

## INSTRUCTIONS FOR STARTING THE AIR FORCE OFFICERSHIP SURVEY

### HOW TO BEGIN

An active link to the survey is given below. Please read these instructions first.

Once at the survey site you will be asked to enter a Username and Password.

**Username:** *(Use Your E-mail Address)* (see below)

The survey software allows you to start, stop, and log back in to resume from where you left off. In order to log-in or use this restart feature you must have a unique Username that you can remember. We recommend that you use your primary email address that you use for official Air Force business.

**Example Username:** [john.doe@randolph.af.mil](mailto:john.doe@randolph.af.mil)

**The survey entry code is: 09001**

### SURVEY DETAILS:

Because this official Air Force survey is hosted on a secure commercial web site, you may take this survey either at the office or at home (without a CAC reader.)

This survey should take about 30 minutes to complete.

Survey returns will no longer be accepted after 15 July 2009.

## SURVEY SUPPORT LINKS

The [Memo from Lt General Richard Newton III](#) inviting maximum participation and giving the background to this project is included below following the [Privacy Act Statement](#).

The SURVEY LINK below will take you to the official Air Force survey. You may want to review the [Frequently Asked Questions \(FAQ\)](#) section below before clicking the link.

### SURVEY LINK

[https://www.mtisurv.com/afos/Login.asp?Survey\\_ID=OR2](https://www.mtisurv.com/afos/Login.asp?Survey_ID=OR2)

## Frequently Asked Questions (FAQ)

**1) Why does the survey ask me for my SSN?** You will be asked to provide your SSN in order to minimize all the other personal and demographic information needed to complete the survey recommendations. Only valid SSNs that match official personnel files and link to full demographic data can be used to formulate survey recommendations. If providing your SSN would cause you to decline to take the survey (or supply an invalid SSN), please see the [New SSN Work-Around Procedure](#) below for the EDIPI identifier which will still allow validation and recovery of your demographics. You will need access to a CAC reader to determine this alternate ID number - but you will not need a CAC to log-on to our contractor's secure web site (MTISURV.COM).

**2) Why do I get a message that the Web Site Certificate is not Trusted?** This survey is hosted on an Air Force-approved contractor server. Due to different operating systems such as Windows XP and Vista, you may encounter a web certificate error depending on the version of Internet Explorer you are using. Please click "continue to this website" if you encounter this error. Rest assured that this website is secure and encrypted using HTTPS secure protocols.

**3) (If you are using the previous method of entering the survey through our Community of Practice Web Page) Every time I click the URL on the CoP page, it goes back to the same CoP Page? (or any other problem using the URL link)** Some local sites may have secure protocols which prevent a direct connection to the Survey URL from the Community of Practice (CoP). If the survey fails to launch, or you want to log-in over normal internet lines (such as home PCs), then type or paste the following URL into the ADDRESS line in your Internet Explorer browser and click GO: (Note the last three characters are the two letters "OR" and the number "2")

[https://www.mtisurv.com/afos/Login.asp?Survey\\_ID=OR2](https://www.mtisurv.com/afos/Login.asp?Survey_ID=OR2)

### More Questions?

If you have any further questions, please email:

[Officership.questions@randolph.af.mil](mailto:Officership.questions@randolph.af.mil)

## ==== New SSN Work-Around Procedure (6 Jun 09 - 1620 CDT) =====

You must have access to a CAC reader to find your EDIPI – you do not need a CAC to actually take this survey.

**IMPORTANT NOTE:** As described below, the **EDIPI** (DoD EDI Person Identifier) is a unique person identifier (like SSN) which is assigned to you by DoD personnel and is used internally in personnel data bases.

The **EDIPI** is **\*\*\*\*NOT\*\*\*\*** your PIN that you use every day to log-in to DoD Computers.

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### **Using your DoD EDI Person Identifier (EDIPI) in lieu of SSN.**

**1)** If you don't know your **EDIPI**, instructions are on the next page for you to read it from your CAC memory chip. Record your 10-digit EDIPI before taking the next step.

