

## **EXIT SURVEY FREQUENTLY ASKED QUESTIONS**

### **1. How is this survey administered?**

This is an online survey administered by SurveyMonkey that can be accessed from any computer and it is completely anonymous. The link for accessing the survey is [http://www.surveymonkey.com/s.aspx?sm=bMqXHpODLYwUS15pQRLtWA\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=bMqXHpODLYwUS15pQRLtWA_3d_3d).

### **2. How are employees notified of the survey?**

The employees are informed of the survey by their supervisor and via statements on the Exit Checklist and on their last SF 50, Notification of Personnel Action. The employee should contact his/her organization POC for survey notification process information specific to his or her organization.

### **3. Who should complete the survey?**

All federal employees **departing** DLA, to include temporary and term employees, are asked to complete the survey. The survey is not open to military members or contractors.

**Note:** The survey is for employees departing DLA, not transferring between organizations. EX: An employee transferring from DLA Land and Maritime to DLA Energy should **NOT** complete the survey.

### **4. Is this a mandatory survey for departing employees?**

No, the survey is strictly voluntary.

### **5. How will the survey responses be used?**

The responses you provide will be used in conjunction with other Human Capital (HC) Survey results and other sources of information to help us design new HC initiatives and develop corrective actions and strategies to retain current employees and attract new talent.

### **6. Who should employees contact with questions about the survey?**

Employees should contact their organization POC or forward questions to [exitsurvey@dla.mil](mailto:exitsurvey@dla.mil).