit Admin Office who will coordinate responses for your Unit. If you are not able to return the questionnaire to a central coordinator then please send it direct to: a:cet Ltd (CWP), Office 306, Building 3, Chiswick Park, 566 Chiswick High Road, LONDON, W4 5YA.

Working Patterns Helpline
020 7218 0117 (9621 80117)

Return to:
a:cet Ltd (CWP), Office 306, Building 3, Chiswick Park,
566 Chiswick High Road, LONDON, W4 5YA.

SECTION ONE: YOUR SERVICE DETAILS

Q1 Please write your **SERVICE NUMBER** in the spaces provided (including any letters):

--	--	--	--	--	--	--	--

Q2 In which of the following rank groups are you? *Please tick ONE response only.*

- | | |
|---|--------------------------|
| Lieutenant Commander to Commodore (RM Major to Brigadier) | <input type="checkbox"/> |
| Midshipman to Lieutenant (RM 2Lt to Captain) | <input type="checkbox"/> |
| Petty Officer to Warrant Officer (RM Sergeant to Warrant Officer) | <input type="checkbox"/> |
| Able Rate to Leading Rate (RM Marine to Corporal) | <input type="checkbox"/> |

Please answer Q3 if you are an Officer in the Naval Service. If you are a Navy Rating, answer Q4. If you are from the Other Ranks in the Royal Marines, answer Q5.

Q3 *(Officers only) What is your SPECIALISATION? Please tick ONE response only.*

Warfare	<input type="checkbox"/>		<input type="checkbox"/>
Engineering	<input type="checkbox"/>		<input type="checkbox"/>
Logistics	<input type="checkbox"/>	Royal Marines	<input type="checkbox"/>
Medical	<input type="checkbox"/>		<input type="checkbox"/>
Dental	<input type="checkbox"/>		

Officers, now please go on to Q6

Q4 *(Naval Ratings only) What BRANCH are you in? Please tick ONE response only.*

Operations		Chaplain	<input type="checkbox"/>	Medical / Dental	<input type="checkbox"/>
Warfare		Nursing	<input type="checkbox"/>	Service Police / Coxswain / PT / Phot	<input type="checkbox"/>
Marine Engineering			<input type="checkbox"/>	Fleet Air Arm (but not Air Engineering)	<input type="checkbox"/>
Weapon Engineering		Other	<input type="checkbox"/>	Family Services	<input type="checkbox"/>
Air Engineering			<input type="checkbox"/>	QARNNS	<input type="checkbox"/>
Logistics			<input type="checkbox"/>	Other	<input type="checkbox"/>

Naval Ratings, now please go on to Q6

Q5 *(Royal Marines Other Ranks only) What BRANCH are you in? Please tick ONE response only.*

GD / Specialist Quals (SQ)	<input type="checkbox"/>
Technical Quals (TQ)	<input type="checkbox"/>
Specialist (SP)	<input type="checkbox"/>
RM Musician / Bugler	<input type="checkbox"/>

Royal Marines Other Ranks, now please go on to Q6

Q6

Sea Service ☐
Shore Service ☐

Q7

At Sea	<input type="checkbox"/>
Alongside (Base Port)	<input type="checkbox"/>
Refit/FTSP period displaced from Base Port	<input type="checkbox"/>
Alongside (Other)	<input type="checkbox"/>
Squad (Harmony time)	<input type="checkbox"/>

Sea Service, now please go to Q9

Q8

☐ Routine work
☐ Operational Tour
☐ Exercise
☐ Pre – Deployment training
☐ Other (E.g. Training Course, medical appointments, Adventure Training, Sport etc.)

Shore Service, now please go to Q9

Q9

For example, if the Monday when you start the diary is 14th March 2016, please enter 14 03 2016.

DAY		MONTH		YEAR	

Now please go to Section Two on the next page

SECTION TWO: YOUR WORKING PATTERN FOR ONE WEEK

For each of the seven days from Monday to Sunday, for the week you are recording, please state against each six hour time period, how much time in hours and minutes (***to the nearest 15 minutes***) you spent on the following: **WORK, BREAKS, ON-CALL** and **OFF-DUTY**. The lists below show how different types of activities should be recorded.

If you were on leave all day, please tick the relevant box and leave the rest of that day's grid blank. Leave includes Individual Leave Allowance (including Authorised Absence (AA), Post Operational Leave (POL), Seagoers Leave (SGL), Annual Leave Allowance including Public Holidays (ALA)), other types of leave such as Maternity Leave, Re-Engagement Leave, Compassionate Leave etc.

At the end of each day, please add up the total number of hours accounted for in each time period. Each of these totals should be **six hours**. If the total is not six hours, please review your responses to the survey and ensure that each column of the grid adds up to six hours.

