

## 1<sup>st</sup> E-Mail Sent—Initial Announcement

E-Mail Subject: Be heard: 2021 Survey of Active Duty Spouses

Dear [Name]:

I'm writing to ask you to take part in the "2021 Survey of Active Duty Spouses." The survey is shorter than ever, and should take around 15 minutes to complete— you can start and stop as needed.

Go to **DoDsurveys.mil** on any computer, tablet, or smartphone and enter your Ticket Number XXXXXXXX

This survey is about your experiences as a military spouse – **it is your opportunity to BE HEARD and help shape the programs that support you and your family.**

We use survey results to formulate solutions to the challenges YOU share. In fact, based on the [2019 survey results](#) the Department of Defense issued guidance prioritizing child care for active duty families and expanding the portability of professional credentials for active duty spouses who move.

Below are examples of the topics on the 2021 survey:

- Employment
- Financial and food security
- Child(ren)'s education and child care
- The impact of COVID-19

Your participation is voluntary and your responses are confidential.

Thank you in advance for sharing your experiences through the "2021 Survey of Active Duty Spouses."

Sincerely,

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

This survey is "Official Business" and members of the military or federal government employees can complete the survey at their work stations, using government equipment. The results are private to the extent permissible by law. If you choose, you can also complete the survey at home or elsewhere.

If you have any questions or concerns, please contact our Survey Processing Center by replying to this e-mail, e-mailing [ADS-Survey@mail.mil](mailto:ADS-Survey@mail.mil), calling toll-free 1-800-881-5307, or sending a fax to 1-763-268-3002. If you do not wish to participate or receive additional reminders about this survey, 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 answers after starting this survey, notify the Survey Processing Center prior to [CLOSE\_DATE]. You will be required to provide your ticket number.

For your convenience, OPA has set up a telephone line for anyone who wishes to verify the survey's legitimacy. Call 1-571-372-1034 for a list of current data collections by licensed OPA surveys. Alternatively, call 372-1034 from any DoD or other government telephone with DSN. This prerecorded list does not include surveys being conducted by other DoD offices.

**\*\*ADD OMB Control Number and Date here\*\***

**2<sup>nd</sup> E-Mail Sent**—(Exclude junior enlisted spouses from this reminder, as they're receiving phone call reminders)

E-Mail Subject: Your Voice Matters: 2021 Survey of Active Duty Spouses

Dear [Name]:

We recently contacted you about an opportunity to **be heard** in the “2021 Survey of Active Duty Spouses.” Thank you for completing the survey if you have already done so. If you missed it, or perhaps you haven't submitted your answers yet, please do so as soon as possible! Spouses just like you have taken 15 minutes to ensure their voices are heard on topics you care about, like employment, dealing with financial issues, food security, and your children's education.

Go to **DoDSurveys.mil** on any computer, tablet, or smartphone and enter your Ticket Number  
XXXXXXX

We know your time is of great value. The data from this survey is the information policy makers use to guide resources to programs of great importance. You saw this when the DoD expanded child care, worked to remove barriers to licensure as spouses move state to state in support of service, and in educational support programs aimed at helping educate military spouses.

Please start your survey today and know that your participation is voluntary.

The survey takes most 15 minutes or less. If you have partially completed the survey, but have not clicked the “Submit Button,” please go back, log onto the website, complete as many items as you can and submit the survey to us. If you prefer, you may fill out a paper version of the survey sent to you by mail earlier.

This survey is “Official Business” and can be completed using government equipment or at any other computer connected to the Internet.

Again, thank you for completing the survey.

Sincerely,

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

The results are private to the extent permissible by law. If you have any questions or concerns, please contact our Survey Processing Center by replying to this email, emailing [ADS-Survey@mail.mil](mailto:ADS-Survey@mail.mil), calling toll-free 1-800-881-5307, or sending a fax to 1-763-268-3002. If you do not wish to participate or receive additional reminders about this survey, 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 answers after starting this survey, notify the Survey Processing Center prior to [CLOSE\_DATE]. You will be required to provide your ticket number.

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\*\* ADD OMB Control Number and Date Information Here\*\*.

### 3<sup>rd</sup> E-Mail Sent

E-Mail Subject: Share Your Stories: 2021 Survey of Active Duty Spouses

Dear [Name]:

Your Ticket Number: XXXXX

If you have already completed the “2021 Survey of Active Duty Spouses”—thank you! We appreciate your willingness to share your stories. If you haven’t had a chance to complete the survey, it’s not too late. Take 15 minutes and ensure your unique perspectives are part of the 2021 survey that will help policymakers understand and respond to your needs.

Website URL: [DoDsurveys.mil](http://DoDsurveys.mil)

Ticket Number: XXXXX

This survey is the best way for spouses of active duty members like you to **be heard** by the Department of Defense policymakers. DoD has used results from previous surveys to make actual policy changes, such as expanding TRICARE, helping spouses with obtaining grants to support their education and employment, and expanding child care options. Your participation is voluntary.

If you have already started the survey, but didn’t complete it, you can still log in to do so. Be sure to hit the “Submit” button at the end, so that we know you’re done!

Again, thank you for sharing your stories with us.

Sincerely,

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

This survey is “Official Business” and can be completed using government equipment or at any other computer connected to the Internet. If you prefer, you may fill out the questionnaire previously mailed to you and return it in the postage-paid envelope.

