

OMB CONTROL NUMBER: XXXX-XXXX

OMB EXPIRATION DATE: XX/XX/XXXX

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, [Insert OMB Control Number], is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

MTEC Formative Research Interview Guide for Leaders, Managers, and Program Staff

Section A: Background / Demographic Information	
A1	<i>Military Branch</i> <input type="checkbox"/> Army <input type="checkbox"/> Navy <input type="checkbox"/> Marine Corps
A2	<i>Organization/Base</i> <input type="checkbox"/> USMA <input type="checkbox"/> Naval Base Point Loma <input type="checkbox"/> Marine Corps Air Station Miramar <input type="checkbox"/> Other (specify): _____
A3	<i>Department</i> <input type="checkbox"/> SAPR <input type="checkbox"/> SHARP <input type="checkbox"/> Other (specify): _____
A4	<i>What is the participant's military status?</i> <input type="checkbox"/> Active duty <input type="checkbox"/> Reservist <input type="checkbox"/> Veteran or retiree <input type="checkbox"/> Civilian (never served)
<p>Thank you for your interest in participating in this interview! We look forward to learning more about your programs and learning from your expertise, so we can explore how to best implement these initiatives.</p> <p>My name is _____, and I work for (Naval Health Research Center (NHRC)/RTI International ("RTI").</p> <p>You are being asked to volunteer to participate in an interview as part of our research study. Your participation is completely voluntary; but before we start the study, we will go over some key details and give you time to review the consent form and ask questions.</p>	



Purpose. The purpose of the study is to develop programs to prevent both sexual assault and alcohol misuse, to be delivered at military installations or Service Academies. We are interested in your input, as a leader or practitioner, about how best to adapt sexual assault and alcohol misuse prevention programs to be relevant and helpful to service members across all branches. As part of this project, we will be speaking with several staff and leaders at [LOCATION] as well as [SERVICE MEMBERS/CADETS].

Duration and activities. If you agree to participate, your participation will include completing one approximately 60 minute interview during your off duty or liberty time.

Data. The interview will be audio recorded to make sure that we don't miss any of your feedback and the recordings will be transcribed for analysis. Only the research team will have access to these audio recordings and they will be destroyed after they are transcribed.

Also, we may take notes during today's discussion. These will not include your name or anything that could be used to identify you. Other than the contact information you provided to schedule this session, no identifying information will be collected.

Benefits and Risks. Because this is a research study, we must inform you of all risks and benefits to participating. There are no direct benefits to you for participating; however, the information we learn may help researchers improve the sexual assault prevention and alcohol misuse prevention interventions available to service members in the future.

There are two primary risks to you in taking part in this study, which are minimal. The first is psychological discomfort. To mitigate this risk, you do not have to answer any questions that make you feel uncomfortable or you can stop the interview at any time. The second potential risk is loss of privacy and/or breach of confidentiality. The procedures in place to protect the study data and participant privacy include destroying the contact information that participants provided to schedule the interview as soon as it is completed and making no attempts to connect contact information with interview responses. Also, audio recordings will be permanently deleted as soon as they are transcribed, and any potentially identifiable information will be redacted.

To further protect you, we ask that you do not to disclose any personal experiences regarding sexual assault or alcohol misuse. We are only seeking your feedback, opinions, and recommendations on these topics. It would also put you at risk if you made statements admitting wrong-doing in the interview setting. This information could potentially be used against you by those who have a responsibility to report illegal activity or health hazard information. The researchers administering this study will keep all of your comments confidential except as required by law.

Please take a few minutes to review the consent form and ask any questions you may have.

[After allowing time for the potential participant to review the consent document and responding to questions, instruct the participant to complete the consent form if they have decided to agree to all terms by marking the box labeled "I provide my consent to participate" and another box labeled "I provide my consent to be audio recorded" and providing the date. Individuals who do



not agree to all study terms, including being audio recorded, will be thanked for their time and the session will end. Collect marked consent forms (in person or electronically). Tell the participant that you will be asking them to confirm their consent to participate once more verbally once the audio recorder has been turned on.]

Additional Instructions and Logistics

- There are no right or wrong answers to my questions, so I hope you'll be direct and open with me. Our goal today is to gain **your** perspective to inform our sexual assault and unhealthy alcohol use prevention trainings. With your feedback, we are optimistic that future trainings will be as relevant and impactful as possible.
- If at any point during today's discussion you prefer to speak without being recorded, you may tell us to turn off the audio recorder while you share.
- Along those lines, should you describe any scenarios that involve other people, we ask that you do not share these individuals' names.
- In this interview we are using the terms women and men to include those who identify with the gender they were assigned at birth as well as transgender service members. Please note that we do not intend to exclude non-binary, genderfluid, and intersex identities but aim to align with how sexual assault prevention trainings are currently structured in military settings. As part of today's interview, I welcome you to at any point express questions, concerns, and insights related to gender terms as part of this interview.

Are there any questions about anything I've said so far?

[Once they have consented to participate and be recorded, tell them that you will be asking them to confirm this once more verbally once the audio recorder has been turned on.]

Start Audio Recorder!

[After beginning the recording, please vocalize the date of the interview, the military branch (Army, Navy, Marine Corps), and the organization/base (e.g., USMA). Then, state aloud, "Can you confirm that you have consented to participate in this study, including being audio recorded? Please state 'Yes' or 'No.']

Now, to get us started, I'd like to ask you a few background questions.

#	Question
A5	<p>Please briefly describe your responsibilities in your present role.</p> <p><i>(Note to interviewer: tailor questions to participant's experience. If participant focuses on sexual assault <u>or</u> alcohol programming but not both, tailor questions to the topic area they know. If participant supports sexual assault or alcohol programming at multiple military locations, be sure to ask about all locations they support.)</i></p>



A6	How many years have you been in your present role?
----	--

Section B: Recipients - Organizational Characteristics (Leader/Manager/Staff Perspective)

For this next set of questions, I'd like to learn more about your thoughts regarding the existing training requirements at [LOCATION].