**2)** Log back into the survey by clicking this hyperlinked URL:

If you 'type-in' this link note that the last three characters are letters "OR" and the number "2"

[https://www.mtisurv.com/afos/Login.asp?Survey\\_ID=OR2](https://www.mtisurv.com/afos/Login.asp?Survey_ID=OR2)

**3)** At the point in the survey where you are asked for SSN, enter your 10-digit DoD EDI Person Identifier (EDIPI) instead. DO NOT ENTER YOUR SECRET, SELF-CHOSEN LOG-IN PIN (Personal Identification Number.) Not only would that be a security violation, it is also of no use in this project.

Note: The screen instructions have not been modified so it still says "SSN." The survey, however, will now accept a 10-digit number so enter your EDIPI.

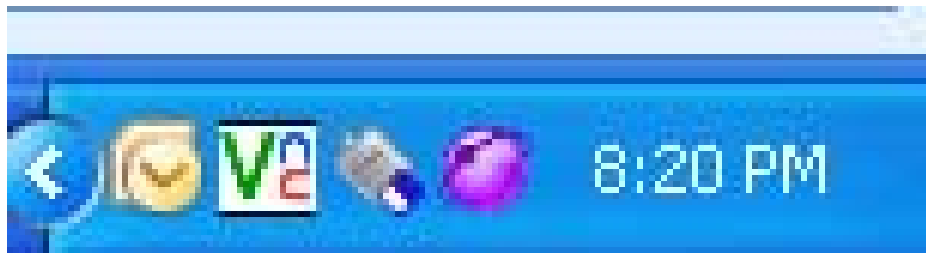
**4)** After entering the EDIPI, follow all remaining survey instructions as shown on the screen.

Thanks for going the extra-mile to participate!

[Return to the Survey Link](#)

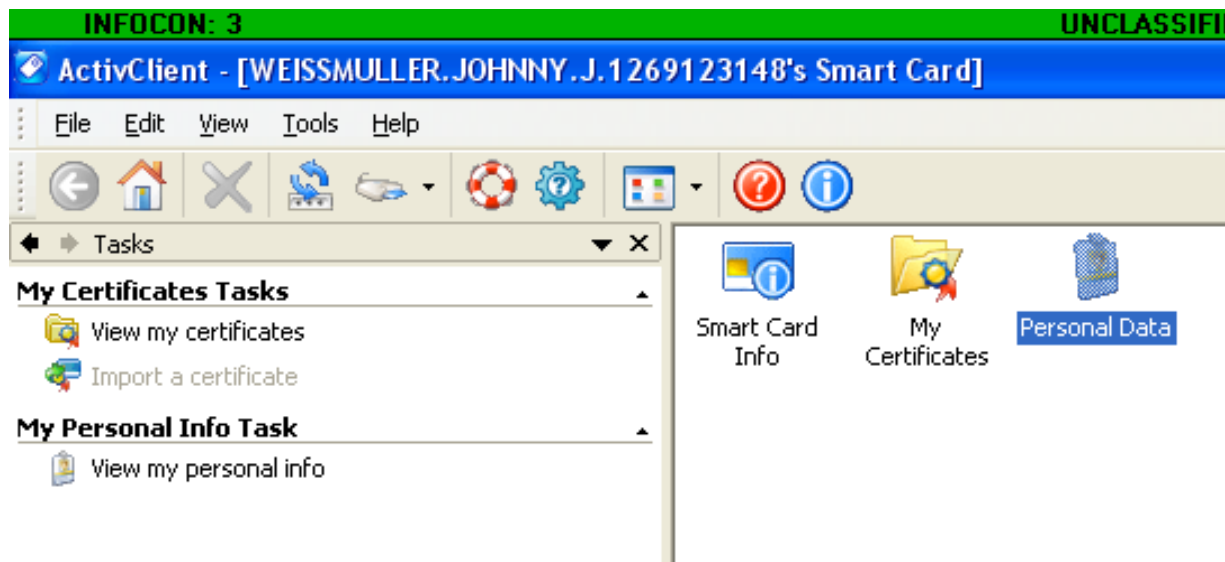
## How to Determine your DoD EDI Person Identifier (10 digit EDIPI)

With your CAC inserted in your computer, click on the CAC/SmartCard Icon at the very bottom right corner of your screen near the time of day. Mine is the second icon to the left of the time in this screen-print as shown in the greatly enlarged picture below. It looks like a little external CAC reader.



