OFFICIAL - SENSITIVE PERSONAL WHEN COMPLETE

ROYAL NAVY & ROYAL MARINES SURVEY OF WORKING PATTERNS

2020/2021





2020/2021 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 reported¹ 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 31st May 2021 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 Assistant Advisor oversees the processing of these personal data and can be contacted at: <u>Andy.Dorman415@mod.gov.uk</u>.
- 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: <u>https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/</u>
- For advice on completing the questionnaire, or questions on the survey itself, please contact the Working Patterns Helpdesk at <u>Analysis-Surveys-Group1@mod.gov.uk</u> 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

¹ Continuous Working Patterns (CWP) Survey reports are publicly available via: <u>https://www.gov.uk/government/collections/armed-forces-continuous-working-patterns-survey-index</u> The report of the findings of the 2020/21 CWP survey is provisionally due to be released at 09:30 on 16th September 2021.

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)	
Midshipman to Lieutenant (RM 2Lt to Captain)	
Petty Officer to Warrant Officer (RM Sergeant to Warrant Officer)	
Able Rate to Leading Rate (RM Marine to Corporal)	

If you are an Officer in the Royal Navy / Royal Marines, please answer Q2. If you are from the Other Ranks in the Royal Navy, please answer Q3. If you are from the Other Ranks in the Royal Marines, please answer Q4.

Q2 (Officers only) What BRANCH are you in? Please tick ONE response only.

Warfare	Chaplain	
Engineering	Nursing	
Logistics	Royal Marines	
Medical	Other	
Dental		

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Officers, now please go on to Q5

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

Warfare	
Marine Engineering	
Weapon Engineering	
Air Engineering	
Logistics	
Medical / Dental	

Navy Other Ranks, now please go on to Q5.

Service Police / Coxswain / PT / Phot
Fleet Air Arm (but not Air Engineering)
Family Services
QARNNS
Other

]
]
]

Q4 (Royal Marines Other Ranks only) What BRANCH are you in? Please tick ONE response only.

2

GD / Specialist Quals (SQ)	
Technical Quals (TQ)	
Specialist (SP)	
RM Musician / Bugler	

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
Shore Service

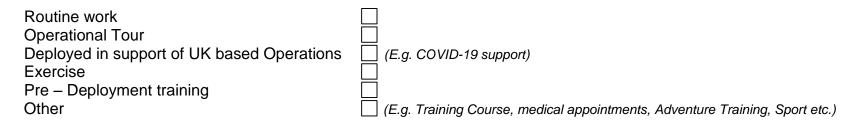
Please go to Q6 Please go to Q7

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

At Sea Alongside Base Port (including Refit/FTSP) Displaced from Base Port for Refit/FTSP Alongside (Other, including port visit) Squad (Harmony time)

Sea Service, now please go to Q8

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



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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 15th March 2021, please enter 15 03 2021.

DAY	MONTH	YEAR	

Q9 Were your working patterns for this week affected by the current COVID-19 situation? Please tick ONE response only.



Please start your diary on as "normal" a working week as possible.

For example, if you are on leave for most of the week or isolating due to COVID and unable to work your "normal" hours then please wait until the following week to complete your diary.

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Now please go to Section Two on the next page to start your diary

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), Seagers' Leave (SGL), Annual Leave Allowance including Public Holidays (ALA)), other types of leave such as Maternity Leave, Re-Engagement Leave, Compassionate Leave, Enhanced 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.

<u>WORK</u>	Includes:	 Normal work Working from home Duty personnel, when working Exercise / Operations working time Compulsory fitness training 	 Instruction / training courses Duty travel Ceremonial / hosting duties Service representational activities Secondary duties (for example Mess Treasurer)
BREAKS	Includes:	Meal and tea breaks	
ON CALL	Includes:	 Held in specified location On call at place of duty (e.g. off watch at sea) Held at 48 hours or less Notice to Move (NTM) 	 Duty personnel, when on standby Period of off duty / stand down on exercise or operations
OFF DUTY	Includes:	 Leave (for less than 24 hours) Off duty / stand down (except off watch at sea or when on Exercise / operations – see on call) 	Home to duty travel

5

Possible activities to be recorded

EXAMPLE

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

 \boxtimes

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		06:00 to 12:00		12:00 to 18:00		18:00 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

6

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?



Q2 Were you: Please tick one box only.

Not on leave today Please complete diary On leave all day today

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

Diary:

	00:01 t	00:01 to 06:00		06:00 to 12:00		12:00 to 18:00		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

7

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?

 \square

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 t	00:01 to 06:00		06:00 to 12:00		12:00 to 18:00		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

8

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 t	00:01 to 06:00		06:00 to 12:00		12:00 to 18:00		18:00 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

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



Q2 Were you: Please tick one box only.

Not on leave today Please complete diary

On leave all day today \square Please go on to Friday

On sick leave all day today Please go on to Friday

Diary:

	00:01 1	00:01 to 06:00		06:00 to 12:00		12:00 to 18:00		18:00 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

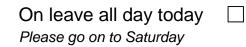
FRIDAY

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



Q2 Were you: Please tick one box only.

Not on leave today Please complete diary



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

Diary:

	00:01 to 06:00		06:00 to 12:00		12:00 to 18:00		18:00 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?



Q2 Were you: Please tick one box only.

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

Diary:

	00:01 t	00:01 to 06:00		06:00 to 12:00		12:00 to 18:00		18:00 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?



Q2 Were you: Please tick one box only.

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

Diary:

	00:01 1	00:01 to 06:00		06:00 to 12:00		12:00 to 18:00		18:00 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:	24 hours or less				
Immediate readiness:	Less than 2 days				
Extremely high readiness:	R1 (2 days NTM)				
Very High readiness:	R2 or R3 (5 or 10 days NTM)				
High readiness:	R4 or R5 (20 or 30 days NTM)				
Medium readiness:	R6 to R8 (40, 60 or 90 days)				
Low or very low readiness:	R9 to R11 (180 days or more)				
Not held on a state of readine	SS				
Total		7			

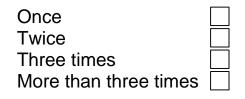
Now please go on to the Section Four on the next page

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.*

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*.



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 31st May 2021 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, London N8 0NW