

EOA Practice Quiz

EOA 6100 and 6200 · 30 for EOA 6100, 26 for EOA 6200 · answer keys at the back · BellexFire Study Companion

EOA 6100: Conduct and Analyze Focus Group and Individual Interview Data

- 1. According to OPA (2024), a focus group typically consists of how many people?**
 - A. Eight to 15
 - B. Four to 10
 - C. 10 to 20
 - D. Two to five
- 2. Research by Hennink and Kaiser (2022) found that data saturation in focus group research is typically reached after how many sessions?**
 - A. 10 to 12 sessions
 - B. Four to eight sessions
 - C. One to two sessions
 - D. 15 or more sessions
- 3. According to Hennink and Kaiser (2022), data saturation for individual interviews is reached between how many interviews?**
 - A. Four to six
 - B. Eight to 10
 - C. 20 to 25
 - D. 12 to 13
- 4. How long should each focus group session be scheduled to run?**
 - A. 60 to 90 minutes
 - B. 30 to 45 minutes
 - C. 45 to 60 minutes
 - D. Two hours minimum
- 5. OPA (2024) recommends focus groups should have a narrow focus with no more than how many main topics?**
 - A. Three
 - B. One
 - C. Five
 - D. Two
- 6. Which support staff member develops the plan, leads the sessions, asks most of the questions, and provides the final report to leadership?**
 - A. The recorder
 - B. The commander
 - C. The moderator
 - D. The co-moderator
- 7. Which support staff member documents questions posed and responses received, and assists in monitoring virtual attendees?**
 - A. The moderator

- B. The observer
- C. The recorder
- D. The co-moderator

8. According to the OPA recommended groupings, which enlisted ranks should be grouped together in a focus group?

- A. All enlisted ranks together
- B. E-1 through E-3
- C. E-1 through E-6
- D. E-3 through E-7

9. Under the OPA recommended groupings, how should input be collected from unit leaders and the commander?

- A. Individual interviews
- B. A written survey
- C. Inclusion in the E-6 focus group
- D. A combined leadership focus group

10. What is the definition of an individual interview per OPA (2024)?

- A. Any casual conversation between an MEO professional and a unit member, whether recorded or not, at any time
- B. A recorded survey administered to one member at a time with no live back-and-forth conversation at all
- C. A conversation carried out in privacy, typically face-to-face, involving only one participant
- D. A group discussion carried out in privacy, typically face-to-face, involving two to three participants

11. Which question type is described as a cue to aid the facilitator to remember to discuss a topic?

- A. Probing question
- B. Prompted question
- C. Closed question
- D. Follow-up question

12. Which question type allows the MEO professional to count answers and apply statistical techniques?

- A. Probing
- B. Prompted
- C. Closed
- D. Open-ended

13. During the focus group opening, participants must be reminded that despite striving for confidentiality, what is present in the room?

- A. An inspector general observer
- B. A recording device
- C. A mandatory reporter
- D. A command representative

14. What seating arrangements does OPA (2024) recommend for focus groups?

- A. Any arrangement with assigned seats by rank
- B. Theater style
- C. Classroom rows facing the moderator
- D. Circle, square, or semi-circle

15. In the thematic analysis process (Fuchs, 2023) as taught in this lesson, how many steps are used?

- A. Three
- B. Five
- C. Six
- D. Two

16. What is the first step of the thematic analysis process as presented in this lesson?

- A. Categorize comments into themes
- B. Remove all PII from the notes
- C. Identify trends
- D. Produce the final report

17. Why does OPA recommend that focus groups comprise members of similar ranks?

- A. It ensures every focus group ends up with exactly equal numbers of participants each time
- B. Service regulations require every focus group to remain strictly rank-pure at all times
- C. It ensures individuals are comfortable sharing their thoughts
- D. It simplifies the scheduling of sessions around each unit's duty sections and shift rotations

18. Which advantage of focus groups involves revealing how information gets passed among sections and members of a unit?

- A. Determine commonality of perception
- B. Time efficiency
- C. Formal communication check
- D. Sharing of information

19. A commander wants to know whether a concern is held by a few members or widespread across the unit. Which focus group advantage addresses this?

