

**Invitation email:**

Dear Federal Coworker:

Congratulations! The U.S. Merit Systems Protection Board (MSPB) randomly selected you to participate in a Governmentwide survey of Federal employees. MSPB is an independent Federal agency that assesses Federal merit systems to ensure they are consistent with the merit system principles and free of prohibited personnel practices. This survey asks about your experiences with the Federal Government, primarily as related to career advancement, as well as your perceptions of the opportunities available to other groups of Federal employees.

The survey results will go directly to the President and Congress and will be widely disseminated among Federal decision-makers to help them develop workforce policies that support both merit and mission accomplishment. Your responses are voluntary and confidential. MSPB will not report any data that could be used to identify individual participants. It will only take about 30 minutes to answer the survey, and you may complete it during the work day.

You will be representing not just yourself, but the entire Federal civilian workforce. This is an opportunity for you to inform policy by voicing your opinions and concerns about workforce issues.

To complete the survey, follow these steps:

1. Using a computer with Internet access, click on the following link or enter the URL in the address line.

<http://websiteaddress>

2. Enter the unique password listed below.

**Unique Password:**

3. Review the survey instructions and proceed to the survey.

The unique password is used to ensure that only those who are selected to participate are given access to the survey. It also allows you to return to the survey at any time before your final submission to complete it or change your responses.

If you would like more information on this survey, please visit MSPB's web site at [www.mspb.gov](http://www.mspb.gov) and click on MSPB Studies.

If you are having problems with your unique password or accessing the survey, please provide your name, agency, and telephone number in an email to [email address](mailto:email address).

**Survey Reminder**

Dear Survey Participant,

This is a reminder that you were selected to participate in the Career Advancement Survey. Your response to this survey will help the President, Congress, and other Federal decision-makers develop policies that support both merit and mission accomplishment.

If you have already completed the survey, thank you! No further action is necessary.

If you have not, please take some time today to complete the survey. Remember, your opinion matters and the success of this survey depends on your participation!

To complete the survey, follow these steps:

4. Using a computer with Internet access, click on the following link or enter the URL in the address line.

<http://website>

5. Enter the unique password listed below.

**Unique Password:**

6. Review the survey instructions and proceed onto the survey.

The unique password is used to ensure that only those who are selected to participate are given access to the survey. It also allows you to return to the survey at any time before your final submission to complete it or change your responses.

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