



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
HEADQUARTERS, US ARMY FIELD SUPPORT COMMAND  
1 ROCK ISLAND ARSENAL  
ROCK ISLAND, IL 61299-6500

AMSFS-GC

24 MAY 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Ethically Speaking...Responding to Surveys

1. Be aware that in our official position as Army employees (military and civilian) we may not respond to surveys, questionnaires, "research" polls or any kind of query being conducted by a non-federal entity unless it has been sanctioned in advance by the Army (AR 600-46). This is true even if they insist that the purpose of their "research" is to HELP THE ARMY!
2. There are valid reasons for restricting responses to surveys. For instance, many of these surveys request advance procurement information or seek information about individuals who are making procurement decisions in the future. Advance procurement information must normally be released to industry simultaneously. Information about individuals who will be making procurement decisions in the future as a general rule should not be released to reduce the chances that undue influence will be put on them. In addition, we must avoid responding so that our comments will not be used as the appearance of favoritism/endorsement of the product or entity involved.
3. The US Army Materiel Command (AMC) determined that surveys sent by our contractors to be used internally for purposes of improving their operations are separate and distinct and can be responded to by AMC employees. Generally, the Contracting Officer may respond to these types of surveys and should ensure that their remarks are consistent with overall Government reaction to the contract effort. A statement should accompany the response which states: "The response/data provided in this survey will be used by the contractor for internal company evaluation only and will not be used in conjunction with proposal/claim submissions to any DoD agency. Furthermore, the opinions expressed are those of individuals only and do not reflect the view of any Government agency nor shall they be construed as an endorsement of any product or service."

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4. In the event you receive a survey/research request, please contact the undersigned at [marina.yokasreese@us.army.mil](mailto:marina.yokasreese@us.army.mil), DSN 793-8458, or the Public Affairs Office, DSN 793-5421, for guidance.

A handwritten signature in cursive script that reads "Marina Yokas-Reese".

MARINA YOKAS-REESE  
Ethics Counselor

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