- A. Flexibility
- B. Formal communication check
- C. Time
- D. Determine commonality of perception

20. Why can individual interviews produce more direct and honest answers than group settings?

- A. One-on-one involvement creates greater commitment to the process
- B. Interviewees are placed under a formal oath before every individual interview begins
- C. Interviews are always fully anonymous from start to finish, with no identity ever recorded
- D. Interviewers are required to hold a senior enlisted or officer rank before conducting any interview

21. Which is a stated disadvantage of individual interviews compared to focus groups?

- A. Questions are more often misunderstood
- B. Sample size limitations due to time
- C. Inability to protect participants
- D. Less chance to pursue emerging issues

22. Why is training listed as a disadvantage of individual interviews?

- A. Only commanders and senior enlisted advisors are permitted to conduct individual interviews under the SG
- B. Interviewer training requirements expire annually and must be renewed before the next data collection cycle

- C. OPA requires every interviewer to complete a certification course before conducting any individual interview session
- D. It is far easier to teach someone to administer a survey than to be an effective one-on-one interviewer

23. Which focus group challenge concerns participants fearing that shared information will be used against them?

- A. Limited interviewer skills
- B. Trust
- C. Threats
- D. Selective attention

24. When would an individual interview serve as a follow-up to a focus group?

- A. When a topic emerges that is important but beyond the scope of the discussion
- B. When the assigned recorder was absent and no substitute was available to document responses
- C. When the commander personally doubts the validity of the focus group's overall findings
- D. When session attendance fell below the minimum of four participants required to proceed

25. What is the purpose of staggering focus group times throughout the day?

- A. To reduce room rental costs
- B. To accommodate members with different schedules
- C. To allow the commander to attend each session
- D. To prevent participants from comparing notes

26. Why should questions avoid being double-barreled?

- A. They take far too long to read aloud smoothly during a live session with the group
- B. They always require a separate follow-up question before the group can respond at all
- C. They are only appropriate for written surveys, never for live spoken discussion formats
- D. They ask two things at once, making responses impossible to interpret cleanly

27. During session close, what must the moderator remind participants about attribution?

- A. Findings will be shared with the command listing each contributor's name and rank for accountability purposes
- B. The session was non-attributional and confidentiality will be maintained when sharing results with the command
- C. Participants may request personal attribution for their ideas when the final report reaches the commander
- D. Attribution protections apply only to negative comments raised during the session, not to positive ones

28. Why must the MEO professional disclose focus group findings to the commander despite confidentiality promises?

- A. Service regulations require the moderator to provide verbatim transcripts of every session that was recorded
- B. Focus group findings are treated as public records available to any outside requester upon formal request
- C. The commander automatically holds mandatory reporter status for every complaint discussed during the session
- D. MEO professionals work for the commander, who needs findings to make informed decisions

29. In thematic analysis, what does step 2, identify trends, accomplish?

- A. It categorizes raw comments into themes for the very first time before any refinement takes place

- B. It refines themes by checking for redundancy and inconsistencies, improving accuracy and reliability
- C. It strips personally identifying information from every transcript before any analysis work ever begins
- D. It weaves the refined themes into a coherent narrative supported directly by quotes and examples

30. What role do quotes and examples play in the final thematic analysis report?

- A. They replace the need for interpretation
- B. They are prohibited to protect confidentiality
- C. They identify which participant said what
- D. They enhance the themes in the report

EOA 6200: Conduct Workplace Observations

1. What is the purpose of workplace observations for the MEO professional?

- A. To learn habits, patterns, behaviors, reactions, and general information about people in the workplace as they participate in daily activities in real time
- B. To document specific policy violations in enough detail that disciplinary action can later be taken against the individuals involved
- C. To formally evaluate individual job performance for direct use in performance appraisals and evaluation reports
- D. To completely replace the need for focus groups and individual interviews as data collection methods across the unit

2. Which type of observation studies behavior in its natural setting without intervention?

- A. Directed observation
- B. Controlled observation
- C. Participant observation
- D. Naturalistic observation

3. In which observation type does the observer become immersed in or involved with the subjects observed?

- A. Remote observation
- B. Naturalistic observation
- C. Participant observation
- D. Passive observation