Possible activities to be recorded

<u>WORK</u>	Includes:	<ul style="list-style-type: none"> • Normal work • Working from home • Duty personnel, when working • Exercise / Operations working time • Compulsory fitness training 	<ul style="list-style-type: none"> • Instruction / training courses • Duty travel • Ceremonial / hosting duties • Service representational activities • Secondary duties (for example Mess Treasurer)
<u>BREAKS</u>	Include:	<ul style="list-style-type: none"> • Meal and tea breaks 	
<u>ON CALL</u>	Includes:	<ul style="list-style-type: none"> • Held in specified location • On call at place of duty (e.g. off watch at sea) 	<ul style="list-style-type: none"> • Duty personnel, when on standby • Period of off duty / stand down on exercise or operations
<u>OFF DUTY</u>	Includes:	<ul style="list-style-type: none"> • Leave (for less than 24 hours) • Off duty / stand down (except when on Exercise / operations – see on call) 	<ul style="list-style-type: none"> • Home to duty travel

EXAMPLE

Q1 Were you deployed on operations, exercise or at sea today?

Yes ☐ No ☒

Q2 Were you: *Please tick one box only.*

Not on leave today ☒
Please complete diary

On leave all day today ☐
Please go on to Monday

On sick leave all day today ☐
Please go on to Monday

Diary:

	00:01 to 06:00		06:01 to 12:00		12:01 to 18:00		18:01 to 24:00	
	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes
Work			3	30	2	45		
Breaks			0	30	1	15		
On Call					2	00	6	00
Off Duty	6	00	2	00				
Total	6	00	6	00	6	00	6	00

Please check that all sections add up to exactly six hours

Now go on to Monday's grid on the next page

MONDAY

Q1 Were you deployed on operations, exercise or at sea today?

Yes ☐ No ☐

Q2 Were you: *Please tick one box only.*

Not on leave today ☐
Please complete diary

On leave all day today ☐
Please go on to Tuesday

On sick leave all day today ☐
Please go on to Tuesday

Diary:

	00:01 to 06:00		06:01 to 12:00		12:01 to 18:00		18:01 to 24:00	
	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes
Work								
Breaks								
On Call								
Off Duty								
Total	6	00	6	00	6	00	6	00

Please check that all sections add up to exactly six hours

Now go on to Tuesday's grid on the next page

TUESDAY

Q1 Were you deployed on operations, exercise or at sea today?

Yes ☐ No ☐

Q2 Were you: *Please tick one box only.*

Not on leave today ☐
Please complete diary

On leave all day today ☐
Please go on to Wednesday

On sick leave all day today ☐
Please go on to Wednesday

Diary:

	00:01 to 06:00		06:01 to 12:00		12:01 to 18:00		18:01 to 24:00	
	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes
Work								
Breaks								
On Call								
Off Duty								
Total	6	00	6	00	6	00	6	00

Please check that all sections add up to exactly six hours

Now go on to Wednesday's grid on the next page

WEDNESDAY

Q1 Were you deployed on operations, exercise or at sea today?

Yes ☐ No ☐

Q2 Were you: *Please tick one box only.*

Not on leave today ☐
Please complete diary

On leave all day today ☐
Please go on to Thursday

On sick leave all day today ☐
Please go on to Thursday

Diary:

	00:01 to 06:00		06:01 to 12:00		12:01 to 18:00		18:01 to 24:00	
	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes
Work								
Breaks								
On Call								
Off Duty								
Total	6	00	6	00	6	00	6	00

Please check that all sections add up to exactly six hours

Now go on to Thursday's grid on the next page

THURSDAY

Q1 Were you deployed on operations, exercise or at sea today?

Yes ☐ No ☐

Q2 Were you: *Please tick one box only.*

Not on leave today ☐
Please complete diary

On leave all day today ☐
Please go on to Friday

On sick leave all day today ☐
Please go on to Friday

Diary:

	00:01 to 06:00		06:01 to 12:00		12:01 to 18:00		18:01 to 24:00	
	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes
Work								
Breaks								
On Call								
Off Duty								
Total	6	00	6	00	6	00	6	00

Please check that all sections add up to exactly six hours

Now go on to Friday's grid on the next page

FRIDAY

Q1 Were you deployed on operations, exercise or at sea today?

