

Postal Notification

Dear Sergeant SAMPLE

One of my top priorities is to ensure DoD leadership has your views and experiences in mind when making policies that affect your personal and military life. Surveys are one of the best tools to gain insight on the views and experiences of Members around the world.

You were selected to participate in the *2021 Status of Forces Survey of Reserve Component Members* to make sure DoD leadership **hears from you** on topics that affect your daily life, such as the impact of COVID-19, your health and financial well-being, and your military life, such as activations/deployments.

I realize you receive many surveys but the *Status of Forces* survey is not merely a data collection effort. The information you provide will help reshape DoD policy and ensure policy decisions reflect all Guard and Reserve members across all Reserve components. Data from prior *Status of Forces* surveys resulted in important changes to DoD policies and programs, including targeted pay raises.

Please know this survey is voluntary and responses will be kept private to the extent permitted by law. **No** individual data will be reported. Results will be reported in the aggregate only and will be used by DoD to develop policies that will support you, your fellow military members, and your families.

The survey is scheduled to open on [OPEN DATE]. Please participate:

1. Go to **DoDsurveys.mil** on any computer, tablet, or smartphone
2. Enter your Ticket Number **UXXXXXXXX**

Due to recent security measures, you may have problems accessing this survey on a DoD computer. If you experience issues reaching our secure survey website, please try to take the survey at home or on a non-work computer. It is very important that this effort reflects your experience so that it is truly representative. Because this survey is considered *Official Business*, it can be completed using a government computer or your own computer if you choose.

We know you serve with pride. Help us serve you!

Sincerely,

Mark S. Breckenridge, Director
Office of People Analytics

P.S. Additional information: For questions pertaining to the survey, please call our Survey Processing Center (SPC) at 1-800-881-5307 or e-mail RC-Survey@mail.mil. If you do not wish to participate or receive reminders, you may remove yourself from the mailing list by contacting the SPC. If you wish to withdraw your answers after starting this survey, notify the SPC prior to [CLOSE DATE]. Include your Ticket Number in all communications with the SPC. If you would like to verify the survey's legitimacy, please call 1-571-372-1034 or DSN 372-1034 for a list of currently licensed OPA surveys. The Office of Management and Budget (OMB) control number and expiration date for this survey is XXX, expiring XX/XX/XXXX.

For Families: We need to hear from all members, even if deployed or TDY. If the person addressed in this letter is away from home, please forward this message to them, if possible.

XXXXXXXXXXXX

HOW DO I PARTICIPATE?

You'll need a Ticket Number each time you access the survey website. The tear-out card to the right contains your Ticket Number. The tear-out card was designed to fit in your wallet. Please remove and save for future use.

2021 Status OF FORCES SURVEY
OF RESERVE COMPONENT
MEMBERS

Survey Start Date: [OPEN DATE]

Registration for:

SAMPLE NAME

1: Log onto: **dodsurveys.mil**

2: Enter your Ticket Number: **UXXXXXXXX**

If you have any questions, leave a message at **1-800-881-5307**
or email **RC-Survey@mail.mil**

-Thank You-

Postal Reminder 1

Dear Sergeant SAMPLE

You may have missed your invitation to participate in the *2021 Status of Forces Survey of Reserve Component Members*. This survey helps us learn about your experiences and opinions on topics that affect you, such as activations/deployments, PCS, and readiness. Data from prior *Status of Forces* surveys drives important changes to DoD policies and programs, including targeted pay raises.

- You are the expert** Your experiences, both positive and negative, are important in making sure DoD makes well-informed decisions that reflect your service.
- It is about you** Your input will be added to responses from other Reserve/Guard members to help senior leaders shape policies, programs, and trainings that impact you and your fellow military members.
- It's private** We do not report individual data. Results are reported in the aggregate only and are used by DoD to develop policies that support you, your fellow military members, and your families. Participation is voluntary, and responses will be kept private to the extent permitted by law.

The survey is open. Please participate:

Go to **DoDsurveys.mil** on any computer, tablet, or smartphone.

