

Attachment E: Reminder Email 1

**Subject:** [Reminder] Help CDC Improve its Project Officer Support

**Body:**

Dear X,

The Association of State and Territorial Health Officials (ASTHO), in partnership with the Centers for Disease Control and Prevention (CDC), Center for State, Tribal, Local, and Territorial Support is administering an assessment to health departments in all 50 states and the District of Columbia related to satisfaction with the services and support provided by CDC project officers.

Results from the assessment will be used by CDC to improve project officer support to state health agencies. Participation is voluntary, and your feedback will inform continued project officer development and training.

In order to participate in this voluntary assessment, please click the hyperlink provided in this email to be redirected to the web-based assessment. The assessment should take no longer than 25 minutes to complete. All responses are immediately saved and can be changed at any time. However, once the assessment is submitted, you will be unable to modify any responses. Also, you are not required to complete the assessment in one sitting. When finished responding to all relevant questions, click the **SUBMIT** button at the end of the assessment to submit your responses.

Information collected will be kept on secure, password protected servers accessible only to ASTHO project team members. All information you provided will be analyzed and reported in the aggregate with no identifying information attached.

**Follow this link to the Assessment:** Take the Assessment [hyperlink]

**Please submit responses to this assessment no later than [DATE].**

If you experience problems with the web-based assessment or have any questions, please contact Allen Rakotoniaina at [researchandevaluation@astho.org](mailto:researchandevaluation@astho.org) for technical assistance.

Thank you in advance for your participation.

[Signature]