Yes ☐ No ☐

Q2 Were you: *Please tick one box only.*

Not on leave today ☐
Please complete diary

On leave all day today ☐
Please go on to Saturday

On sick leave all day today ☐
Please go on to Saturday

Diary:

	00:01 to 06:00		06:01 to 12:00		12:01 to 18:00		18:01 to 24:00	
	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes
Work								
Breaks								
On Call								
Off Duty								
Total	6	00	6	00	6	00	6	00

Please check that all sections add up to exactly six hours

Now go on to Saturday's grid on the next page

SATURDAY

Q1 Were you deployed on operations, exercise or at sea today?

Yes ☐ No ☐

Q2 Were you: *Please tick one box only.*

Not on leave today ☐ *Please complete diary*

 ☐ On stand down / weekend leave *Please go on to Sunday*

 ☐ On leave all day today *Please go on to Sunday*

 ☐ On sick leave all day today *Please go on to Sunday*

 ☐

Diary:

	00:01 to 06:00		06:01 to 12:00		12:01 to 18:00		18:01 to 24:00	
	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes
Work								
Breaks								
On Call								
Off Duty								
Total	6	00	6	00	6	00	6	00

Please check that all sections add up to exactly six hours

Now go on to Sunday's grid on the next page

SUNDAY

Q1 Were you deployed on operations, exercise or at sea today?

Yes ☐ No ☐

Q2 Were you: *Please tick one box only.*

Not on leave today ☐ *Please complete diary*

 ☐ On stand down / weekend leave *Please go on to Section 3*

 ☐ On leave all day today *Please go on to Section 3*

 ☐ On sick leave all day today *Please go on to Section 3*

 ☐

Diary:

	00:01 to 06:00		06:01 to 12:00		12:01 to 18:00		18:01 to 24:00	
	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes
Work								
Breaks								
On Call								
Off Duty								
Total	6	00	6	00	6	00	6	00

Please check that all sections add up to exactly six hours

Now please go on to Section Three on the next page

SECTION THREE: DESIGNATED READINESS OVER THE PAST WEEK

Q1 During the past week how many days did you spend on the following activities or designated states of readiness? *Please check that your answers add up to 7 days.*

Deployed on operations, exercise or at sea	
Immediate readiness: Less than 24 hours	
Immediate readiness: Less than 2 days	
Extremely high readiness: R1 (2 days notice)	
Very High readiness:	
High readiness: R2 or R3 (5 or 10 days notice) R4 or R5 (20 or 30 days notice)	
Medium to very low readiness: R6 to R11 (40 or more days)	
Not held on a state of readiness	
Total	7

Now please go on to the Section Four on the next page

SECTION FOUR: LEAVE OVER THE LAST TWELVE MONTHS

Q1 During the last twelve months, did you have to change authorised periods of leave for Service reasons? *Please tick ONE response only.*

☐

Go to Q2

☐

Thank you, there are no more questions

Yes

Q2 How many times during the last twelve months did you have to change authorised periods of leave for Service reasons? *Please tick ONE response only.*
No

Once

☐☐

Three times

☐

More than three times

☐

Twice

Please check you have completed all the questions to which you were directed and make sure you've not missed out any of the days in Section Two.

Thank you for completing this questionnaire.

Please turn to back cover for details of how to return your questionnaire.

Please return your questionnaire within a fortnight of receipt, in the envelope provided, to the Admin Office who will coordinate the return of questionnaires for your Unit.

If you are not able to return your questionnaire to the Admin Office then please send it direct to:

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LONDON
W4 5YA**

OFFICIAL - SENSITIVE PERSONAL WHEN COMPLETE

ARMY

SURVEY OF WORKING PATTERNS

2015/2016



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SECTION ONE: YOUR SERVICE DETAILS

Q1 Please write your **SERVICE NUMBER** in the spaces provided (including any letters):

--	--	--	--	--	--	--	--

Q2 In which of the following **RANK GROUPS** are you? *Please tick ONE response only.*

- | | |
|-------------------------------------|--------------------------|
| Major to Brigadier | <input type="checkbox"/> |
| nd Lieutenant to Captain | <input type="checkbox"/> |
| Sergeant to Warrant Officer | <input type="checkbox"/> |
| Private to Corporal | <input type="checkbox"/> |

Q3 What is your **REGIMENT / CORPS**? *Please tick ONE response only.*

- | | | | | |
|---|-------------|--------------------------|-----------------------|--------------------------|
| 2 | H Cav / RAC | <input type="checkbox"/> | RLC | <input type="checkbox"/> |
| | RA | <input type="checkbox"/> | REME | <input type="checkbox"/> |
| | RE | <input type="checkbox"/> | AGC | <input type="checkbox"/> |
| | R SIGNALS | <input type="checkbox"/> | Army Medical Services | <input type="checkbox"/> |
| | Infantry | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| | AAC | <input type="checkbox"/> | | |

Q4 Which **LOCATION** were you mainly serving in this week? *Please tick ONE response only.*

- England / Wales / Scotland / Northern Ireland ☐
Germany ☐
Overseas Operational Theatres ☐ (E.g. Op TORAL, Op KIPION etc.)
Elsewhere abroad ☐ (Including Falkland Islands)

Q5 For the week recorded, what was your principal activity? *Please tick ONE response only.*

- Routine Work ☐
Operational Tour ☐

Pre – Deployment training ☐
Other ☐ (E.g. Training Course, medical appointments, Adventure Training, Sport etc.)

