

[Navy Letterhead here]

Date XX,

2021

Dear Shipmate,

Our Sailors are our most important resource, and I am committed to the health and well-being of every Sailor in our fleet. That is why I am personally contacting you to learn about your experiences in the Navy. This is your chance to add your voice to work we are doing to improve the lives of every Sailor. I need you to help me, and all of your leaders, understand how to better serve you.

To participate:

1. Go to **www.dodsurveys.mil** on any computer, tablet, or smartphone
2. Complete the survey by **Date XX, 2021** to be removed from the contact list

**Your response matters.** This survey is so important that it is considered **Official Business** and can be completed during the duty day using **any government or personal device**.

Your individual responses will be kept strictly confidential and will not be shared with your commanders. Your participation in this survey is completely voluntary and will be combined with responses from other Sailors to help us to shape programs and training that impact you and your unit.

I know that you are very busy, so I deeply appreciate you taking your time to complete this survey. Thank you for your service and your commitment to our fleet and our Nation.

People First,

**Michael M. Gilday**

Admiral Michael M. Gilday  
Chief of Naval Operations

Title 10 U.S. Code Section 481 mandates that the DoD conducts a survey on workplace and gender issues of military members every 2 years. In accordance with DoD Instruction 8910.01, all data collection in the Department must be licensed and show that license as a Report Control Symbol (RCS) with an expiration date. The RCS for this survey **[RCS # will go here]**, expiring **XX/XX/XX**. Your unique Survey ID is **[XXXXXXXX]**. To verify the authenticity of this survey, call 372-2014 from any DOD or other government telephone with DSN. If you do not have access to a DSN telephone line, and if you have you have any questions about this survey, please call our Survey Processing Center toll-free at 1-800-881-5307, or e-mail [WGR-Survey@mail.mil](mailto:WGR-Survey@mail.mil).