Enter your Ticket Number **XXXXXXX**

Due to recent security measures, you may have problems accessing this survey on a DoD computer. If you experience issues reaching our secure survey website, please try to take the survey at home or on a non-work computer. Because this survey is considered *Official Business*, it can be completed using a government computer or your own computer if you choose.

Your participation in this survey will help maintain the morale, health, and well-being of our force and continue making the U.S. Military the best profession in the world. Thank you for your dedication to our country.

Sincerely,

Mark S.
Breckenridge,
Director Office of
People Analytics

P.S. Additional information: For questions pertaining to the survey, please call our Survey Processing Center (SPC) at 1-800-881-5307 or e-mail RC-Survey@mail.mil. If you do not wish to participate or receive reminders, you may remove yourself from the mailing list by contacting the SPC. If you wish to withdraw your answers after starting this survey, notify the SPC prior to [CLOSE DATE]. Include your Ticket Number in all communications with the SPC. If you would like to verify the survey's legitimacy, please call 1-571-372-1034 or DSN 372-1034 for a list of currently licensed OPA surveys. The Office of Management and Budget (OMB) control number and expiration date for this survey is XXX, expiring XX/XX/XXXX.

For Families: We need to hear from all members, even if deployed or TDY. If the person addressed in this letter is away from home, please forward this message to them, if possible.

Postal Reminder 2

Dear Sergeant SAMPLE

We have received many survey responses and want to thank all of you who have taken the time so far to respond to the *2021 Status of Forces Survey of Reserve Component Members*. Your input is greatly appreciated—thank you! If you have not had a chance to participate in or complete your survey, we encourage you to take the time to complete the survey.

DoD is committed to supporting and improving the lives of Guard and Reserve members and their families. The survey covers a range of topics that directly influence you, from activations/deployments to family services. The survey is set to close on [CLOSE DATE]. The survey is considered “Official Business” and can be completed during duty hours.

- You are the expert** Your experiences, both positive and negative, are important in making sure DoD makes well-informed decisions that reflect your service.
- It is about you** Your input will be added to responses from other Reserve/Guard members to help senior leaders shape policies, programs, and trainings that impact you and your fellow military members.
- Response is private** We do not report individual data. Results are reported in the aggregate only and are used by DoD to develop policies that support

you, your fellow military members, and your families. Participation is voluntary, and responses will be kept private to the extent permitted by law.

Due to recent security measures, you may have problems accessing this survey on a DoD computer. If you experience issues reaching our secure survey website, please try to take the survey at home or on a non-work computer. It is very important to us that this effort reflects your experience so that it is truly representative. Because this survey is considered *Official Business*, it can be completed using a government computer or your own computer if you choose.

Your participation in this survey will help maintain the morale, health, and well-being of our force and continue making the U.S. Military the best profession in the world. Thank you for your dedication to our country.

Sincerely,

Mark S.
Breckenridge,
Director Office of
People Analytics

P.S. Additional information: For questions pertaining to the survey, please call our Survey Processing Center (SPC) at 1-800-881-5307 or e-mail RC-Survey@mail.mil. If you do not wish to participate or receive reminders, you may remove yourself from the mailing list by contacting the SPC. If you wish to withdraw your answers after starting this survey, notify the SPC prior to [CLOSE DATE]. Include your Ticket Number in all communications with the SPC. If you would like to verify the survey's legitimacy, please call 1-571-372-1034 or DSN 372-1034 for a list of currently licensed OPA surveys. The Office of Management and Budget (OMB) control number and expiration date for this survey is XXX, expiring XX/XX/XXXX.

For Families: We need to hear from all members, even if deployed or TDY. If the person addressed in this letter is away from home, please forward this message to them, if possible.

01234567001

E-Mail Announcement Subject: *Participate in the 2021 Status of Forces Survey*

Dear Sergeant SAMPLE

Your Ticket Number: XXXXXXXX

Survey Website: dodsurveys.mil

You have been selected to participate in the "2021 Status of Forces Survey of Reserve Component Members" to make sure DoD leadership hears from you on topics that affect your daily life, such as your health and financial well-being, and your military life, such as activations/deployments. The survey is now available at: dodsurveys.mil

I realize you receive many surveys but this survey is not merely a data collection effort. The information you provide will help reshape DoD policy and ensure policy decisions reflect all Guard and Reserve members across all Reserve components. Data from prior "Status of Forces" surveys resulted in important changes to DoD policies and programs, including targeted pay raises.