Exercise

Q6 What date did your diary start on? This must be a **MONDAY**.

For example, if the Monday when you start the diary is 14th March 2016, please enter 14 03 2016.

		MONTH			
DAY				YEAR	

Now please go to Section Two on the next page

SECTION TWO: YOUR WORKING PATTERN FOR ONE WEEK

For each of the seven days from Monday to Sunday, for the week you are recording, please state against each six hour time period, how much time in hours and minutes (***to the nearest 15 minutes***) you spent on the following: **WORK, BREAKS, ON-CALL** and **OFF-DUTY**. The lists below show how different types of activities should be recorded.

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Possible activities to be recorded

<u>WORK</u>	Includes:	<ul style="list-style-type: none"> • Normal work • Working from home • Duty personnel, when working • Exercise / Operations working time • Compulsory fitness training 	<ul style="list-style-type: none"> • Instruction / training courses • Duty travel • Ceremonial / hosting duties • Service representational activities • Secondary duties (for example Mess Treasurer)
<u>BREAKS</u>	Include:	<ul style="list-style-type: none"> • Meal and tea breaks 	
<u>ON CALL</u>	Includes:	<ul style="list-style-type: none"> • Held in specified location • On call at place of duty 	<ul style="list-style-type: none"> • Duty personnel, when on standby • Period of off duty / stand down on exercise or operations
<u>OFF DUTY</u>	Includes:	<ul style="list-style-type: none"> • Leave (for less than 24 hours) • Off duty / stand down (except when on Exercise / operations – see on call) 	<ul style="list-style-type: none"> • Home to duty travel

EXAMPLE

Q1 Were you deployed on operations, exercise or at sea today?

Yes ☐ No ☒

Q2 Were you: *Please tick one box only.*

Not on leave today ☒

Please complete diary

On leave all day today ☐

Please go on to Monday

On sick leave all day today ☐

Please go on to Monday

Diary:

	00:01 to 06:00		06:01 to 12:00		12:01 to 18:00		18:01 to 24:00	
	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes
Work			3	30	2	45		
Breaks			0	30	1	15		
On Call					2	00	6	00
Off Duty	6	00	2	00				
Total	6	00	6	00	6	00	6	00

Please check that all sections add up to exactly six hours

Now go on to Monday's grid on the next page

MONDAY

Q1 Were you deployed on operations, exercise or at sea today?

Yes ☐ No ☐

Q2 Were you: *Please tick one box only.*

Not on leave today ☐
Please complete diary

On leave all day today ☐
Please go on to Tuesday

On sick leave all day today ☐
Please go on to Tuesday

Diary:

	00:01 to 06:00		06:01 to 12:00		12:01 to 18:00		18:01 to 24:00	
	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes
Work								
Breaks								
On Call								
Off Duty								
Total	6	00	6	00	6	00	6	00

Please check that all sections add up to exactly six hours

Now go on to Tuesday's grid on the next page

TUESDAY

Q1 Were you deployed on operations, exercise or at sea today?

Yes ☐ No ☐

Q2 Were you: *Please tick one box only.*

Not on leave today ☐
Please complete diary

On leave all day today ☐
Please go on to Wednesday

On sick leave all day today ☐
Please go on to Wednesday

Diary:

	00:01 to 06:00		06:01 to 12:00		12:01 to 18:00		18:01 to 24:00	
	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes
Work								
Breaks								
On Call								
Off Duty								
Total	6	00	6	00	6	00	6	00

Please check that all sections add up to exactly six hours

Now go on to Wednesday's grid on the next page

WEDNESDAY

Q1 Were you deployed on operations, exercise or at sea today?

Yes ☐ No ☐

Q2 Were you: *Please tick one box only.*

Not on leave today ☐
Please complete diary

On leave all day today ☐
Please go on to Thursday

On sick leave all day today ☐
Please go on to Thursday

Diary:

	00:01 to 06:00		06:01 to 12:00		12:01 to 18:00		18:01 to 24:00	
	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes
Work								
Breaks								
On Call								
Off Duty								
Total	6	00	6	00	6	00	6	00

Please check that all sections add up to exactly six hours

Now go on to Thursday's grid on the next page

THURSDAY

Q1 Were you deployed on operations, exercise or at sea today?