Your responses will be kept private to the extent permitted by law. If you have any questions or concerns, please contact our Survey Processing Center by replying to this e-mail, e-mailing [ADS-Survey@mail.mil](mailto:ADS-Survey@mail.mil), calling toll-free 1-800-881-5307, or sending a fax to 1-763-268-3002. If, however, you do not wish to participate or receive additional reminders about this survey, 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 answers after starting this survey, notify the Survey Processing Center prior to [CLOSE\_DATE]. You will be required to provide your ticket number.

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\*\*ADD OMB Control Number and Date Here\*\*

#### 4<sup>th</sup> E-Mail Sent

E-Mail Subject: Reminder: take the 2021 Survey of Active Duty Spouses

Dear [Name]:

Your Ticket Number: XXXXX

If you have already completed the “2021 Survey of Active Duty Spouses,” thank you. If you have not had a chance to complete the survey, please take the time today to do so by going online to the website below.

Website URL: [DoDSurveys.mil](https://DoDSurveys.mil)

Ticket Number: XXXXX

The open period for this survey is nearing completion, and **your voice matters!** Particularly for groups who have unique needs for themselves or their children, we cannot report if we do not receive adequate input.

Your participation is voluntary.

If you have already started the survey, but didn’t complete it, you can still log in to do so. Be sure to hit the “Submit” button at the end, so that we know you’re done!

This survey is “Official Business” and can be completed using government equipment or at any other computer connected to the Internet.

Again, thank you for participating in the “2021 Survey of Active Duty Spouses.”

Sincerely,

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

The survey is private to the extent permitted by law. If you have any questions or concerns, please contact our Survey Processing Center by replying to this e-mail, e-mailing [ADS-Survey@mail.mil](mailto:ADS-Survey@mail.mil), calling toll-free 1-800-881-5307, or sending a fax to 1-763-268-3002. If, however, you do not wish to participate or receive additional reminders about this survey, 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 answers after starting this survey, notify the Survey Processing Center prior to [CLOSE\_DATE]. You will be required to provide your ticket number.

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\*\*Add OMB Control Number an expiration date here\*\*.

**5<sup>th</sup> E-Mail Sent—(Provided in case additional communications are granted)**

E-Mail Subject: Closing soon: 2021 Survey of Active Duty Spouses

Dear [Name]:

Your Ticket Number: XXXXX

The end of the survey period has nearly arrived, but you still have an opportunity to share your input with Department of Defense leaders. If you have already completed the “2021 Survey of Active Duty Spouses,” we thank you. And if you have not had the time, please take 15 minutes today if you can – **your voice matters!**

Website URL: [DoDSurveys.mil](https://DoDSurveys.mil)

Ticket Number: XXXXX

Every single active duty family experience matters. The DoD responds to the results of the survey with action. In 2020, the Secretary of Defense acted by expanding child care access through prioritization of child care spots at DoD child care facilities to help active duty spouses address barriers to employment and education. This is your chance to weigh in on what matters most to you, whether it be employment, financial well-being, or recovering from the impact of COVID-19.

If you have already started the survey, but didn’t complete it, you can still log in to do so. Be sure to hit the “Submit” button at the end, so that we know you’re done! Your participation is voluntary.

This survey is “Official Business” and can be completed using government equipment or at any other computer connected to the Internet.

Again, thank you for sharing with us through the “2021 Survey of Active Duty Spouses.”

Sincerely,

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

The survey is private to the extent permitted by law. If you have any questions or concerns, please contact our Survey Processing Center by replying to this e-mail, e-mailing [ADS-Survey@mail.mil](mailto:ADS-Survey@mail.mil), calling toll-free 1-800-881-5307, or sending a fax to 1-763-268-3002. If, however, you do not wish to participate or receive additional reminders about this survey, 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 answers after starting this survey, notify the Survey Processing Center prior to [CLOSE\_DATE]. You will be required to provide your ticket number.

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**6<sup>th</sup> E-Mail Sent—(Provided in case additional communications are granted)**

E-Mail Subject: Final Reminder! 2021 Survey of Active Duty Spouses

Dear [Name]:

Your Ticket Number: XXXXX

If you have already completed the “2021 Survey of Active Duty Spouses,” thank you. If you have not yet had a chance, **please take 15 minutes today before the survey closes by going online to the website below.**

Website URL: **DoDsurveys.mil**

Ticket Number: XXXXX

This is your **final chance** to provide your opinions and experiences on life as an active duty spouse as part of the 2021 Active Duty Spouse Survey. This is a vital tool for policymakers as they evaluate how current programs meet your needs, and where change or new programs are needed.

Your participation is voluntary.

If you have already started the survey, but didn’t complete it, you can still log in to do so. Be sure to hit the “Submit” button at the end, so that we know you’re done!

This survey is “Official Business” and can be completed using government equipment or at any other computer connected to the Internet.

Again, thank you for participating in the “2021 Survey of Active Duty Spouses.”

Sincerely,

Dr. Paul Rosenfeld  
Director, Center for Retention and Readiness  
Office of People Analytics

The survey is private to the extent permitted by law. If you have any questions or concerns, please contact our Survey Processing Center by replying to this e-mail, e-mailing [ADS-Survey@mail.mil](mailto:ADS-Survey@mail.mil), calling toll-free 1-800-881-5307, or sending a fax to 1-763-268-3002. If, however, you do not wish to participate or receive additional reminders about this survey, 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 answers after starting this survey, notify the Survey Processing Center prior to [CLOSE\_DATE]. You will be required to provide your ticket number.

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