

WGR- Email Outreach to Sample Members

E-mail 1: Announcement E-mail

SENDER [display name for e-mail]: Defense Personnel Analytics Center – Office of People Analytics

SUBJECT: OFFICIAL Notification: DoD call for feedback

(Rank) Last name,

This has been a difficult year for many of us. That is why I'm personally inviting you to share your thoughts and opinions about your experiences this past year serving in the military.

It's easy to participate:

Step 1: Go to <https://www.DoDsurveys.mil> on any computer, tablet, or smartphone

Step 2: Enter your unique Ticket Number: [XXXXXXXX]

Step 3: Provide your feedback

Your participation is so important to the [INJECT_SVC1] that this effort is considered Official Business. You may provide feedback during the duty day using any government issued or personal computer or mobile device, including your smartphone.

Your participation is voluntary and greatly appreciated. Because this effort is commissioned by Congress, we will send additional postal mail and e-mail reminders. If you respond by X Date, I will remove you from our list of [INJECT_SVC2] scheduled to participate.

Thank you for your service.

Sincerely,

Mark S. Breckenridge

Director

Defense Personnel Analytics Center

Office of People Analytics

ADDITIONAL INFORMATION:

This survey has received a federal Certificate of Confidentiality. To verify the authenticity of this survey, OMB Control Number: 0704-0615, call 1-571-372-1034 or DSN 372-1034. If 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. If you do not wish to participate or to 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 X Date.

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E-mail 2: First Reminder

SENDER [display name for e-mail]: Defense Personnel Analytics Center – Office of People Analytics

SUBJECT: Invitation to participate: Military Workplace and Gender Relations Survey

(Rank) Last name,

As you may have heard from your friends and fellow [INJECT_SVC2], it is time to take the Workplace and Gender Relations Survey of Military Members. This survey is commissioned by Congress to help your senior leadership develop a better understanding of a variety of issues that directly impact you and those you serve with.

To participate, go to: <https://www.DoDsurveys.mil>

Your unique Ticket Number: [XXXXXXXX]

You can take the survey on any government or personal computer or mobile device. This survey is considered Official Business meaning you can take it either on- or off-duty.

Protecting your privacy is important to me. I want all [INJECT_SVC2] to have an opportunity to share their honest thoughts and opinions. I can assure you that responses will be kept confidential and will not be shared with anyone in your organization, including your commander or senior leadership. When your responses are combined with others, it will help senior leaders make informed decisions that will help you and the people you serve with. Your participation is voluntary, but your participation will ensure that we gain the most accurate picture.

Thank you in advance for your time.

Mark S. Breckenridge

Director

Defense Personnel Analytics Center

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WGR- Email Outreach to Sample Members

E-mail 3: Second Reminder

SENDER [display name for e-mail]: Defense Personnel Analytics Center – Office of People Analytics

SUBJECT: Has Sexual Harassment in the military become more or less of a problem?

(Rank) Last name,

In your opinion, has sexual harassment in the military become more or less of a problem?

Now is your opportunity to confidentially share your opinions on this topic and more with [INJECT_SVC1] senior leaders, DoD leadership, and members of Congress to inform policy decisions, improve trainings, and address issues that impact you and those you serve with.

TO PARTICIPATE: Go to <https://www.DoDsurveys.mil> from any personal or government computer or mobile device to add your voice to the thousands of [INJECT_SVC2] who have already responded. You can even respond from your smartphone.

Your personal and secure Ticket Number is [XXXXXXXX]. Please know that this effort has received the highest certificate of confidentiality available to the Department. Your responses will be kept completely confidential. No one, including anyone in your chain of command, will be able to identify you or how you answered any questions.

We rely on accurate information from people like you to know what is really going on throughout the Force. I hope you share your honest feedback with us today, both positive and negative.

Thank you for your time and for providing your honest feedback.

Mark S. Breckenridge

Director
Defense Personnel Analytics Center
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E-mail 4: Third Reminder

SENDER [display name for e-mail]: Military Workplace Gender Relations

SUBJECT: Time is running out to impact [INJECT_SVC1] policy

(Rank) Last name,

The strength of our military comes from the people who serve. We must remain focused on reinforcing positive, constructive behaviors while eliminating behaviors that threaten our readiness or our ability to act as a unified, lethal fighting force. Ensuring our formations and military community are free from sexual harassment, sexual assault, and gender discrimination is vital.

To support our efforts in protecting the health and well-being of all who serve, I am writing to remind you to take the congressionally-mandated Workplace and Gender Relations Survey.

To take the survey:

1. Go to <https://www.DoDsveys.mil> on any computer, tablet, or smartphone
2. Your unique Ticket Number: [XXXXXXXX]
3. To have your voice heard we need your response by X Date

Adding your voice to thousands of others across the military will help us better understand and address ongoing issues impacting you, your teammates, and your Service. Participation in the survey is voluntary. Survey results are reported for groups only, meaning your answers are combined with others to produce statistics, and not shared with your commanders or senior leadership. Your responses are kept completely confidential.