Yes ☐ No ☐

Q2 Were you: *Please tick one box only.*

Not on leave today ☐

Please complete diary

On leave all day today ☐

Please go on to Friday

On sick leave all day today ☐

Please go on to Friday

Diary:

	00:01 to 06:00		06:01 to 12:00		12:01 to 18:00		18:01 to 24:00	
	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes
Work								
Breaks								
On Call								
Off Duty								
Total	6	00	6	00	6	00	6	00

Please check that all sections add up to exactly six hours

Now go on to Friday's grid on the next page

FRIDAY

Q1 Were you deployed on operations, exercise or at sea today?

Yes ☐ No ☐

Q2 Were you: *Please tick one box only.*

Not on leave today ☐
Please complete diary

On leave all day today ☐
Please go on to Saturday

On sick leave all day today ☐
Please go on to Saturday

Diary:

	00:01 to 06:00		06:01 to 12:00		12:01 to 18:00		18:01 to 24:00	
	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes
Work								
Breaks								
On Call								
Off Duty								
Total	6	00	6	00	6	00	6	00

Please check that all sections add up to exactly six hours

Now go on to Saturday's grid on the next page

SATURDAY

Q1 Were you deployed on operations, exercise or at sea today?

Yes ☐ No ☐

Q2 Were you: *Please tick one box only.*

Not on leave today ☐ *Please complete diary*
 On stand down / weekend leave ☐ *Please go on to Sunday*
 On leave all day today ☐ *Please go on to Sunday*
 On sick leave all day today ☐ *Please go on to Sunday*

Diary:

	00:01 to 06:00		06:01 to 12:00		12:01 to 18:00		18:01 to 24:00	
	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes
Work								
Breaks								
On Call								
Off Duty								
Total	6	00	6	00	6	00	6	00

Please check that all sections add up to exactly six hours

Now go on to Sunday's grid on the next page

SUNDAY

Q1 Were you deployed on operations, exercise or at sea today?

Yes ☐ No ☐

Q2 Were you: *Please tick one box only.*

☐ **Not on leave today**
Please complete diary
☐ On stand down / weekend leave
Please go on to Section 3
☐ On leave all day today
Please go on to Section 3
☐ On sick leave all day today
Please go on to Section 3
☐

Diary:

	00:01 to 06:00		06:01 to 12:00		12:01 to 18:00		18:01 to 24:00	
	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes
Work								
Breaks								
On Call								
Off Duty								
Total	6	00	6	00	6	00	6	00

Please check that all sections add up to exactly six hours

Now please go on to Section Three on the next page

SECTION THREE: DESIGNATED READINESS OVER THE PAST WEEK

Q1 During the past week how many days did you spend on the following activities or designated states of readiness? *Please check that your answers add up to 7 days.*

Deployed on operations, exercise or at sea	
Immediate readiness: Less than 24 hours	
Immediate readiness: Less than 2 days	
Extremely high readiness: R1 (2 days notice)	
Very High readiness:	
High readiness: R2 or R3 (5 or 10 days notice) R4 or R5 (20 or 30 days notice)	
Medium to very low readiness: R6 to R11 (40 or more days)	
Not held on a state of readiness	
Total	7

Now please go on to the Section Four on the next page

SECTION FOUR: LEAVE OVER THE LAST TWELVE MONTHS

Q1 During the last twelve months, did you have to change authorised periods of leave for Service reasons? *Please tick ONE response only.*

☐
☐

Go to Q2

Thank you, there are no more questions

Yes

No

Q2 How many times during the last twelve months did you have to change authorised periods of leave for Service reasons? *Please tick ONE response only.*

Once

☐
☐
☐
☐

Three times

More than three times

Twice

Please check you have completed all the questions to which you were directed and make sure you've not missed out any of the days in Section Two.

Thank you for completing this questionnaire.

Please turn to back cover for details of how to return your questionnaire.

Please return your questionnaire within a fortnight of receipt, in the envelope provided, to the Admin Office who will coordinate the return of questionnaires for your Unit.