This survey is voluntary and confidential. Because this survey is considered Official Business, it can be completed using a government computer or your own computer if you choose. Due to recent security measures, you may have problems accessing this survey on a DoD computer. If you experience issues reaching our secure survey website, please try to take the survey at home or on a non-work computer. The survey is set to close on [CLOSE DATE]. The survey is considered "Official Business" and can be completed during duty hours.

Thank you for your dedicated support to our U.S. Military.

Sincerely,

Dr. Paul Rosenfeld
Director, Center for Retention and Readiness Research
Office of People Analytics (OPA)

ADDITIONAL INFORMATION: If you have any questions or concerns, please reply to this message, e-mail RC-Survey@mail.mil, or leave a message at 1-800-881-5307. If you do not wish to participate or receive additional reminders, you may remove yourself from the mailing list by replying to this message. Be sure to include your Ticket Number and the words, "Please remove me from this survey's mailing list." If you wish to withdraw your responses after starting this survey, notify the Survey Processing Center prior to [CLOSE DATE]. You will be required to provide your Ticket Number.

If you would like to verify the survey's legitimacy, please call 1-571-372-1034 or DSN 372-1034 for a list of currently licensed OPA surveys. The Office of Management and Budget (OMB) control number and expiration date for this survey is XXX, expiring XX/XX/XXXX.

First E-Mail Reminder Subject: *Action Requested: The 2021 Status of Forces Survey*

Dear Sergeant SAMPLE

Your Ticket Number: XXXXXXXX

Survey Website: dodsurveys.mil

We have received many responses on the "Status of Forces" survey and want to thank all who have taken the time to respond. If you have not had a chance to complete the survey, we encourage you to do so. The survey covers a range of topics that impact you and your families, including activations/deployments and support services.

DoD is committed to supporting and improving the lives of National Guard and Reserve members and their families. We want to know about your experiences and opinions—positive or negative. The survey is set to close on [CLOSE DATE].

Please access the survey website and enter your ticket number listed at the top of this email. This survey is "Official Business" and can be completed using government equipment or wherever you feel most comfortable. Due to recent security measures, you may have problems accessing this survey on a DoD computer. If you experience issues reaching our secure survey website, please try to take the survey at home or on a non-work computer. The survey is voluntary and responses are confidential.

Thank you for your support of the OPA survey program.

Sincerely,

Dr. Paul Rosenfeld
Director, Center for Retention and Readiness Research
Office of People Analytics (OPA)

ADDITIONAL INFORMATION: If you have any questions or concerns, please reply to this message, e-mail RC-Survey@mail.mil, or leave a message at 1-800-881-5307. If you do not wish to participate or receive additional reminders, you may remove yourself from the mailing list by replying to this message. Be sure to include your Ticket Number and the words, "Please remove me from this survey's mailing list." If you wish to withdraw your responses after starting this survey, notify the Survey Processing Center prior to [CLOSE DATE]. You will be required to provide your Ticket Number.

If you would like to verify the survey's legitimacy, please call 1-571-372-1034 or DSN 372-1034 for a list of currently licensed OPA surveys. The Office of Management and Budget (OMB) control number and expiration date for this survey is XXX, expiring XX/XX/XXXX.

Second E-Mail Reminder Subject: *We need to hear from you in the 2021 Status of Forces Survey*

Dear Sergeant SAMPLE

Your Ticket Number: XXXXXXXX
Survey Website: dodsurveys.mil

We recently requested your participation in the "Status of Forces" survey and we understand you may not have had the time to participate, but please do not delay further. DoD leadership uses survey responses to help improve the readiness and morale of your Service and unit. This data is used to inform policies that affect you. We strongly encourage participation to add your experiences and perspective of military culture. The survey is closing on [CLOSE DATE].