Time is running out to help us achieve this important mission. I know you are very busy, so I truly appreciate you taking the time to complete this survey.

Mark S. Breckenridge

Director

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Office of People Analytics

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WGR- Email Outreach to Sample Members

E-mail 5: Fourth Reminder

SENDER [display name for e-mail]: Military Workplace Gender Relations

SUBJECT: OFFICIAL NOTICE: Response PAST DUE

OFFICIAL NOTICE: Response PAST DUE

(Rank) Last name,

Because your feedback is important, we are providing an extension to participate in the Workplace and Gender Relations Survey of Military Members.

Thousands of [INJECT_SVC2] have already responded. Respond by X Date to add your voice.

To participate, go to: <https://www.DoDsurveys.mil>

Your unique Ticket Number: [XXXXXXXX]

Previous DoD surveys have been used to address important issues that affect you and other [INJECT_SVC2] like you—for example, pay raises, predatory lending, sexual harassment, and discriminatory behavior. Your feedback will directly help senior military leaders make informed decisions. In fact, the results will go all the way to Congress.

This effort is considered Official Business, meaning you can provide confidential feedback while on duty or during your free time using any government or personal computer or mobile device.

Your participation is voluntary and your responses will be kept completely confidential. No one in your organization, including your commander or senior leadership, will be able to identify you, or link you to the feedback you provide.

Thank you in advance for your time.

Mark S. Breckenridge

Director

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WGR- Email Outreach to Sample Members

E-mail 6: Fifth Reminder

SENDER [display name for e-mail]: Workplace and Gender Relations Survey

SUBJECT: Immediate action requested

(Rank) Last name,

I'm writing to remind you that your opportunity to participate in the Workplace and Gender Relations Survey is running out. The survey is your opportunity to communicate directly with leaders in the [INJECT_SVC1], the DoD, and members of Congress about your experiences serving in the military.

To take the survey:

1. Go to <https://www.DoDsurveys.mil> on any computer, tablet, or smartphone
2. Your unique Ticket Number: [XXXXXXXX]
3. We've extended the deadline so that you can participate. Please do so by X Date.

Your feedback is completely confidential. When your voice is added to the thousands of Service members that have already responded, senior leaders will be better informed to take actions that benefit you and those who serve alongside you.

This survey is considered Official Business and can be completed while on duty or during your free time. You can take the survey on any government or personal computer or mobile device. Thank you in advance for participating in this survey.

Very Respectfully,

Mark S. Breckenridge

Director
Defense Personnel Analytics Center
Office of People Analytics

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E-mail 7: Sixth Reminder

SENDER [display name for e-mail]: Mark Breckenridge SES DODHRA DPAC (USA)

SUBJECT: Your last chance to provide confidential feedback

(Rank) Last name,

I'm writing you today because I need your help. My job is to provide data to policy makers to improve the lives of Service members. It is deeply important to me that you are given a confidential and secure opportunity to bring up issues that concern you or impact your ability to serve.

The Workplace and Gender Relations Survey provides you a forum to give your confidential feedback. When your voice is added to the thousands of Service members that have already responded, senior leaders will be better informed to develop appropriate policies, training, and procedures to serve you better.

This is your last chance to participate. To take the survey:

1. Go to <https://www.DoDsurveys.mil> on any computer, tablet, or smartphone
2. Your unique Ticket Number: [XXXXXXXX]
3. The survey is due by X Date

Let me assure you that your responses are completely confidential. Your answers will never be linked to you, or identifiable by anyone in your chain of command.

This survey is considered Official Business and can be completed while on duty or during your free time. You can take the survey on any government or personal computer or mobile device. Thank you in advance for participating in this survey.

Very Respectfully,

Mark S. Breckenridge

Director
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WGR- Email Outreach to Sample Members

E-mail 8: Seventh Reminder

SENDER [display name for e-mail]: Workplace and Gender Relations Survey

SUBJECT: Deadline extended

(Rank) Last name,

We've extended the deadline to participate in the Workplace and Gender Relations Survey. This survey is your opportunity to confidentially share your opinions on gender relations within the [INJECT_SVC1] with your leaders, DoD leadership, and members of Congress. Your participation is important. Your response will inform policy decisions, improve trainings, and address issues that impact you and those you serve with.

TO PARTICIPATE:

1. Go to <https://www.DoDsurveys.mil> on any computer, tablet, or smartphone
2. Your unique Ticket Number: [XXXXXXXX]
3. The survey is due by [X Date](#)

This survey is considered Official Business and can be completed while on duty or during your free time. You can take the survey on any government or personal computer or mobile device.

Your responses will be kept completely confidential. Your answers will never be linked to you, or identifiable by anyone in your chain of command.

Thank you for your service.

Very Respectfully,

Mark S. Breckenridge

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