

From: [OSD POLICY USDP]
To: [ALL POLICY]
Cc: [OSD POLICY PDUSDP]
Subject: Please take the [year] Pulse Survey!
Date: [Date]

Colleagues,

Policy leadership wants to hear from you! The [year] Pulse Survey is now open.

[PDUSDP] and I encourage everyone to participate. This is a great opportunity to anonymously share your view directly with me and your leadership chain so that we can identify areas to improve our organization.

You can take the survey by clicking the link on the Policy homepage or going to: [link to Pulse Survey]

It only takes 15 minutes. Contact osd.lod@mail.mil with any questions,

[USDP and PDUSDP]

From: [POLICY COO]
To: [USDP; All Policy]
Cc: [PDUUSD]
Subject: RE: Please take the [year] Pulse Survey!
Date: [Date]

Policy team,

Thanks to all who have participated thus far. For those that have not yet, please do so by

COB [date]. Thanks,

[POLICY COO]

From: [USDP]
To: [All Policy]
Cc: [PDUSDP]
Subject: Pulse Survey Results and Next Steps
Date: [Date]
Attachments: [Pulse Survey Summary Report.docx](#)

Policy Team,

Thank you to everyone who participated in the recent Pulse Survey! We collected more than XX responses and over XX comments.

You can see the Policy-wide results in the attachment. [USDP will add in language about how Policy trended in the pulse survey.]

The leaders of each office should receive a copy of their survey results. DASDs and ASDs have also received the anonymized comments from their organizations. I expect each office to discuss these results, acknowledge positives, and identify areas for improvement. The reports themselves suggest ways to get started, and LOD can provide additional assistance.

I'd like each DASDship to provide their ASD with an action plan by [date]. [PDUSDP] and I will be ensuring that regular follow-up actions are in place.

I want to thank everyone for staying focused, working hard, and providing excellent service this fall. I am proud to be part of this team.

[USDP]

From: [LOD]
To: [DASD]
Cc: [PD, COO, LOD Director]
Subject: [Year] Pulse Survey results for [DASDship]
Date: [Date]
Attachments: [Pulse Survey Summary Report for DASD XX.docx](#)

[DASD],

Attached are the [year] Pulse Survey results for your DASDship.

One version includes comments from your office (marked "DASD ONLY"), which have also been provided to Policy leadership and your ASD. *To preserve anonymity, this version of the report is NOT for staff-wide distribution.*

A second version, without comments, is intended for office staff. You should quickly distribute this version, and then lead a candid conversation about the survey findings with your team. You should then report your office's action plan to your ASD. The Policy leadership will use these to track progress over the coming months.

You can contact osd.lod@mail.mil for additional information or support. Thanks,

- LOD Team