Please access the survey website and enter your ticket number listed at the top of this email. This survey is "Official Business" and can be completed using government equipment or wherever you feel most comfortable. Due to recent security measures, you may have problems accessing this survey on a DoD computer. If you experience issues reaching our secure survey website, please try to take the survey at home or on a non-work computer. The survey is voluntary and responses are confidential.

Thank you for your participation in this year's survey.

Sincerely,

Dr. Paul Rosenfeld
Director, Center for Retention and Readiness Research
Office of People Analytics (OPA)

ADDITIONAL INFORMATION: If you have any questions or concerns, please reply to this message, e-mail RC-Survey@mail.mil, or leave a message at 1-800-881-5307. If you do not wish to participate or receive additional reminders, you may remove yourself from the mailing list by replying to this message. Be sure to include your Ticket Number and the words, "Please remove me from this survey's mailing list." If you wish to withdraw your responses after starting this survey, notify the Survey Processing Center prior to [CLOSE DATE]. You will be required to provide your Ticket Number.

If you would like to verify the survey's legitimacy, please call 1-571-372-1034 or DSN 372-1034 for a list of currently licensed OPA surveys. The Office of Management and Budget (OMB) control number and expiration date for this survey is XXX, expiring XX/XX/XXXX.

Third E-Mail Reminder Subject: *Participate in the 2021 Status of Forces Survey*

Dear Sergeant SAMPLE

Your Ticket Number: XXXXXXXX
Survey Website: dodsurveys.mil

If you have already taken the "Status of Forces" survey, your input is greatly appreciated—thank you!

It is the responsibility of the DoD to provide you and your family with the best programs and support possible. As part of these efforts, you have been selected to receive this survey. Results are used to improve military programs and policies for individuals like yourself, and past results have resulted in important changes to DoD policies and programs that support you and your family.

If you have partially completed the survey but not clicked the "Submit Button," please log back onto the website, complete as many items as you can, and submit the survey to us. Be assured that all data is reported in the aggregate—no individual data will be reported. The survey is set to close on [CLOSE DATE].

Please access the survey website and enter your ticket number listed at the top of this email. This survey is "Official Business" and can be completed using government equipment or wherever you feel most comfortable. Due to recent security measures, you may have problems accessing this survey on a DoD computer. If you experience issues reaching our secure survey website, please try to take the survey at home or on a non-work computer. The survey is voluntary and responses are confidential.

Thank you for completing the survey.

Sincerely,

Dr. Paul Rosenfeld
Director, Center for Retention and Readiness Research
Office of People Analytics (OPA)

ADDITIONAL INFORMATION: If you have any questions or concerns, please reply to this message, e-mail RC-Survey@mail.mil, or leave a message at 1-800-881-5307. If you do not wish to participate or receive additional reminders, you may remove yourself from the mailing list by replying to this message. Be sure to include your Ticket Number and the words, "Please remove me from this survey's mailing list." If you wish to withdraw your responses after starting this survey, notify the Survey Processing Center prior to [CLOSE DATE]. You will be required to provide your Ticket Number.

If you would like to verify the survey's legitimacy, please call 1-571-372-1034 or DSN 372-1034 for a list of currently licensed OPA surveys. The Office of Management and Budget (OMB) control number and expiration date for this survey is XXX, expiring XX/XX/XXXX.

Fourth E-Mail Reminder Subject: Action Requested: The 2021 Status of Forces Survey

Sergeant SAMPLE

As Reserve component members, it is DoD's responsibility to provide you and your family with the best programs and support possible. You were one of the members chosen to take the "Status of Forces" survey. This survey is the only one of its kind given to Guard and Reserve members this year, and its results will be used to improve military programs and policies for individuals like yourself.

If you have partially completed the survey but have not clicked the "Submit Button," please log back onto the website, complete as many items as you can, and submit the survey to us. Be assured that all data will be reported in the aggregate, and no individual data will be reported.

The survey is voluntary and your responses are confidential.

Again, thank you for your participation.

