ARMY CENTER FOR SUBSTANCE ABUSE PROGRAMS

Survey Administration Instructions

For

Unit Risk Inventory 2.0

And

Reintegration Unit Risk Inventory 1.1 & 3.0

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Authority

The U.S. Army Center for Substance Abuse Programs (ACSAP) distributes and processes the Unit Risk Inventory (URI) and the Reintegration Unit Risk Inventory (R-URI). The URI was initially launched in 1995, and the R-URI was developed later in response to the large numbers of soldiers redeploying in 2004 and beyond. The URI and R-URI play key roles in ACSAP's Risk Reduction Program (RRP), the organization's keystone service for reporting high-risk behaviors and attitudes and identifying intervention needs. In 2004, the RRP was mandated Army-wide.

As the premier source for risk information, the RRP helps fulfill the mission of its parent entity, the Army Substance Abuse Program (ASAP). In turn, ACSAP staff members support combat readiness by providing program oversight, inspection, integration, technical assistance, and training development for the operation and management of all elements of the ASAP.

The ASAP is a long-standing and time-proven personnel readiness program that will continue to be vital to the Army as dictated by statutes and Department of Defense directives. The ASAP also supports Army Commanders with:

- A proactive program that focuses on prevention and education

- The lowest cost, least time consuming, yet effective treatment services

- A single source of authority for effective and efficient program operation.

Since the URI and R-URI are an integral part of the ASAP, ACSAP distributes these administration instructions to ensure consistency and protect program integrity.

For more information about the surveys or the RRP, call ACSAP at (703) 681-5569 or visit http://acsap.army.mil.

Introduction to the URI and the R-URI

Both the URI and R-URI are two-page surveys designed to be completed by individual respondents on an anonymous basis. However, the results of the survey are not analyzed individually, but rather at a group level.

The URI is a 53-item anonymous questionnaire designed to screen for high-risk behaviors and attitudes that compromise unit readiness. An updated version of the survey was launched in February 2002.

Part I of the URI comes from the Alcohol Use Disorders Identification Test (AUDIT)[*], a screening instrument developed by the World Health Organization to identify people whose alcohol consumption has become hazardous or harmful. Questions in Part II target alcohol and drug use issues, such as driving while intoxicated, as well as other risk factors linked to substance abuse, such as domestic violence, suicide, crime, personal and unit relationships, perception of the Army environment, and financial problems. A facsimile of the URI is at Appendix A.

Similarly, the R-URI is a 79-item anonymous questionnaire designed to screen for high-risk behaviors and attitudes affecting unit readiness and personal well-being that may have occurred during deployment or since redeployment. This survey, based in part on URI version 2.0, was launched in April 2004.

Part A of the R-URI requests background information about the soldier's deployment. To minimize emphasis on a single issue, Part B of the survey comprises a selection of only four questions from the AUDIT that focus on individual alcohol use. Given that the R-URI is an anonymous screening instrument, the four AUDIT questions are expected to provide reliable and valid results.

Questions in Part C and Part D of the survey target deployment experiences and the aftereffects of those experiences, as well as alcohol and drug use issues and other risk factors linked to well-being and readiness, such as domestic violence, suicide, crime, personal and unit relationships, perception of the Army environment, and financial problems.

Finally, Part E of the R-URI asks follow-up questions about the respondents' interest in obtaining information about and seeking help for a variety of issues. A facsimile of the R-URI is at Appendix B.

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[*] © World Health Organization, 1992. Babor, T.F., de la Fuente, J., Grant, M., Saunders, J., Programme on Substance Abuse, AUDIT, The Alcohol Use Disorders Identification Test: Guidelines for use in Primary Health Care.

Designed for use at the company level, the URI and the R-URI should each take about 30 minutes to administer.

In order to promote honest responses and eliminate the fear of identification, the surveys do not ask soldiers for incriminating information.

The surveys can only be administered if a minimum of 50 percent of the unit's assigned officer/enlisted strength participate. However, when administering either survey to units with fewer than 50 members, *more than 50 percent of the unit must complete the survey*. Further, the surveys should not be administered to units with fewer than 20 members. (See the section titled "Survey Administration to Small Units.")

You Should Know

➢ The URI is a 53-item anonymous questionnaire designed to screen for high-risk behaviors and attitudes that compromise unit readiness.

➢ The R-URI v3 is an 80-item anonymous questionnaire designed to screen for high-risk behaviors and attitudes that compromise unit readiness among redeployed soldiers.