If you are not able to return your questionnaire to the Admin Office then please send it direct to:

**a:cet Ltd (CWP)
Office 306
Buidling 3
Chiswick Park
566 Chiswick High Road
LONDON
W4 5YA**

OFFICIAL - SENSITIVE PERSONAL WHEN COMPLETE

ROYAL AIR FORCE
SURVEY OF WORKING PATTERNS
2015/2016



2015/2016 SURVEY OF WORKING PATTERNS

- You have been randomly selected to take part in this year's Royal Air Force Survey of Working Patterns. The success of this survey depends on all selected personnel keeping their diary and recording their working patterns for the whole week.
- Defence Statistics (Surveys) conduct this survey for the Armed Forces' Pay Review Body (AFPRB). The AFPRB relies on this survey to provide the information it needs on the working patterns of Service personnel. The results form an important part of the evidence used by the AFPRB each year, when it makes its pay award recommendations.
- The questionnaire requires you to complete a 7-day diary, recording how much time you spend each day on various types of activity. The questionnaire also asks for some background information to allow results to be compiled for different groups of personnel.
- Your survey will be treated in the strictest confidence and no person from your chain of command will see your completed questionnaire.
- The results of this survey are always reported and presented so that individuals cannot be identified by their responses.
- You should start completing the questionnaire on the first Monday after receiving it. However, if you are on leave for the full seven days, please complete the questionnaire the following week. All questionnaires must be completed and returned within a fortnight of receipt in the envelope provided.
- For advice on completing the questionnaire, or questions on the survey itself, please phone the Working Patterns Helpline on 020 7218 0117 (9621 80117).
- Thank you very much for completing this questionnaire. Please return the completed questionnaire in the envelope provided to your Unit Admin Office who will coordinate responses from your Unit. If you are not able to return the questionnaire to a central coordinator then please send it direct to: a:cet Ltd (CWP), Office 306, Building 3, Chiswick Park, 566 Chiswick High Road, LONDON, W4 5YA.

Working Patterns Helpline
020 7218 0117 (9621 80117)

Return to:
a:cet Ltd (CWP), Office 306, Building 3, Chiswick Park,
566 Chiswick High Road, LONDON, W4 5YA.

SECTION ONE: YOUR SERVICE DETAILS

Q1 Please write your **SERVICE NUMBER** in the spaces provided (including any letters):

--	--	--	--	--	--	--	--

Q2 In which of the following **RANK GROUPS** are you? *Please tick ONE response only.*

- | | |
|--|--------------------------|
| Squadron Leader to Air Commodore | <input type="checkbox"/> |
| Pilot Officer to Flight Lieutenant | <input type="checkbox"/> |
| Sergeant to Warrant Officer / Master Aircrew | <input type="checkbox"/> |
| Aircraftman to Corporal | <input type="checkbox"/> |

Please answer Q3 if you are an Officer, and if you are from the Other Ranks, please answer Q4.

Q3 **(Officers only) What is your SPECIALISATION?** *Please tick ONE response only.*

General Duties	<input type="checkbox"/>		<input type="checkbox"/>
Flying Branch	<input type="checkbox"/>	Personnel	<input type="checkbox"/>
ATC Branch	<input type="checkbox"/>		<input type="checkbox"/>
ABM Branch	<input type="checkbox"/>	Logistics	<input type="checkbox"/>
Int Branch	<input type="checkbox"/>	Director of Music	<input type="checkbox"/>
Flt Ops Branch	<input type="checkbox"/>	Chaplain	<input type="checkbox"/>
RAF Regiment	<input type="checkbox"/>	Medical	<input type="checkbox"/>
Provost Branch	<input type="checkbox"/>	MSO	<input type="checkbox"/>
Engineering	<input type="checkbox"/>	Legal	<input type="checkbox"/>
		Nursing	<input type="checkbox"/>

Office Dental please go on to Q5

Q4 **(Airmen and Airwomen only) What is your TRADE GROUP?** *Please tick ONE response only.*

TG1	Aircraft Engineering	<input type="checkbox"/>	TG14	Photographic/Air Cart	<input type="checkbox"/>
TG4	Information & Communication Technology	<input type="checkbox"/>	TG15	Medical	<input type="checkbox"/>
TG5	General Engineering	<input type="checkbox"/>	TG16	Dental	<input type="checkbox"/>
TG6	Logistics Driver	<input type="checkbox"/>	TG17	Personnel (Support)	<input type="checkbox"/>
TG8	Force Protection	<input type="checkbox"/>	TG18	Logistics (Supply/Movements)	<input type="checkbox"/>
TG9	Air Traffic Control	<input type="checkbox"/>	TG19	Logistics (Catering/Chef)	<input type="checkbox"/>
TG10	RAF PTI	<input type="checkbox"/>	TG21	Musician	<input type="checkbox"/>
TG11	Intelligence	<input type="checkbox"/>			
TG12	Aerospace Systems Operating	<input type="checkbox"/>		Obsolescent trades	<input type="checkbox"/>
TG13	Survival Equipment Fitter	<input type="checkbox"/>		Non-Commissioned Aircrew	<input type="checkbox"/>

Other Ranks, now please go on to Q5

Q5 Which **LOCATION** were you mainly serving in this week? Please tick **ONE** response only.

