

[Date]

Dear [First Name Last Name]

The Department of Defense (DoD) remains committed to ensuring workplaces are free from sexual harassment, sexual assault, and gender discrimination. That is why we are contacting you to participate in the *2021 Department of Defense Civilian Employee Workplace and Gender Relations Survey (2021 WGRC)*. This critical survey is the only one of its kind given to DoD civilian employees this year.

To participate:

1. Go to **DODsurveys.mil** on any computer, tablet, or smartphone
2. Log in with your unique ticket number: **XXXXXXX**
3. Complete the survey by **December 15, 2021** to have your voice heard

With your convenience in mind, we have made this survey accessible via mobile device. We encourage you to scan the QR code at the bottom of this letter. If you prefer, you can complete the survey on any computer with Internet access, at home or elsewhere.

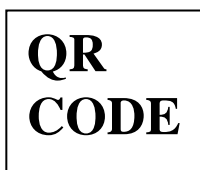
As the Department's official survey on these issues, your response is critical to DoD's ability to understand the presence or absence of these problems in the civilian workplace. This survey is considered **Official Business** and can be completed during work hours using any government or personal device. Your participation is voluntary, and your responses are kept completely **confidential**.

Thank you for helping us continue to make the DoD workplace safe and healthy for all employees.

Sincerely,

Mark S. Breckenridge, Director
Department of Defense Office of People Analytics

Additional Information: Responding to this survey will remove you from our list of eligible participants. Most people take 30 minutes to complete the survey. Some of the language used to measure experiences is necessarily graphic in order to meet the requirements of a crime victimization metric. Again, the survey is voluntary and respondents are able to skip questions if they make them uncomfortable. For questions pertaining to the survey, please call our Survey Processing Center at 1-800-881-5307, e-mail us at dodhra.WGRC-survey@mail.mil, or send a fax to 1-763-268-3002. If you do not wish to participate or to receive reminders about this survey, you may remove yourself from the mailing list by contacting the Survey Processing Center. Be sure to include your Ticket Number in all communications. If you wish to withdraw your answers after starting this survey, notify the Survey Processing Center prior to December 15, 2021. You will be required to provide your Ticket Number.



On the survey open date (TBD), scan here for quick access to the survey!