➢ These surveys are designed for use at the company level and should take about 30 minutes to administer.

Usefulness of the Survey Results

Since May 1995, the URI has been administered to approximately 75,000 active-duty soldiers from more than 1,000 units (as of April 2004). Both administrators and commanders consistently give high marks to the URI survey and the results report. The URI results provide valuable information to commanders about their soldiers' high-risk behaviors in the areas of:

- Alcohol and other drug use
- Unit cohesion (command environment, discrimination, sexual harassment, work performance, and unit relationships)
- Self-perceptions and personal relationships
- Financial problems
- Suicide
- Crimes

- Sexual practices
- Verbal and physical abuse
- Army environment (effects of optempo and Army life).

The R-URI also will have wide distribution; Army plans call for the survey to be given to all redeploying soldiers between 90 and 180 days of rotation. The R-URI results provide valuable information to commanders about significant or critical responses in the areas of:

- Combat and other deployment experiences (and the consequences of those experiences, such as, upsetting memories, sleep disturbances, and health problems)
- Alcohol and other drug use
- Unit cohesion (command environment, work performance, and unit relationships)
- Self-perceptions and personal relationships
- Financial problems
- Suicide
- Crimes
- Verbal and physical abuse
- Army environment (effects of optempo and Army life).

The URI and R-URI assessment results help commanders to:

- Assess the status of their unit's human-relations readiness.
- Make smarter decisions and create more effective action plans by pinpointing specific prevention, education, and intervention programs based on the needs of the soldiers.
- Minimize unproductive or ineffective services and programs provided to the soldiers.
- Lead more effectively.
- Assess the well-being of the unit following deployment (R-URI only).

Survey Administration Procedures for First-time Users

Survey administrators administering the URI or R-URI for the first time should start by selecting only *one unit* to survey. After receiving a Summary of Results report for that initial unit, administrators can survey additional units. That way, any problems with survey administration will be limited to a small number of forms. Common problems with first-time administrations have included:

- Surveys with answers completed in ink rather than No. 2 pencils.

- Surveys from different units mixed together with only one cover sheet. (Cover sheets must identify and describe each *individual unit*.)

- Partially completed cover sheets. (Surveys will not be processed until administrators provide all necessary information.)

- Cover sheets that do not include the commercial telephone number and e-mail address for the point of contact (POC). (This can cause delays if the POC cannot be reached to supply any other missing information.)

Surveys usually are sent shrink-wrapped in packages of 250 each. First-time survey administrators should get started with just one pack of 250. (However, you can request fewer forms if administering the survey to much smaller numbers of personnel.) Be sure your request for forms includes your commercial telephone number and a *street address* to which FedEx can deliver the forms. Request the forms from the POC at ACSAP, as noted in Appendix C (in the "Shipping Instructions" section of the Cover Sheet).

After selecting an initial unit to survey, follow the steps in the next section ("Administration Procedures") from "*Identify an administration location*" to the end of the section. As noted in that section, be sure to adhere to mandatory minimums for administering the survey and make every effort to administer the survey to all soldiers in a unit at one time and place. If necessary, use the guidelines on page 5 for administering the survey to small units or to less than 100 percent of a unit.

If the forms and cover sheet are properly submitted, ACSAP will send the designated report recipient a Summary of Results report and feedback about the

initial effort within 10 business days. Study the results and prepare a briefing for the unit commander emphasizing how the survey information can be used to enhance unit readiness. Briefing the commander also provides an opportunity to advertise programs and services. You are encouraged to make specific suggestions for prevention and intervention efforts that may target any areas that the survey results indicate need improvement.

After your initial effort, ACSAP will send additional blank surveys as requested. Order only as many forms as you can administer during the next several months.

Survey Administration Procedures

You Should Know

➢ Survey administrators administering the URI or the R-URI for the first time should start by selecting only *one unit* to survey.

➢ First-time survey administrators should get started with just one pack of 250 forms, or fewer if administering the survey to a much smaller unit. Be sure your request for forms includes your commercial telephone number and a *street address* to which FedEx can deliver the forms.

➢ If the forms and cover sheet are properly submitted, the processing contractor will send you a Summary of Results report and feedback about your initial effort within 10 business days.

Follow these steps for administration of the URI and R-URI in order to receive the best results.

First, estimate the number of forms survey forms you will need based on the total officer/enlisted assigned strength of the units you will survey within the next several months.

