**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 Active Duty 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 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 military members across all Services. 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. No individual data will be reported. Results are reported in the aggregate only and used by DoD to develop policies that will support you, your fellow military members, and your families. The survey will take approximately 15 minutes to complete.

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 **UXXXXXXX**

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 Breckenridge

Director

**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 AD-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. In accordance with DoD Instruction 8910.01, all data collection within DoD must be licensed with a Report Control Symbol (RCS) and an expiration date which for this survey is P&R(A)2616, expiring 06/10/2021.

**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 1**

Dear Sergeant SAMPLE

You may have missed your invitation to participate in the *2021 Status of Forces Survey of Active Duty Members*. This survey helps us learn about your experiences and opinions on topics that affect you, such as deployments, PCS moves, and readiness. Data from prior *Status of Forces* surveys drives important changes to DoD policies and programs, including targeted pay raises. The survey will take approximately 15 minutes to complete.

**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 military members to help senior leaders shape policies, programs, and trainings that impact you and your fellow military members.

**It’s confidential** 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.

 The survey is open. Please participate:



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

Enter your Ticket Number **UXXXXXXX**

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 Breckenridge

Director

**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 AD-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. In accordance with DoD Instruction 8910.01, all data collection within DoD must be licensed with a Report Control Symbol (RCS) and an expiration date which for this survey is P&R(A)2616, expiring 06/10/2021.

**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 Active Duty 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. The survey will take approximately 15 minutes to complete.

DoD is committed to supporting and improving the lives of military members and their families. The survey covers a range of topics that directly influence you, from 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 military members to help senior leaders shape policies, programs, and trainings that impact you and your fellow military members.

**Response is confidential** 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.

Please participate:



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

Enter your Ticket Number **UXXXXXXX**

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 Breckenridge

Director

**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 AD-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. In accordance with DoD Instruction 8910.01, all data collection within DoD must be licensed with a Report Control Symbol (RCS) and an expiration date which for this survey is P&R(A)2616, expiring 06/10/2021.

**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.

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

Dear Sergeant SAMPLE

Your Ticket Number: XXXXXXX

Survey Website: dodsurveys.mil

You have been selected to participate in the “2021 Status of Forces Survey of Active Duty 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 deployments. The survey will take approximately 15 minutes to complete. The survey is now available at: [dodsurveys.mil](http://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 military members across all Services. 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 [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 AD-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 [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. In accordance with DoD Instruction 8910.01, all data collection within DoD must be licensed with a Report Control Symbol (RCS) and an expiration date which for this survey is P&R(A)2616, expiring 06/10/2021.

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

Dear Sergeant SAMPLE

Your Ticket Number: XXXXXXX

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 deployments and support services. The survey will take approximately 15 minutes to complete.

DoD is committed to supporting and improving the lives of military members and their families. We want to know about your experiences and opinions—positive or negative. The survey is set to close on [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 AD-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 [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. In accordance with DoD Instruction 8910.01, all data collection within DoD must be licensed with a Report Control Symbol (RCS) and an expiration date which for this survey is P&R(A)2616, expiring 06/10/2021.

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

Dear Sergeant SAMPLE

Your Ticket Number: XXXXXXX

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 will take approximately 15 minutes to complete. The survey is closing on [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 AD-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 [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. In accordance with DoD Instruction 8910.01, all data collection within DoD must be licensed with a Report Control Symbol (RCS) and an expiration date which for this survey is P&R(A)2616, expiring 06/10/2021.

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

Dear Sergeant SAMPLE

Your Ticket Number: XXXXXXX

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. The survey will take approximately 15 minutes to complete.

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 [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 AD-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 [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. In accordance with DoD Instruction 8910.01, all data collection within DoD must be licensed with a Report Control Symbol (RCS) and an expiration date which for this survey is P&R(A)2616, expiring 06/10/2021.

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

Dear Sergeant SAMPLE

Your Ticket Number: XXXXXXX

Survey Website: dodsurveys.mil

We 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 will take approximately 15 minutes to complete. The survey is closing on [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 AD-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 [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. In accordance with DoD Instruction 8910.01, all data collection within DoD must be licensed with a Report Control Symbol (RCS) and an expiration date which for this survey is P&R(A)2616, expiring 06/10/2021.

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

Dear Sergeant SAMPLE

Your Ticket Number: XXXXXXX

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. The survey will take approximately 15 minutes to complete.

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 [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 AD-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 [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. In accordance with DoD Instruction 8910.01, all data collection within DoD must be licensed with a Report Control Symbol (RCS) and an expiration date which for this survey is P&R(A)2616, expiring 06/10/2021.

**Final 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 [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. The survey will take approximately 15 minutes to complete.

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: XXXXXXX

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 AD-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 [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. In accordance with DoD Instruction 8910.01, all data collection within DoD must be licensed with a Report Control Symbol (RCS) and an expiration date which for this survey is P&R(A)2616, expiring 06/10/2021.