

OFFICIAL - SENSITIVE PERSONAL WHEN COMPLETE

ROYAL NAVY & ROYAL MARINES CONTINUOUS WORKING PATTERNS SURVEY

2023/2024



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2023/2024 ROYAL NAVY & ROYAL MARINES CONTINUOUS WORKING PATTERNS SURVEY (CWP)

- 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.

This survey is available for you to complete online. It is recommended you use **Google Chrome** to access the survey. The Token you are asked to enter is your **Service Number** (this is case sensitive).

If you are accessing the survey via a **MOD computer** e.g. a MODNET or DII computer, please visit the following internal webpage: <http://bravo.dasa.r.mil.uk/limesurvey/index.php/536631?lang=en>

Alternatively, if you are accessing the survey using a non-MOD computer e.g. personal computer, tablet or mobile phone, please visit the following external webpage: <https://surveys.mod.uk/index.php/536631?lang=en>

You should have received an email invite to the online survey. If you have already completed the survey online then please accept our thanks, there is no further action required.

- You should aim to start completing the questionnaire on the first Monday after receiving it. You can either complete the survey online or on paper. If you choose to complete the survey on paper, please return the questionnaire as soon as possible in the envelope provided. Responses must reach us by 29th March 2024 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

¹ 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 2023/24 CWP survey is provisionally due to be released July 2024

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- 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: Andy.Dorman415@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 Analysis-Surveys-Group1@mod.gov.uk or call 030 016 36856.

If you wish to complete the paper survey instead of the online survey, please return completed survey in the envelope provided to:

FAO Craig Houghton / Elizabeth Hickey, Civica Engagement Solutions (CWP)
33 Clarendon Road, London, N8 0NW

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SECTION ONE: YOUR SERVICE DETAILS

Q1 In which of the following rank groups are you? *Please tick ONE response only.*

- RN Captain to Commodore (RM Colonel to Brigadier)
- Lieutenant Commander to Commander (RM Major to Lieutenant Colonel)
- 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 | <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

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

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

Navy Other Ranks, 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 Q10</i> |

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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)

Q7 If you were on Sea Service, do you conduct periods of duty alongside in your unit that requires you to remain onboard for 24 hours?

- Yes Please go to Q8
- No Please go to Q11

Q8 If you were on Sea Service, how many 24-hour duties have you conducted within the last 30 days?

Please write your answer as a number.

_____duties

Q9 With regards to these 24-hour duties, how many people (including yourself) are currently in your particular watchbill?

Please tick ONE response only.

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- More than 7

Sea Service, Please go to Q11

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Q10 If you were on **Shore Service**, what was your principal activity? *Please tick ONE response only.*

- Routine work
- Operational Tour
- Deployed in support of UK based Operations (E.g. COVID-19 support)
- Exercise
- Pre – Deployment training
- Other (E.g. Training Course, medical appointments, Adventure Training, Sport etc.)

Shore Service, now please go to **Q11**

Q11 Were your working patterns for this week affected by COVID-19?

- Yes
- No

Q12 How many days did you work from home this week?

Please tick one response only.

- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7

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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.

Q13 What date did your diary start on? This must be a MONDAY.

For example, if the Monday when you start the diary is 18th December 2023, please enter 18 12 2023.

| DAY | | MONTH | | YEAR | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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

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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.

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 (e.g. off watch at sea) • Held at 48 hours or less Notice to Move (NTM) | <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 off watch at sea or when on Exercise / operations – see on call) | <ul style="list-style-type: none"> • Home to duty travel |

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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 | | 06:00 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 |

Please check that all sections add up to exactly six hours

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

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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 | | 06:00 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 Tuesday's grid on the next page

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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 | | 06:00 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 Wednesday's grid on the next page

OFFICIAL - SENSITIVE PERSONAL WHEN COMPLETE

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 | | 06:00 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

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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 | | 06:00 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

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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 | | 06:00 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

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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 | | 06:00 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

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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 | | 06:00 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 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.*

- 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

Thank you for completing this questionnaire.

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Please see below for instructions to return your questionnaire.

Please return your questionnaire as soon as possible. Responses must reach us by 29th March 2024 to be included.

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

**FAO Craig Houghton / Elizabeth Hickey
Civica Engagement Solutions (CWP)
33 Clarendon Road,
London
N8 0NW**