Survey Website: dodsurveys.mil
Your Ticket Number: XXXXXXXX

Sincerely,

Dr. Paul Rosenfeld
Director, Center for Retention and Readiness Research
Office of People Analytics (OPA)

ADDITIONAL INFORMATION: If you have any questions or concerns, please reply to this message, e-mail RC-Survey@mail.mil, or leave a message at 1-800-881-5307. If you do not wish to participate or receive additional reminders, you may remove yourself from the mailing list by replying to this message. Be sure to include your Ticket Number and the words, "Please remove me from this survey's mailing list." If you wish to withdraw your responses after starting this survey, notify the Survey Processing Center prior to [CLOSE DATE]. You will be required to provide your Ticket Number.

If you would like to verify the survey's legitimacy, please call 1-571-372-1034 or DSN 372-1034 for a list of currently licensed OPA surveys. The Office of Management and Budget (OMB) control number and expiration date for this survey is XXX, expiring XX/XX/XXXX.

Fifth E-Mail Reminder Subject: Deadline Approaching: The 2021 Status of Forces Survey

Sergeant SAMPLE

There is still time to take the "Status of Forces" survey before the survey closes on [CLOSE DATE]. This is your last chance to voice your confidential opinions to inform policies and programs that impact you and your fellow military members. We use this data to make changes to services and policies that affect you.

This survey is official business and can be completed using government equipment or wherever you feel most comfortable. Due to recent security measures, you may have problems accessing this survey on a DoD computer. If you experience issues reaching our secure survey website, please try to take the survey at home or on a non-work computer.

The survey is voluntary and your responses are confidential.

Again, thank you for your participation.

Survey Website: dodsurveys.mil
Your Ticket Number: XXXXXXXX

Sincerely,

Dr. Paul Rosenfeld
Director, Center for Retention and Readiness Research
Office of People Analytics (OPA)

ADDITIONAL INFORMATION: If you have any questions or concerns, please reply to this message, e-mail RC-Survey@mail.mil, or leave a message at 1-800-881-5307. If you do not wish to participate or receive additional reminders, you may remove yourself from the mailing list by replying to this message. Be sure to include your Ticket Number and the words, "Please remove me from this survey's mailing list." If you wish to withdraw your responses after starting this survey, notify the Survey Processing Center prior to [CLOSE DATE]. You will be required to provide your Ticket Number.

If you would like to verify the survey's legitimacy, please call 1-571-372-1034 or DSN 372-1034 for a list of currently licensed OPA surveys. The Office of Management and Budget (OMB) control number and expiration date for this survey is XXX, expiring XX/XX/XXXX.

Final E-Mail Reminder Subject: Final Request: DoD Official Notification

Dear Sergeant SAMPLE

If you have already taken the "Status of Forces" survey, your input is greatly appreciated—thank you! If you have not completed the survey yet, this is your final chance to do so. The survey is set to close on [CLOSE DATE].

DoD remains committed to supporting and improving the lives of National Guard and Reserve members and their families. This survey is one way we can hear directly from you about the policy and programs that affect you.

The survey covers a range of Congressionally-mandated topics. OPA shares these results with DoD policy offices who use the findings to help improve military programs and policies for you and your family. This is your chance to share your experiences and help the Department of Defense (DoD) improve policies and programs that affect you. We want to know about your experiences and opinions—positive or negative. Previous findings from this survey have been used to address many issues, including targeted pay raises.

If you have partially completed the survey but not clicked the "Submit Button," please log back onto the website, complete as many items as you can, and submit the survey to us. Be assured that all data will be reported in the aggregate—no individual data will be reported.

This survey is "Official Business" and can be completed using government equipment or wherever you feel most comfortable. The survey is voluntary and responses are confidential.

Again, thank you for completing the survey.

Survey Website: dodsurveys.mil
Your Ticket Number: XXXXXXXX

Sincerely,

Dr. Paul Rosenfeld
Director, Center for Retention and Readiness Research
Office of People Analytics (OPA)

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If you would like to verify the survey's legitimacy, please call 1-571-372-1034 or DSN 372-1034 for a list of currently licensed OPA surveys. The Office of Management and Budget (OMB) control number and expiration date for this survey is XXX, expiring XX/XX/XXXX.