

# 2021 FAA Aerospace Medical Certification Services Airman Customer Satisfaction Survey Data Management Plan

Umbrella Organization: Civil Aerospace Medical Institute

Umbrella ROR: <https://ror.org/043e04s74>

Generating Organization: Aerospace Human Factors Research Division, Safe Operations in Aerospace Research (SOAR) Laboratory

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# TABLE OF CONTENTS

TABLE OF CONTENTS .....	2
Data Description (1) .....	3
Data Documentation (2) .....	4
Data Security (3) .....	5
Data Sharing (4).....	6
Data Preservation (5) .....	7
Roles and Responsibilities (6).....	8
DMP Timeline.....	9

# Data Description (1)

There is 6.51 MB of tabular and text data from 5251 participants, with  $n = 4973$  retained for analysis, was collected electronically using the Qualtrics survey platform. The survey generated one proprietary file (Qualtrics XM) that was converted into SPSS format. The dataset containing  $n = 4973$  retained participants are provided in CSV format. No continuous data growth is expected for the 2021 survey. Data from administrations of the survey in future years will be provided separately.

No secondary data was used.

# Data Documentation (2)

DCAT-US v1.1 metadata was generated for the dataset produced in the current study. Data will be provided in aggregate in a single CSV file. The data file should be considered in conjunction with its associated data dictionary, and under the restriction outlined in the metadata file.

# Data Security (3)

Immutable backups of all collected data will be stored on a private, encrypted government network. The collected data presented no known risks but were subject to sharing restrictions imposed by the CAMI institutional review board. Risks to privacy or confidentiality were mitigated by the CAMI clearance review process. Data with privacy, confidentiality, and security risks are excluded from the final data package. The final, open access version of the dataset will be housed on ROSA P.

# Data Sharing (4)

All data that successfully passed through CAMI's clearance review process were made publicly accessible. Publicly provided data are not subject to any use agreements. All data were prepared for sharing prior to publication.

The data can be accessed here: <https://doi.org/10.21949/1530880>

# Data Preservation (5)

Data for analyses will be preserved for 25 years on the internal CAMI network. To ensure long-term data understanding, all data documentation and related publications will be retained alongside the data. All data preserved in this manner will be subject to data verification and budgeting requirements as established in CAMI policy. The data will be preserved in ROSA P permanently.

# **Roles and Responsibilities (6)**

Principal Investigators are tasked with maintaining adherence to, and accuracy of, the Data Management Plan. CAMI's data curator will handle data quality assurance and associated monitoring and maintenance tasks. Principal Investigators reported public data sets to ROSA P as part of their project close-out tasking. NTL Data Curation staff also reviewed the final data package before open access publication.

# DMP Timeline

Project Duration: September 2020 – September 2022

Amendment Date: October 2024

Changelog:

February 2024 Adjudicated elements missing from previous versions.

August 2024 Additional clarifying language.

October 2024 Additions added by NTL Data Curation Staff

This Data Management Plan was created to meet the requirements laid out in the DOT public access plan.