Sexual Assault Prevention Training

#	Question
B1	<p>From what you've experienced and observed, do you think sexual assault prevention training at [LOCATION] is effective? Why or why not?</p> <p>i. Probe about training requirements, length, size or the composition of the group (e.g., same vs. mixed gender), training format (e.g., PowerPoint), staff who instruct, topics covered</p> <p>ii. Is there something unique about [LOCATION] compared to others you've been at that impacts the success of these programs?</p>
B2	What recommendations do you have to improve sexual assault prevention training at [LOCATION]?

Unhealthy Alcohol Use Prevention Training

#	Question
B3	<p>Next, I'm going to ask about alcohol-related prevention training at [LOCATION]. This prevention training may use different terms such as "alcohol misuse," "heavy alcohol use," "hazardous alcohol use," "heavy drinking," "risky drinking," "binge drinking," "problem drinking," "disordered drinking," "underage drinking" for people younger than 21, or the umbrella term, "unhealthy alcohol use." What term or terms does [LOCATION] use to describe alcohol-related prevention training?</p> <p><i>If participant is not sure, use "unhealthy alcohol use" for the rest of the interview.</i></p>
B4	<p>From what you've experienced and observed, do you think [LOCATION'S ALCOHOL TERM] training at [LOCATION] is effective? Why or why not?</p> <p>i. Probe about training requirements, length, size or the composition of the group (e.g., same vs. mixed gender), training format (e.g., PowerPoint), staff who instruct, topics covered</p> <p>ii. Is there something unique about [LOCATION] compared to others you've been at that impacts the success of these programs?</p>
B5	What recommendations do you have to improve [LOCATION'S ALCOHOL TERM] training at [LOCATION]?

Section C: Program (Intervention) – Organizational Perspective

Thanks for your feedback on training requirements at [LOCATION]. I'd now like to hear your thoughts about how a personalized training that includes both sexual assault and [LOCATION'S ALCOHOL TERM] prevention content might fit in with the culture and needs at [LOCATION]. First, a bit of background about this training in its present form: It is a hybrid program that involves a combination of internet-based sessions and in-person group discussion. Internet sessions are tailored based on individual risk factors, and [CADETS/SERVICE MEMBERS] complete this personalized content independently and privately using a laptop/tablet and headphones, while other [CADETS/SERVICE MEMBERS] around them do the same. This independent content focuses on either preventing sexual assault victimization, revictimization, or perpetration. Classroom sessions include activities and group



discussion. The total time for the program is 6.5 hours long. The content has been used and tested in other military settings and is currently undergoing rigorous evaluation.	
#	Question
C1	<p>To what extent would a training program like this align with [LOCATION] goals and priorities?</p> <ol style="list-style-type: none"> To what extent would a training program like this take a backseat to other high-priority initiatives going on right now at [LOCATION]? <i>Probe if applicable:</i> What do you think drives those other priorities (e.g., funding, leadership directive, science)?
C2	<p>Logistically, how would a joint sexual assault /[LOCATION'S ALCOHOL TERM] prevention training fit within typical processes and practices at [LOCATION] (either as a supplement to or as a replacement for existing trainings)?</p> <ol style="list-style-type: none"> What resources are available to implement a training like this? (<i>If not mentioned, probe on cost, HR [staffing], infrastructure, IT</i>). What challenges do you foresee in implementing a training that requires internet access, computers, and headphones to privately view and listen to streaming videos in a group or classroom setting? What challenges do you foresee in implementing a training that takes 6.5 hours to complete? <ol style="list-style-type: none"> Would it be possible for this training to be conducted in one sitting, or would it need to be split into multiple segments to be completed over multiple days? (If not mentioned, probe about a maximum length of training that would be feasible). What challenges do you anticipate in maintaining a joint sexual assault and [LOCATION'S ALCOHOL TERM] prevention training like the one I described to you long-term? How much cross-departmental coordination would be necessary to implement an integrated sexual assault /[LOCATION'S ALCOHOL TERM] prevention training?

OPTIONAL: Section D. Recipients - Organizational Characteristics (Leader/Manager/Staff Perspective)	
Organizational Culture: Location-Specific Perceived Risk	
#	Question
D1	<p>Are there any factors that are unique to [LOCATION] that influence the likelihood of a sexual assault taking place? These could be factors that make it either more or less likely to occur.</p> <ol style="list-style-type: none"> How do you think risk for sexual assault might vary at [LOCATION] across different ranks or occupations? How do you think risk for sexual assault might vary at [LOCATION] for men vs. women?
D2	<p>Are there any factors that are unique to [LOCATION] that influence the likelihood of [LOCATION'S ALCOHOL TERM]? These could be factors that make is either more or less likely to occur.</p> <ol style="list-style-type: none"> How do you think [LOCATION'S ALCOHOL TERM] might vary at [LOCATION] across different ranks or occupations?



	ii. How do you think [LOCATION'S ALCOHOL TERM] might vary at [LOCATION] for men vs women?
--	---

Section E. Closing	
#	Question
E1	That wraps up all of the questions we have prepared for today. Before we finish, is there anything else you'd like to add that we didn't ask about?
<p><i>[Ask notetaker if they have any additional questions]</i></p> <p>Thank you so much for coming today and for all your helpful comments! It's our hope that we can translate the feedback you gave us into something that has a very real, very positive impact.</p>	

Stop Audio Recorder!



Naval Health Research Center
 IRB NUMBER: NHRC.2022.0004
 IRB APPROVAL DATE: 11/30/2022