- Survey forms come shrink-wrapped in packages of 250.

- Try to order surveys in multiples of 250, keeping in mind that there is a limited supply and other administrators also will need forms.

Request the survey forms from the POC at ACSAP, as noted in Appendix C.

- Be sure the request includes your commercial telephone number and a *street address* to which FedEx can deliver the forms.

- Upon request, ACSAP will send a complete package including a cover sheet and survey forms.

Identify an administration location. Use a room large enough for the entire company to complete the survey during one sitting. Every effort should be made to administer the URI and the R-URI to all soldiers in a unit at one time in one location, such as during a mandatory Training or Safety Day.

- The area should provide adequate workspace between individuals and a hard writing surface for each unit member.

- If desks or tables are not available, provide firm platforms such as clipboards or notebooks to guarantee that respondents do not poke holes in the forms, which are read by computer. *NOTE: If a survey form is torn, has holes, or is disfigured, the responses cannot be processed.*

Identify an individual from outside the command to administer the survey.

- This will further assure the soldiers of the anonymous nature of the survey and allow the Commander, First Sergeant, and Training Officer or Training NCO to complete the survey as well.

Administer the survey.

- Before the soldiers arrive, post the unit's Unit Identification Code (UIC) using characters large enough for all participants to read. Make sure you clearly designate letters and numbers (for example "O" or "Ø").

- Have all participants seated and quiet before distributing the survey forms.

- Hand out the survey forms and pencils. Have a pencil sharpener and extra No. 2 pencils available in the room. *It is critical that participants use only No. 2 pencils.* The scanner will not read ink.

- Brief the participants on the purpose and process of the survey administration.

- Explain the Commander's desire to pinpoint specific training topics and concerns that soldiers may have.

- Point out that the survey does not require any personal or identifying information. It is anonymous in order to encourage candid responses, and the results will be reported as a unit profile without identifying individual soldiers.

- Explain that ACSAP completes the analyses, and only summary information will be provided to the commander.

- Although there is no set time limit for filling out the survey, explain that it should take no longer than 30 minutes to complete the questionnaire.

Collect the completed forms, bundle them, and send them with the completed cover sheet via FedEx to ACSAP as directed in the "Shipping Instructions" section of the Cover Sheet.

- Use the checklist in Appendix D to ensure that the surveys are properly submitted.

ACSAP will produce and return a Summary of Results report to the "recipient" listed on the cover sheet—usually the ADCO but possibly another ASAP staff member.

- Normally, ACSAP will not return the report to the commander of the surveyed unit because an ASAP representative should brief the commander on the survey results and offer follow-up services as appropriate.

- For properly submitted packages, ACSAP will ship the report within 10 business days of receipt.

You Should Know

➢ The URI should be administered no more than once every 12 months to the same unit.

➢ The R-URI should be administered between 90 and 180 days of a unit's redeployment.

➢ Every effort should be made to administer the URI and the R-URI to all soldiers in a unit at one time in one location, such as during a mandatory Training or Safety Day.

Survey Administration to Less Than 100 Percent of a Unit

To protect the integrity of the survey program and to prevent commanders from drawing incorrect conclusions (good or bad) about their units based on a small number of respondents, it is ideal to survey 100 percent of the assigned strength of a unit. The lower the percentage of soldiers surveyed, the less applicable the results will be to the unit as a whole. When less than 100 percent of a unit is surveyed, the results are not representative of the unit as a whole because the surveyed soldiers were not selected to represent the unit. Therefore, the results represent only the soldiers who completed the URI or R-URI.

When a low percentage of soldiers in a unit are surveyed, the results are of questionable value to the unit commander, and may even be misleading—those who were surveyed may not be like those who were not surveyed. Without an accurate picture of the unit, the interventions that commanders institute may not address the most pressing problems.

As a general rule, while the goal for the administration of the survey is always 100 percent of the unit's assigned strength, a mandatory minimum of 50 percent of all assigned officers and enlisted soldiers must complete the survey. This 50 percent minimum applies to units with an assigned strength of at least 50 soldiers. The minimum percentage is greater for smaller units. (See the table in the next section.)

If the unit cannot meet the minimum goal of 50 percent participation, cancel and reschedule at a more convenient time to obtain a higher level of participation.

You Should Know

➢ While the goal for the administration of the URI and the R-URI is always 100 percent of the unit's assigned strength, a mandatory minimum of 50 percent must take the survey in units with an assigned strength of at least 50. Higher standards apply for smaller units.

