

OFFICIAL - SENSITIVE PERSONAL WHEN COMPLETE

ARMY

# SURVEY OF WORKING PATTERNS

2018/2019



ARMY

## **2018/2019 SURVEY OF WORKING PATTERNS**

- You have been randomly selected to take part in this year's Army 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 from the CWP Survey are used to form an evidence for pay award recommendations used by the AFPRB each year.
- 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 the responses from your Unit. If you are not able to return the questionnaire to a central coordinator then please send it direct to: FAO Demetri Vlachos / Nick Goodman, MES (CWP), 33 Clarendon Road, London, N8 0NW.

Working Patterns Helpline  
**020 7218 0117 (9621 80117)**

**Return to:**  
FAO Demetri Vlachos / Nick Goodman, MES (CWP)  
33 Clarendon Road, London, N8 0NW

## **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
- 2<sup>nd</sup> Lieutenant to Captain
- Sergeant to Warrant Officer
- Private to Corporal

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

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

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

*For example, if the Monday when you start the diary is 12th November 2018, please enter 12 11 2018.*

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 list 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**

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

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				
<b>Total</b>	<b>6</b>	<b>00</b>	<b>6</b>	<b>00</b>	<b>6</b>	<b>00</b>	<b>6</b>	<b>00</b>

***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								
<b>Total</b>	<b>6</b>	<b>00</b>	<b>6</b>	<b>00</b>	<b>6</b>	<b>00</b>	<b>6</b>	<b>00</b>

***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								
<b>Total</b>	<b>6</b>	<b>00</b>	<b>6</b>	<b>00</b>	<b>6</b>	<b>00</b>	<b>6</b>	<b>00</b>

***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								
<b>Total</b>	<b>6</b>	<b>00</b>	<b>6</b>	<b>00</b>	<b>6</b>	<b>00</b>	<b>6</b>	<b>00</b>

***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								
<b>Total</b>	<b>6</b>	<b>00</b>	<b>6</b>	<b>00</b>	<b>6</b>	<b>00</b>	<b>6</b>	<b>00</b>

***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								
<b>Total</b>	<b>6</b>	<b>00</b>	<b>6</b>	<b>00</b>	<b>6</b>	<b>00</b>	<b>6</b>	<b>00</b>

***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								
<b>Total</b>	<b>6</b>	<b>00</b>	<b>6</b>	<b>00</b>	<b>6</b>	<b>00</b>	<b>6</b>	<b>00</b>

***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								
<b>Total</b>	<b>6</b>	<b>00</b>	<b>6</b>	<b>00</b>	<b>6</b>	<b>00</b>	<b>6</b>	<b>00</b>

***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: R2 or R3 (5 or 10 days notice)	
High readiness: 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	
<b>Total</b>	<b>7</b>

***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.*

Yes

*Go to Q2*

No

*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.*

Once

Twice

Three times

More than three times

***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 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:

**FAO Demetri Vlachos / Nick Goodman  
MES (CWP)  
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London  
N8 0NW**