4. How many steps are in the process for employing workplace observations?

- A. Four
- B. Eight
- C. Three
- D. Six

5. What is Step 1 of employing workplace observations?

- A. Observe and take notes
- B. Identifying the objective
- C. Establish a recording method
- D. Out brief the commander

6. What is the final step of the workplace observation process?

- A. Categorize findings by themes identified during the analysis step
- B. Out brief Commander / Write Executive Summary
- C. Analyze behaviors and inferences drawn from the notes taken during the session
- D. Record group behaviors observed during the session for later categorization

7. Which of the following is a stated advantage of observations?

- A. Requires no observer experience
- B. Furnishes real-time data collection
- C. Works with any sample size
- D. Eliminates selective attention

8. Which of the following is a stated disadvantage of observations?

- A. Commander visibility into the unit
- B. Data about the behavior itself

- C. Selective attention
- D. Real-time collection

9. During Step 4, observe and take notes, which of the following must be recorded?

- A. The time and location of observations, the type of environment, individual behaviors, and group behaviors
- B. The names and ranks of every single member present during the observation session
- C. Only behaviors that directly match the specific concern the commander originally raised
- D. Only negative behaviors that could later support a disciplinary or administrative action

10. In Step 5, findings should be categorized by which of the following?

- A. Rank, gender, and age
- B. Themes, organizations, locations
- C. Date and observer name
- D. Severity and urgency

11. Why do observations offer the commander something surveys and reports may not?

- A. They fully guarantee complete anonymity for every single member being observed
- B. They are always significantly faster to complete and process than a full written survey
- C. They identify what is truly occurring in the unit through direct real-time behavior
- D. They require absolutely no command approval before the observer can begin

12. What makes conducting observations as a daily routine valuable to the MEO professional?

- A. It significantly reduces the MEO professional's overall daily workload and reporting burden
- B. It completely replaces the ongoing need for records and reports analysis across the unit
- C. It implements preventive activities that impact organizational effectiveness, mission readiness, and lethality
- D. It fully satisfies the MEO professional's own annual training and certification requirements

13. Why is selective attention a disadvantage in observation?

- A. It makes the overall observation session take considerably longer to complete than planned
- B. It only ever affects inexperienced observers who have never conducted a session before
- C. It requires specialized recording equipment to correct once it has already occurred
- D. Observers may focus on some behaviors while missing others, skewing the data

14. Why does unfamiliarity with the workforce and environment weaken an observation?

- A. It directly violates the required six-step process for employing workplace observations
- B. The observer may misread normal unit behavior as significant, or miss what is actually unusual
- C. It consistently makes the observer's handwritten notes illegible to anyone reviewing them later
- D. Members of the unit will universally refuse to be observed once they notice someone watching

15. Why does Step 1 include conducting background research before observing?

- A. To pre-identify specific members who are already expected to face disciplinary action
- B. To understand the setting well enough to recognize what is normal versus notable
- C. To completely eliminate the observer's need to take any written notes at all
- D. To noticeably shorten the length of the final out brief given to the commander

16. Why does Step 5 direct the observer to focus on facts, meaning observable behaviors?

- A. Written opinions consistently take far longer to compose than a straightforward factual note
- B. Purely factual statements are required only for use in formal legal proceedings
- C. Inferences beyond observable behavior introduce interpretation that may not be supported by the data

D. Commanders are only ever willing to read reports that are kept extremely short

17. Why does the SG recommend planning multiple observation sessions if time allows?

- A. It fairly gives every single member of the unit an equal turn at being personally observed
- B. A single session risks the too-small-sample disadvantage; multiple sessions capture more representative behavior
- C. Formal regulations explicitly require a minimum of at least three separate observation sessions
- D. Conducting multiple sessions entirely eliminates the ongoing need for commander's guidance

18. The commander asks you to assess morale in the motor pool. You stand quietly at the edge of the bay during a normal duty day and record interactions without joining in. Which observation type is this?

- A. Participant observation
- B. Controlled observation
- C. Naturalistic observation
- D. Structured interview

19. You embed with a maintenance shift for a week, working alongside members while observing their interactions. Which observation type is this, and what is one risk?

