

OPA Survey Reviews

In accordance with Department regulations, all proposed 1) surveys requiring participation of personnel from more than one DoD or OSD Component and 2) surveys of members of the public (including government contractors) conducted by any DoD or OSD Component must be officially approved and licensed. The first step in the process is to contact your [Component Information Management Control Officer \(IMCO\)](#) [*CAC required to access link*] to determine what type of license is required. The links below provide details related to the relevant DoD regulations.

1. [DoDI 1100.13, DoD Surveys](#)
2. [DoDI 8910.01, Information Collection and Reporting](#)
3. [DoD Manual 8910.01 – Volume 1, DoD Information Collections Manual: Procedures for DoD Internal Information Collections](#)
4. [DoD Manual 8910.01 – Volume 2, DoD Information Collections Manual: Procedures for DoD Public Information Collections](#)

Survey Materials

For any proposed survey requiring OPA review, the following must be submitted via the IMCO:

1. [Survey Supporting Statement\(s\)](#): Documents details related to the survey, including its methodology, sample and data collection plan.
2. Survey Instrument/Questionnaire, Focus Group Guides, Interview Scripts
3. Survey Communications (e.g., Recruitment Materials)
4. Survey Web Screens, Informed Consent, Privacy Advisories, Frequently Asked Questions (FAQs)

OPA's initial review cycle can take up to 15 business days. For more information, please contact OPA at dodhra.mc-alex.dpac.mbx.dod-survey-review@mail.mil.

A survey is a systematic data collections, using personal or telephonic interviews, or self-administered questionnaires, in paper or digital format, from a sample or census of 10 or more persons as individuals or representatives of agencies that elicit attitudes, opinions, behavior, and related demographic, social, and economic data to identical questions that are to be used for statistical compilations for research or policy assessment purposes.*

* DoDI 8910.01 – Information Collection and Reporting

Other Resources

The DoD Information Collections program oversees the management, control, approval processing, and tracking of DoD Internal and Public Information Collections, of which surveys fall under. For more information, [visit their website](#).

The DHRA Component Office of Human Research Protection (COHRP) is responsible for oversight of DoD-conducted and -supported activities that may meet the definition of research involving human subjects to ensure compliance with the Common Rule at 32 CFR 219 and the DoDI 3216.02, "PROTECTION OF HUMAN SUBJECTS AND ADHERENCE TO ETHICAL STANDARDS IN DOD-CONDUCTED AND -SUPPORTED RESEARCH." Send questions or requests for additional information to: Rhonda Allen, Director, DHRA COHRP at Rhonda.c.allen3.civ@mail.mil.