When the SmartCard option screen appears, read your DoD EDI Person Identifier following your initial and preceding the "Smart Card" in the blue banner at the top.

In the example shown below of my CAC, my 10-digit DoD identifier is 1269123148. If you click on the "Personal Data" icon you can see all your personal information including this number and your SSN among other things.



**IMPORTANT NOTE: The EDIPI is \*\*\*\*NOT\*\*\*\* the PIN you use every day to log-in to DoD Computers. The EDIPI is a unique person identifier (like SSN) which is assigned to you (and your CAC) by DoD personnel.**

DO NOT ENTER YOUR SECRET, SELF-CHOSEN LOG-IN PIN (Personal Identification Number.) Not only would that be a security violation, it is also of no use in this project.

For surveys run on .MIL sites, EDIPI is available directly from your Common Access Card (CAC)  
[http://en.wikipedia.org/wiki/Common\\_Access\\_Card](http://en.wikipedia.org/wiki/Common_Access_Card)

[Return to the Survey Link](#)

# Air Force Officership Survey

## PRIVACY ACT NOTICE

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose of the survey and how the findings will be used. Please read it carefully.

**AUTHORITY:** 10 USC 8013, Headquarters Air Force Mission Directive 1-32 (20 Feb 2009) sections 3.21 and A2.2.9 (Directorate of Force Management Policy (AF/A1P), AFPD 36-26, and Air Force Instruction 36-2605 (24 Sep 2008), Air Force Military Testing System, §1.1.1.1, 1.4, 1.6.2 and Attachment 13. E.O. 9397 (SSN) applies.

**PRINCIPAL PURPOSE:** Data collected in this survey will be used in statistical analysis only for future development of forms, qualifying classification tests, reports, and testimonials provided within the Air Force and to Congress. Some data may be used to support conferences, scientific meetings, websites, and professional journals.

**ROUTINE USES:** The "Blanket Routine Uses" published at the beginning of the Air Force's compilation of systems of records notices apply.

**DISCLOSURE:** Voluntary. There is no penalty if you choose not to respond. Maximum participation is encouraged.

[Return to the Survey Link](#)

[Return to the Survey Link](#) (Ltr)



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON, DC

MEMORANDUM FOR OFFICER SURVEY PARTICIPANT

4 June 2009

FROM: AF/A1  
1040 Air Force Pentagon  
Washington DC 20330-1040

SUBJECT: AFOQT Revision – Officer Survey Participation

We are initiating a major revision of the Air Force Officer Qualifying Test (AFOQT). The AFOQT, in its many forms, has had an effective track record of predicting officer training and pilot training success since it was implemented in 1953. Its screening has saved tens of millions of training dollars by reducing attrition and contributed to an effective officer accession process. Since initial development, the AFOQT has been revised 17 times. The current version, Form S, was implemented in 2005. With our rapidly changing mission and Air Force culture, we want to ensure the next revision assesses all of the current critical officer skills.

To better identify these skills, we are conducting a survey. You have been selected as one of the survey participants. A series of officer focus groups assisted in identifying the skills that are listed in the survey you will be completing.

To ensure the most important skills are identified, we are asking a broad cross-section of officers to prioritize the importance of each one. Your responses will be critical for ensuring we focus on the right skills when determining AFOQT content. The survey should take approximately 30 minutes to complete; your time will be a great investment in the continuing effectiveness of the Air Force officer accession process. I encourage you to take the time to complete the survey and appreciate your help with this project.

A handwritten signature in black ink that reads "Richard Y. Newton III".

RICHARD Y. NEWTON III  
Lieutenant General, USAF  
DCS, Manpower and Personnel