England / Wales / Scotland / Northern Ireland ☐

Overseas Operational Theatres ☐

Elsewhere abroad ☐

(E.g. Op TORAL, Op KIPION etc.)

(Including NATO/Exchange/Embassy appointments,
Falkland Islands, Cyprus etc.)

Q6 For the week recorded, what was your principal activity? Please tick **ONE** response only.

Routine Work ☐

Operational Tour ☐

☐

Pre – Deployment training ☐

Other ☐

(E.g. Training Course, medical appointments, Adventure Training, Sport etc.)

Q7 ^{Exercise} What date did your diary start on? This must be a **MONDAY**.

For example, if the Monday when you start the diary is 14th March 2016, please enter 14 03 2016.

		MONTH			
DAY				YEAR	

Now please go to Section Two on the next page

SECTION TWO: YOUR WORKING PATTERN FOR ONE WEEK

For each of the seven days from Monday to Sunday, for the week you are recording, please state against each six hour time period, how much time in hours and minutes (***to the nearest 15 minutes***) you spent on the following: **WORK, BREAKS, ON-CALL** and **OFF-DUTY**. The lists below show how different types of activities should be recorded.

If you were on leave all day, please tick the relevant box and leave the rest of that day's grid blank. Leave includes Individual Leave Allowance (including Authorised Absence (AA), Post Operational Leave (POL), Seagoers Leave (SGL), Annual Leave Allowance including Public Holidays (ALA)), other types of leave such as Maternity Leave, Re-Engagement Leave, Compassionate Leave etc.

At the end of each day, please add up the total number of hours accounted for in each time period. Each of these totals should be **six hours**. If the total is not six hours, please review your responses to the survey and ensure that each column of the grid adds up to six hours.

Possible activities to be recorded

<u>WORK</u>	Includes:	<ul style="list-style-type: none"> • Normal work • Working from home • Duty personnel, when working • Exercise / Operations working time • Compulsory fitness training 	<ul style="list-style-type: none"> • Instruction / training courses • Duty travel • Ceremonial / hosting duties • Service representational activities • Secondary duties (for example Mess Treasurer)
<u>BREAKS</u>	Includes:	<ul style="list-style-type: none"> • Meal and tea breaks 	
<u>ON CALL</u>	Includes:	<ul style="list-style-type: none"> • Held in specified location • On call at place of duty 	<ul style="list-style-type: none"> • Duty personnel, when on standby • Period of off duty / stand down on exercise or operations
<u>OFF DUTY</u>	Includes:	<ul style="list-style-type: none"> • Leave (for less than 24 hours) • Off duty / stand down (except when on Exercise / operations – see on call) 	<ul style="list-style-type: none"> • Home to duty travel

EXAMPLE

Q1 Were you deployed on operations, exercise or at sea today?

Yes ☐ No ☒

Q2 Were you: *Please tick one box only.*

Not on leave today ☒
Please complete diary

On leave all day today ☐
Please go on to Monday

On sick leave all day today ☐
Please go on to Monday

Diary:

	00:01 to 06:00		06:01 to 12:00		12:01 to 18:00		18:01 to 24:00	
	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes
Work			3	30	2	45		
Breaks			0	30	1	15		
On Call					2	00	6	00
Off Duty	6	00	2	00				
Total	6	00	6	00	6	00	6	00

Please check that all sections add up to exactly six hours

Now go on to Monday's grid on the next page

MONDAY

Q1 Were you deployed on operations, exercise or at sea today?

Yes ☐ No ☐

Q2 Were you: *Please tick one box only.*

Not on leave today ☐

Please complete diary

On leave all day today ☐

Please go on to Tuesday

On sick leave all day today ☐

Please go on to Tuesday

Diary:

	00:01 to 06:00		06:01 to 12:00		12:01 to 18:00		18:01 to 24:00	
	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes
Work								
Breaks								
On Call								
Off Duty								
Total	6	00	6	00	6	00	6	00

Please check that all sections add up to exactly six hours

Now go on to Tuesday's grid on the next page

TUESDAY

Q1 Were you deployed on operations, exercise or at sea today?

Yes ☐ No ☐

Q2 Were you: *Please tick one box only.*

Not on leave today ☐

Please complete diary

On leave all day today ☐

Please go on to Wednesday

On sick leave all day today ☐

Please go on to Wednesday

Diary:

	00:01 to 06:00		06:01 to 12:00		12:01 to 18:00		18:01 to 24:00	
	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes
Work								
Breaks								
On Call								
Off Duty								
Total	6	00	6	00	6	00	6	00

Please check that all sections add up to exactly six hours

Now go on to Wednesday's grid on the next page

WEDNESDAY

Q1 Were you deployed on operations, exercise or at sea today?