➢ Remember that the lower the percentage of soldiers surveyed, the less applicable the results will be to the unit as a whole.

➢ If the unit cannot meet the minimum goal of 50 percent participation, cancel and reschedule at a more convenient time to obtain a higher level of participation.

Survey Administration to Small Units

Both the URI and R-URI were designed for use at the company level. While many—if not most—company-sized units have an assigned strength of more than 50 soldiers, those with fewer than 50 soldiers are not uncommon. Take extra care when administering the surveys to small units, because the smaller the unit, the more difficult it will be to convince the soldiers that their anonymity will be protected. *Note: Administrators should not survey units with fewer than 20 members. Reports will not be produced for units that small.*

The general guidelines for survey administration to small units are as follows:

- If possible and if the commanders agree, units with fewer than 20 members should be grouped together (as a battalion or as a made-up grouping), given one UIC (it can be a made-up one), and surveyed as a group. That group would receive one Summary of Results report.

- If those small units must be surveyed separately, they should still be assigned the same UIC, and the cover sheet marked to indicate that the unit is part of a larger group.

- When administering the survey to units with fewer than 50 soldiers, more than 50 percent of the unit must complete the survey. The mandatory minimum may be as great as 100 percent when a very small number of soldiers take the survey (e.g., 20 soldiers).

The sliding scale in this section lists mandatory minimums for units with as few as 20 soldiers. In order to process the surveys and produce a report, ACSAP must receive at least the mandatory minimum for every participating unit. For example, a unit with an assigned strength of 27 must return 23 surveys, representing 85 percent of the unit.

You Should Know

➢ Administrators should not survey units with fewer than 20 members.

➢ Small units should be grouped together and surveyed as a group, if possible. That group would receive one report.

➢ For units with fewer than 50 soldiers, more than 50 percent of the unit must complete the survey. The mandatory minimum may be as great as 100 percent.

Required Participation Levels

Unit Strength	Number Required	Percentage Required
50	25	50%
49	25	51%
48	25	52%
47	25	54%
46	25	55%
45	25	56%
44	25	57%
43	25	59%
42	25	60%
41	25	62%
40	25	63%
39	25	64%
38	25	66%
37	25	67%
36	25	69%
35	25	71%
34	25	72%
33	24	74%
32	24	76%
31	24	78%
30	24	79%
29	24	81%
28	23	83%
27	23	85%
26	23	87%
25	22	89%
24	22	91%
23	21	93%
22	21	95%
21	20	98%
20	20	100%
Fewer than 20	**Do not administer.**	

Single vs. Multiple Administration Sessions for a Single Unit

Every effort should be made to administer the survey to all soldiers in a unit at one time and in one location. Doing so will guarantee that all soldiers complete the survey under the same conditions. If the survey is administered at different times to parts of the same unit, significant events may occur between sessions and have an effect on the soldiers who complete the URI or R-URI after the event. This can pose a significant problem, because soldiers may answer the questions differently than they would have prior to the event. If multiple administration sessions are required, the time lag between sessions must be minimized.

Repeat Survey Administrations to the Same Unit

The URI should be administered no more than once every 12 months to the same unit because of "test familiarity" or "test burnout" and because many of the questions ask about the soldier's behavior within the past 12 months.

Similarly, the R-URI should be administered to a unit between 90 and 180 days of redeployment. Unit members should be given the R-URI after *each* redeployment, but not more often than once per 12 months in order to avoid test familiarity or test burnout.

When to Return the Completed Surveys

The general rule is to submit the completed URIs and R-URIs as soon as possible after they are administered.

If multiple administrations over several dates are required to survey any single unit, then hold the surveys until after the final administration and then submit them in one package.

If multiple units are administered surveys in a relatively short time span—within a week, for example—you may save them for submission in one package. If multiple units are administered surveys over a longer time span—within a two week period, for example—then you may either submit them one unit at a time or save them to submit together in one package (particularly if the units make up a battalion and you would like to receive a roll-up report for the battalion). You should not delay the submission of completed surveys beyond the minimum that may be necessary to make up packages as in the previous examples.

If you would like to request a roll-up report for all of the units in a battalion but cannot administer the surveys to all of the units within a 2-week period, then submit the surveys as they are administered.

In general, you should administer the survey and send the forms to ACSAP as quickly as possible so that the unit commanders receive timely results.

