

**Department of Defense Focus Groups of Employers
Focus Group Reminder**

The reminders will be through email, phone, or both.

Email text:

Dear [name of participant]:

We would like to remind you of the upcoming Department of Defense Focus Group of Employers. You have agreed to participate as a representative for your company [organization] and we look forward to hearing your opinions.

The focus group will be held on [date] at [time]. The location is [give location] and a map has been attached for your convenience.

Please contact me if you have any questions or concerns about the focus groups. If your plans to attend this focus group have changed, kindly let us know by replying to this message.

Best regards,

Susan Gates
Senior Economist
RAND Corporation

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[Full contact information for Susan Gates]

Phone script:

- “Hello, could I please speak to [point of contact]? (If more information is required: “I’m calling from the RAND Corporation about a focus group [he/she] agreed to participate in. The focus groups are part of a study we are doing for the Department of Defense regarding employment policies for members of the Reserve Components.”)
- (Once speaking with the point of contact) “I’m calling to remind you of the upcoming Department of Defense Focus Group of Employers. You have agreed to participate as a representative for your company [organization] and we look forward to hearing your opinions. The focus group will be held on [date] at [time]. The location is [give location].”
- “Do you have any questions or concerns at this time? Feel free to contact me if any arise in the future. Do you have my contact information? (If not, give information.) We look forward to seeing you on [date].”