

CESAS-RM-RS  
DEPARTMENT OF THE ARMY  
SAVANNAH DISTRICT, CORPS OF ENGINEERS  
P.O. BOX 889  
SAVANNAH, GEORGIA 31402-0889

DISTRICT REGULATION  
No. 5-1-3

4 May 01

Resource Management  
SURVEY PROGRAM

1. Purpose. To establish and outline the “Survey Process” and responsibilities for the Savannah District

2. Applicability. This policy applies to all Savannah District staff, offices and divisions preparing, deploying, collecting, analyzing and tracking survey data and instruments.

3. General.

a. The Business Practice and Strategic Management Team (RM-RS) in the Resource Management Office is the POC and coordination for all surveys produced, distributed and collected in the Savannah District.

b. RM-RS will manage the systematic survey schedule in the District for “Corporate” level surveys. Divisions/offices may survey their **INTERNAL** customers in accordance with the following process:

(1) Division/office preparing survey will provide, in writing, to RM-RS POC:

(a) The intent of the survey.

(b) The questions based on their express needs.

(c) The distribution.

(2) The RM-RS POC, working with the proponent office, will format and arrange questions so as to be compatible with the “Survey Tracker” software program.

(3) RM-RS will provide a copy to the Labor Relations Office no later than 10 days prior to distribution.

(4) RM-RS POC will input the data into the Survey Tracker program and send to the distribution identified by the proponent office.

(5) RM-RS POC will retrieve survey results from the Survey Tracker program and provide those results to the proponent office – sorted and analyzed in charts, graphs or other formats, as requested.

(6) RM-RS is not responsible to track the data from individual division/office surveys.

(7) Upon request, RM-RS will send re-survey reminders to division/offices annually (or more frequently) to ensure a systematic survey process.

(8) RM-RS will track the use of surveys (number and percentage of responses) and continuously improve the Survey Program.

(9) RM-RS will respect the anonymity of all respondents.

c. **EXTERNAL** customer surveys will be conducted in accordance with appropriate guidelines from OMB and HQs, USACE.

4. Summary. The systematic Savannah District Survey Program is managed and facilitated by the RM-RS team. The Survey Tracker Program survey software is the standard software for surveys in the District. All surveys will be conducted IAW this policy.

/s/  
JOSEPH K. SCHMITT  
COL, EN  
Commanding

DISTRIBUTION: C & D