The Survey Cover Sheet

The Cover Sheet is an essential part of the survey protocol for both the URI and R-URI. A properly completed Cover Sheet (see Appendix C) must accompany each unit's completed surveys so that they can be accurately tracked through the response processing, report production, and report delivery stages. Please take note that the completed surveys must be separated by the UIC or unit designation with cover sheet. (A separate "Request Sheet" is used to request roll-up reports; see the "Roll-Up Reports" section below.)

The information on the Cover Sheet is used in various ways.

- The Unit Designation is used as a backup identifier when the UIC is misspelled or misinterpreted. It can also be used in discussions between the survey administrator and the survey processing contractor because it is the common way to refer to a unit.

- The Actual Strength of Unit Surveyed is used in conjunction with the Number of Individuals Surveyed to calculate the percentage of the unit that had been surveyed. *NOTE: As stated previously, 50 percent of the unit is the mandatory minimum that must be surveyed.*

- The Survey Administrator and Report Recipient information is used by the survey processing contractor to request any missing information, and to return the Summary of Results report.

- The Date Administered, UIC, Unit Designation, Status, Installation/MSC/City/Location, Country/State, and Unit Type are used to compose the report header. For example, if the Cover Sheet reads:

R-URI: ☑

Date Administered: *03/30/2004*

UIC of Unit Surveyed: *WABCDE*

Unit Designation: *123RD MILITARY BAND CO*

Status: *Army Active Duty*

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Reintegration Unit Risk Inventory Summary of Results
for Army Active Duty Soldiers

WABCDE, 123RD MILITARY BAND CO	52 Persons Surveyed
FORT BUGLE, NY	Administered 30 Mar 04
Combat Arms (CA)	Printed 22 Apr 04

Installation:	*FORT BUGLE*
Country/State:	*NY*
Number Surveyed:	*52*
Actual Strength:	*164*
Number Deployed:	*42*
Unit Level:	Co
Unit Type:	*Combat Arms*

Then the report header will appear as below.

The Online Survey Cover Sheet

The Online Cover Sheet is another option to use for returning survey completed. This feature is exactly the same as the regular cover sheet used for URIs and R-URIs but online. (See Appendix J)

To access the online cover sheet:

A. If you are not logged in click on this link
http://acsap.army.mil/inputuri.jsp

B. If you are logged in use these steps

1. From the ACSAP Portal Home Page

2. Click Risk Reduction link in the ACSAP Services box.

3. Click on the submit URIs online form and fill it in, for each URI.

Summary of Results Reports

As described previously, Summary of Results reports are produced for each properly surveyed unit. These reports, which are different for the URI and the R-URI, provide an overview of survey results for the unit. The URI report is one page long, and the R-URI report is two pages. Within the URI and the R-URI reports, there are further differences between the reports for Active-duty units versus Army Reserve units. A brief explanation accompanies each of the summary reports. The four report types are:

- URI Report for Active-duty Units

- URI Report for USAR Units

You Should Know

➢ Roll-up reports are used to present combined results, such as for a battalion.

➢ In clear writing, enter the UICs of all units to be aggregated on the Request Sheet.

- R-URI Report for Active-duty Units

- R-URI Report for USAR Units

Roll-Up Reports

Roll-up reports are used to present combined survey results. For example, when all of the companies in a battalion have been surveyed and the battalion commander is interested in a battalion-level summary of responses, then the survey administrator may request a roll-up report for the battalion.

Administrators should complete a Request Sheet (see Appendix I) in order to receive a roll-up report. This sheet is used in production and tracking of the report. Be sure to enter the UICs of all units that are to be aggregated in clear writing so that the correct units are included. Many UICs are similar and may be misread if not written clearly.

Several types of roll-up reports have been provided in the past.

- By far, the most requested type of roll-up report is the battalion roll-up of all member companies.

- Brigade roll-ups also are possible. It is important to provide the UICs of the surveyed units whether they are companies or battalions.

- Also occasionally, a URI administrator has requested a roll-up report of all URIs administered at an installation during a specified period in order to meet a particular need.

On an intermittent basis, ACSAP has requested roll-up reports of all URIs administered Army-wide. These all-inclusive roll-up reports are available on the ACSAP Web site.

Initially, R-URI roll-up reports will only be produced for groups of units that have the same unit type.

Restrictions

It is not appropriate to produce roll-up reports under the following circumstances:

- When the component units were surveyed over a long period, such as when more than one month has elapsed between the survey administrations to the first and last units, for example.

- When one or more of the component units have not been surveyed.