Yes ☐ No ☐

Q2 Were you: *Please tick one box only.*

Not on leave today ☐ *Please complete diary*
On leave all day today ☐ *Please go on to Thursday*
On sick leave all day today ☐ *Please go on to Thursday*

Diary:

	00:01 to 06:00		06:01 to 12:00		12:01 to 18:00		18:01 to 24:00	
	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes
Work								
Breaks								
On Call								
Off Duty								
Total	6	00	6	00	6	00	6	00

Please check that all sections add up to exactly six hours

Now go on to Thursday's grid on the next page

THURSDAY

Q1 Were you deployed on operations, exercise or at sea today?

Yes ☐ No ☐

Q2 Were you: *Please tick one box only.*

Not on leave today ☐ *Please complete diary* **On leave all day today** ☐ *Please go on to Friday* **On sick leave all day today** ☐ *Please go on to Friday*

Diary:

	00:01 to 06:00		06:01 to 12:00		12:01 to 18:00		18:01 to 24:00	
	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes
Work								
Breaks								
On Call								
Off Duty								
Total	6	00	6	00	6	00	6	00

Please check that all sections add up to exactly six hours

Now go on to Friday's grid on the next page

FRIDAY

Q1 Were you deployed on operations, exercise or at sea today?

Yes ☐ No ☐

Q2 Were you: *Please tick one box only.*

Not on leave today ☐ *Please complete diary*
On leave all day today ☐ *Please go on to Saturday*
On sick leave all day today ☐ *Please go on to Saturday*

Diary:

	00:01 to 06:00		06:01 to 12:00		12:01 to 18:00		18:01 to 24:00	
	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes
Work								
Breaks								
On Call								
Off Duty								
Total	6	00	6	00	6	00	6	00

Please check that all sections add up to exactly six hours

Now go on to Saturday's grid on the next page

SATURDAY

Q1 Were you deployed on operations, exercise or at sea today?

Yes ☐ No ☐

Q2 Were you: *Please tick one box only.*

Not on leave today ☐ *Please complete diary*

 On stand down / weekend leave ☐ *Please go on to Sunday*

 On leave all day today ☐ *Please go on to Sunday*

 On sick leave all day today ☐ *Please go on to Sunday*

Diary:

	00:01 to 06:00		06:01 to 12:00		12:01 to 18:00		18:01 to 24:00	
	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes
Work								
Breaks								
On Call								
Off Duty								
Total	6	00	6	00	6	00	6	00

Please check that all sections add up to exactly six hours

Now go on to Sunday's grid on the next page

SUNDAY

Q1 Were you deployed on operations, exercise or at sea today?

Yes ☐ No ☐

Q2 Were you: *Please tick one box only.*

☐ **Not on leave today**
Please complete diary
☐ On stand down / weekend leave
Please go on to Section 3
☐ On leave all day today
Please go on to Section 3
☐ On sick leave all day today
Please go on to Section 3

Diary:

	00:01 to 06:00		06:01 to 12:00		12:01 to 18:00		18:01 to 24:00	
	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes
Work								
Breaks								
On Call								
Off Duty								
Total	6	00	6	00	6	00	6	00

Please check that all sections add up to exactly six hours

Now please go on to Section Three on the next page

SECTION THREE: DESIGNATED READINESS OVER THE PAST WEEK

Q1 During the past week how many days did you spend on the following activities or designated states of readiness? *Please check that your answers add up to 7 days.*

Deployed on operations, exercise or at sea	
Immediate readiness: Less than 24 hours	
Immediate readiness: Less than 2 days	
Extremely high readiness: R1 (2 days notice)	
Very High readiness:	
High readiness: R2 or R3 (5 or 10 days notice) R4 or R5 (20 or 30 days notice)	
Medium to very low readiness: R6 to R11 (40 or more days)	
Not held on a state of readiness	
Total	7

Now please go on to the Section Four on the next page

SECTION FOUR: LEAVE OVER THE LAST TWELVE MONTHS

Q1 During the last twelve months, did you have to change authorised periods of leave for Service reasons? *Please tick ONE response only.*

☐

Go to Q2

☐

Thank you, there are no more questions

Q2 How many times during the last twelve months did you have to change authorised periods of leave for Service reasons? *Please tick ONE response only.*

Yes
No

Once

☐☐

Three times

☐

More than three times

☐

Twice

Please check you have completed all the questions to which you were directed and make sure you've not missed out any of the days in Section Two.

Thank you for completing this questionnaire.

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