- A. Participant; risk that your presence and involvement influence the behavior you are observing
- B. Naturalistic; carries the specific risk of selective attention affecting the observer only
- C. Naturalistic; carries the specific risk of an overly large sample size for the effort
- D. Participant; no meaningful risks apply at all once the observer is fully embedded

20. Before observing the supply section, you receive the commander's guidance, then immediately head to the section to start watching. Which Step 1 element did you skip?

- A. Out briefing the commander immediately upon returning from the section
- B. Establishing a formal recording method before heading to the section
- C. Recording group behaviors observed once inside the supply section
- D. Conducting background research on what and who you are observing

21. During an observation you notice you have been watching one loud group of three members for 20 minutes while ignoring the rest of the section. Which disadvantage is occurring and what is the correction?

- A. Time needed; simply try to observe the entire section much faster than before
- B. Inexperienced observer; immediately end the session and reschedule for another day
- C. Selective attention; consciously widen your focus to individual and group behaviors across the whole section
- D. Unfamiliarity; stop and formally introduce yourself to the group before continuing

22. Your notes from an observation read: "1400, vehicle bay, high-tempo pre-inspection environment. SSgt raised voice at two E-3s; E-3s stopped talking for remainder of period; other members avoided the area afterward." Which Step 4 requirements does this entry satisfy?

- A. Individual behaviors only, with no group behaviors recorded at all
- B. Time and location, environment type, individual behaviors, and group behaviors
- C. None of the four elements; notes must always avoid describing specific people
- D. Time and location only, with no other Step 4 elements captured

23. After completing observations, you have pages of notes. Applying Step 5, what do you do before preparing findings?

- A. Delete any notes that seem unimportant before beginning the analysis step

- B. Send the completely raw, unorganized notes directly to the commander without any review
- C. Ask unit members directly to confirm whether your interpretations are correct
- D. Categorize findings by themes, organizations, and locations, and identify trends grounded in observable behavior

24. A commander wants to know whether a reported disrespect problem in one section is real.

Compare methods: why might observation reveal something a focus group on the same question would not?

- A. Observations are always unconditionally and completely more accurate than any focus group could ever possibly be, regardless of the specific topic being examined
- B. Observations always require considerably less advance planning than scheduling a focus group
- C. Observation captures the behavior itself in real time, while a focus group captures participants' reports and perceptions, which can be filtered by trust concerns and group dynamics
- D. Focus groups are structurally incapable of addressing a disrespect concern in any unit setting

25. An observer with no background in aircraft maintenance spends 30 minutes observing a maintenance bay and reports that members "seem disengaged and slow." Which two disadvantages most directly undermine this finding?

- A. Unfamiliarity with the workforce and environment, and too small a sample
- B. Inexperienced observer status and the real-time nature of the collection
- C. Selective attention and an unrelated degree of commander involvement
- D. Time needed to conduct the session and selective attention during it

26. Two findings appear in an observation report. Finding 1: "Members avoided the break room while SSgt X was present on all three observed days." Finding 2: "SSgt X is a bully and members fear him." Evaluate the two against Step 5's standard.

- A. Finding 2 is considerably stronger than Finding 1 because it clearly explains the underlying psychological cause of the behavior observed
- B. Finding 1 meets the standard because it states observable behavior; Finding 2 is an inference presented as fact and exceeds what observation data can support
- C. Neither finding belongs anywhere in a properly written observation report at all
- D. Both findings equally and fully meet the Step 5 observable-behavior standard as written

Answer Keys

EOA 6100: Conduct and Analyze Focus Group and Individual Interview Data

1. B	2. B	3. D	4. A	5. D	6. C	7. C	8. B	9. A	10. C
11. B	12. C	13. C	14. D	15. A	16. A	17. C	18. C	19. D	20. A
21. B	22. D	23. B	24. A	25. B	26. D	27. B	28. D	29. B	30. D

EOA 6200: Conduct Workplace Observations

1. A	2. D	3. C	4. D	5. B	6. B	7. B	8. C	9. A	10. B
11. C	12. C	13. D	14. B	15. B	16. C	17. B	18. C	19. A	20. D
21. C	22. B	23. D	24. C	25. A	26. B				