

OFFICIAL - SENSITIVE PERSONAL WHEN COMPLETE

# ROYAL NAVY & ROYAL MARINES SURVEY OF WORKING PATTERNS

2019/2020





## 2019/2020 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. Defence Statistics (Surveys) conducts this survey for the Armed Forces' Pay Review Body (AFPRB). The results from this survey are used as evidence for the AFPRB pay award recommendations each year. It is important that we gain enough responses to provide robust evidence.
- 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. Only civilian researchers outside of the chain of command will see your completed questionnaire. The results of this survey are always reported<sup>1</sup> and presented so that individuals cannot be identified by their responses.
- You should aim to start completing the questionnaire on the first Monday after receiving it. Please complete and return the questionnaire as soon as possible in the envelope provided. Responses must reach us by 1<sup>st</sup> May 2020 in order to be included.
- You do not have to take part in this survey and choosing not to take part will not disadvantage you in any way. By completing and returning the survey you are agreeing to take part in the research.
- The data controller for this project will be Defence Statistics. The Data Protection Officer oversees the processing of personal data and can be contacted at: [Paul.Nettle861@mod.gov.uk](mailto:Paul.Nettle861@mod.gov.uk).
- UK data protection law is regulated by the Information Commissioner's Office (ICO). If you are concerned about how your personal data is being processed, you may wish to submit a complaint to them. Contact details, and details of data subject rights are available at: <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/>
- For advice on completing the questionnaire, or questions on the survey itself, please contact the Working Patterns Helpdesk at [DefStrat-Stat-WDS-Group-1@mod.gov.uk](mailto:DefStrat-Stat-WDS-Group-1@mod.gov.uk) or call 020 7218 5888 (9621 85888).

**Please return completed surveys in the envelope provided to:**  
FAO Demetri Vlachos / Nick Goodman, Civica Engagement Solutions (CWP)  
33 Clarendon Road, London, N8 0NW

<sup>1</sup> Continuous Working Patterns (CWP) Survey reports are publicly available via: <https://www.gov.uk/government/collections/armed-forces-continuous-working-patterns-survey-index>  
The report of the findings of the 2019/20 CWP survey is provisionally due to be released at 09:30 on 30<sup>th</sup> July 2020.

## **SECTION ONE: YOUR SERVICE DETAILS**

**Q1** 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"/> |

*If you are an Officer in the Naval Service, please answer Q2.*

*If you are a Navy Rating, please answer Q3.*

*If you are from the Other Ranks in the Royal Marines, please answer Q4.*

**Q2** **(Officers only)** What is your **SPECIALISATION**? *Please tick ONE response only.*

- |             |                          |               |                          |
|-------------|--------------------------|---------------|--------------------------|
| Warfare     | <input type="checkbox"/> | Chaplain      | <input type="checkbox"/> |
| Engineering | <input type="checkbox"/> | Nursing       | <input type="checkbox"/> |
| Logistics   | <input type="checkbox"/> | Royal Marines | <input type="checkbox"/> |
| Medical     | <input type="checkbox"/> | Other         | <input type="checkbox"/> |
| Dental      | <input type="checkbox"/> |               |                          |

**Officers**, now please go on to **Q5**

**Q3**    **(Navy Ratings only) What BRANCH are you in? Please tick ONE response only.**

- |                    |                          |   |                          |
|--------------------|--------------------------|---|--------------------------|
| Operations         | <input type="checkbox"/> | Medical / Dental                        | <input type="checkbox"/> |
| Warfare            | <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 | <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"/> |

**Navy Ratings, now please go on to Q5.**

**Q4**    **(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 Q5.**

**Q5**    **Were you on SEA or SHORE SERVICE for the week recorded? Please tick ONE response only.**

- |               |                          |                        |
|---------------|--------------------------|------------------------|
| Sea Service   | <input type="checkbox"/> | <i>Please go to Q6</i> |
| Shore Service | <input type="checkbox"/> | <i>Please go to Q7</i> |

**Q6** If you were on Sea Service, which location were you mainly serving in this week? Please tick ONE response only.

- |  |                          |
|--|--------------------------|
| 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 **Q8**

**Q7** If you were on Shore Service, what was your principal activity? Please tick ONE response only.

- |                           |                          |
|---------------------------|--------------------------|
| Routine work              | <input type="checkbox"/> |
| Operational Tour          | <input type="checkbox"/> |
| Exercise                  | <input type="checkbox"/> |
| Pre – Deployment training | <input type="checkbox"/> |
| Other                     | <input type="checkbox"/> |

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

Shore Service, now please go to Q8

**Q8** What date did your diary start on? This must be a MONDAY.

For example, if the Monday when you start the diary is 16th March 2020, please enter 16 03 2020.

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 (e.g. off watch at sea)</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 haven't 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 as soon as possible. Responses must reach us by 1<sup>st</sup> May 2020 in order to be included.

Please return your completed questionnaire in the pre-paid envelope provided to:

**FAO Demetri Vlachos / Nick Goodman  
Civica Engagement Solutions (CWP)  
33 Clarendon Road,  
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