PSC Interview Training Handbook

2018 Vision Teams

Defense Focus	Government-Wide	Civilian Agency Focus
Aircraft	Acquisition Trends	Military Health
DoD IT/ C4ISR & Agency Overviews	Industry Outlook	SSA
International Defense	Macroeconomic / DoD Topline	Department of Homeland Security
Defense Services	Federal IT Budget	Department of Justice
Shipbuilding		DOS/USAID
Military Space		Department of Transportation
Vehicles		Department of Treasury
		DOE
		Health and Human Services
		NASA
		USDA
		Veterans Affairs
		Commerce
		Civilian Services
		EPA

Leader/Participant Time Requirements

Those team members who qualify as team participants (see description below) will receive password access to the information that is developed and interview notes posted on the secured PSC web site.

Participants are those who:

- Contribute to the research process on a continuous basis;
- Provide analysis throughout the process;
- Attend at least 50% of all team meetings either in person or via teleconference;
- Participate in at least one team review (blue/red);
- Attend a minimum of three (3) interviews as assigned (as available);
- Submit notes in a timely manner (5 business days; notes are critical to the process).

Interview Lists

A few of the basics for developing and updating an interview list include:

- Each year should begin with a fresh list;
- Lists MUST include Salutations, full name, title, agency/firm, street address, city, state, zip, telephone and e-mail addresses of selected people the team would like to interview during the year. The name, phone # and email address of the interviewee's point of contact (POC) should also be included;
- It is **NOT** the responsibility of the PSC staff to compose interview lists or research the address data. This is the responsibility of each team;
- Team leaders should remind team members that the purpose of the interview is to **validate data** gathered by the team, *not to meet a person for personal company business.*

Interview Coordination and Scheduling

- Each team leader should assign an interview manager
    - A listing of all interview managers/leaders will be provided to all the teams.
    - All team members are asked to provide cell phone information so that they may be contacted in a timely manner should an interview change occur.
- Once an interview is confirmed the team leads/interview managers will be notified.
- Once notified, the team leads/interview managers will compose a team for the interview.
- The list of team members should then be provided to PSC to update the interview database.
- It is PSC's responsibility to contact the office of the interviewee to confirm the meeting and to provide the names and other pertinent information of the team members.
- All team members confirmed for the meeting will be contacted via email with their confirmation.

Interview Questions

- The team leader/Strategic Forecast Council are responsible for coordinating a list of questions to be asked during the interview.
- Many times, the office will request the interview questions beforehand.
    - When any lists have been updated or altered, the office of the interviewee should be sent the most recent list.
    - It is important to remind the interviewee that all questions will be asked at the discretion of the interviewee.
- Some interviews may include multiple teams.
    - In these cases, it is important to make sure each team has time to ask questions. The team leads should work together to create a combined list.

Managing the Interviews

At least two, but not more than five team members should be present at a given interview. The individuals conducting the interview should represent different member firms. *A minimum of two different companies must be at each interview.*

Interview Notes

- Prior to each interview, it is the role of the interview lead to establish a note taker.
- All notes must be submitted within one week of the interview.
- These interviews are Not-For-Attribution. As such, the interviewee's name **cannot** be placed anywhere in the notes.
    - Please use the interview code assigned to the interview to designate who was met with.
    - The file should be saved in the following manner: "Agency + Code"
        - Example: DHSXXXX

Interview Timeline

One week before –

- In order to ensure correct information and location, the interview lead should contact the interview office, confirm the appointment, verify address data, and make sure the office has the names of team members (and any necessary information required by security), and tailored interview questions if appropriate.

One day before –

- In order to ensure up-to-date information and verify any last minute changes, the interview lead should contact the interview office, confirm the appointment time and location, and make sure the office has any updates to the names of team members.

15 minutes before –

- The interview team should already have discussed prior to the interview the meeting strategy, any sensitive issues, the most important questions. Just before the meeting the interview lead should designate or reconfirm the order of who will ask which questions, assign the person who will be the lead note taker, and determine follow-up procedures. If the interview is in the Pentagon, meet 30 minutes ahead of time. At this time meetings at the Pentagon are quite difficult and require extra preparation on the part of the team and the office of the person being interviewed. Please be gracious and understanding regarding the requirements for access to the Pentagon (and other offices with similar security measures).

During -

- The interview lead should provide introductions, include a short statement about interview ground rules, establish the length of time for an interview, and establish the flow of the interview.
- Ground Rules: Always state at the beginning of the interview what PSC is, what we are working toward in our forecast study, the cross-industry nature of the interview team, and that the discussion will be unclassified and "not-for-attribution."

Not-For-Attribution

We would like to reiterate the need to maintain confidentiality of the information provided by those whom we interview. *We have promised "not-for-attribution" status and we strive to maintain the integrity of the process.*

For any questions on the Vision Process, please contact:

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