

First Postal Mailing: Postal Notification

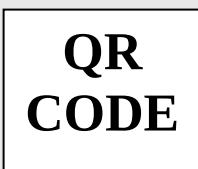
Dear Sergeant SAMPLE

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 Service members around the world.

You were selected to participate in the *2022 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 financial well-being, and your military life, such as deployments.

The survey is shorter this year—it will only take about 20 minutes of your valuable time. Simply scan your unique QR code below with your smartphone to go immediately to your survey.

Scan the QR code with your smartphone to go immediately to your survey:



You can also go to **DoDsurveys.mil** on any computer, tablet, or smartphone. You will be asked to enter your **Ticket Number UXXXXXXX**

Please know this survey is voluntary and responses will be kept private to the extent permitted by law. No individual data will be reported. Results will be reported in the aggregate only and will be used by DoD to develop policies that will support you, your fellow military members, and your families.

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.

We know you serve with pride. Help us serve you!

Sincerely,

Mark S. Breckenridge, Director
Office of People Analytics

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. The Office of Management and Budget (OMB) control number and expiration date for this survey is [XXXX-XXXX], expiring XX/XX/XXXX .

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.

XXXXXXXXXXXX

HOW DO I PARTICIPATE?

Use your unique QR code on a mobile device or you'll need a Ticket Number each time you access the survey website. The tear-out card to the right contains your Ticket Number. The tear-out card was designed to fit in your wallet. Please remove and save for future use.

2022 STATUS OF FORCES SURVEY
OF ACTIVE DUTY MEMBERS
Survey Start Date: [OPEN DATE]

Registration for:
SAMPLE NAME
1: Log onto: **DoDsurveys.mil**
2: Enter your Ticket Number: **UXXXXXXX**
If you have any questions, leave a message at **1-800-881-5307**
or email **AD-Survey@mail.mil**

-Thank You-

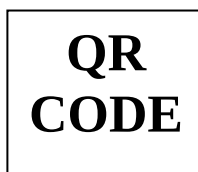
Second Postal Mailing: Cover letter sent with paper survey to non-respondents

Dear Sergeant SAMPLE

You still have time to take the *2022 Status of Forces Survey of Active Duty Members* and we need your help! Your unique experiences as a military member means that you are an essential voice in our effort to provide DoD policymakers the data they need to best serve you and your family.

Your opinions and experiences do have an impact. The information you provide will help reshape DoD policy and ensure policy decisions reflect all military members across all Services.

Please take just 20 minutes to share your input today. Scan the QR code to gain quick access to the survey on your mobile phone. Alternatively, complete the survey on any computer with Internet access.



The survey is currently open at the Office of People Analytics (OPA) website: **DoDsurveys.mil**

You will be asked to 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.

If you prefer, you may fill out a paper version of the survey enclosed. If you choose to complete the paper survey, please return it as soon as possible in the enclosed, postage-paid envelope.

This survey is voluntary and responses will be kept private to the extent permitted by law. No individual data will be reported, and results will be used by the DoD to support you and your family. If you have partially completed the survey but have not clicked the "Submit" button, please log back onto the website, complete as many items as you can, and submit your survey to us.

It is very important to us that this effort reflects your experience so that it is truly representative.

Thank you for your time and assistance in this very important effort.

Sincerely,

Mark S. Breckenridge, Director
Office of People Analytics

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. The Office of Management and Budget (OMB) control number and expiration date for this survey is [XXXX-XXXX], expiring XX/XX/XXXX.

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.

Third Postal Mailing: Postal Reminder 2

Dear Sergeant SAMPLE

As a military member, you have given so much for our country, and I thank you. As an effort to make informed decisions regarding you and your family, the *2022 Status of Forces Survey of Active Duty Members* gives the Department of Defense information necessary for services that meet your needs, so your participation is very important. If you completed the survey, I want to thank you for taking the time to do so. If you have not completed the survey, I encourage you to take the opportunity now to complete the survey.

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. Whether you respond using the paper or web version of the survey, your participation is voluntary and your responses will be confidential to the extent permitted by law. Please take 20 minutes today to complete the survey.

Scan the QR code with your smartphone to go immediately to your survey:



Or, you can also go to **DoDsurveys.mil** on any computer, tablet, or smartphone. You will be asked to 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 during duty hours using a government computer or your own computer if you choose. Simply click on DoDsurveys.mil to go directly to the website. If this does not work, "copy and paste" the URL into the web address box at the top of your Internet browser. Once you have accessed the website, you will need to enter your Ticket Number to log on: XXXXXXXX.

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 S. Breckenridge, Director
Office of People Analytics

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. The Office of Management and Budget (OMB) control number and expiration date for this survey is [XXXX-XXXX], expiring XX/XX/XXXX.

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.

E-Mail Announcement Subject: *Participate in the 2022 Status of Forces Survey*

Dear Sergeant SAMPLE

Your Ticket Number: XXXXXXXX

Survey Website: DoDsurveys.mil

I am writing to ask you to take part in the “2022 Status of Forces Survey of Active Duty Members.” The survey is shorter this year, please take 20 minutes to complete the survey today. The survey is your opportunity to make sure DoD leadership hears from you on topics that affect your daily life, such as your financial well-being, and your military life, such as deployments. The survey is now available at: DoDsurveys.mil

Simply click on the address above to go directly to the website. If this does not work, "copy and paste" this address into the web address box at the top of your Internet browser (do not enter into a search engine in the middle of the screen, such as Google). Once you have accessed the website, you will need to enter your Ticket Number to log on: XXXXXXXX.

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 during duty hours 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.

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 [CLOSE 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. The Office of Management and Budget (OMB) control number and expiration date for this survey is [XXXX-XXXX], expiring XX/XX/XXXX.

First E-Mail Reminder Subject: *Action Requested: The 2022 Status of Forces Survey*

Dear Sergeant SAMPLE

Your Ticket Number: XXXXXXXX
Survey Website: DoDsurveys.mil

We recently contacted you with an opportunity to be heard on the “2022 Status of Forces Survey of Active Duty Members.” If you have already completed the survey, thank you for taking 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 family, including deployments and support services.

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. Please take 20 minutes to complete this survey today. The survey is voluntary and responses are confidential.

To complete the survey, 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. Simply click on DoDsurveys.mil to go directly to the website. If this does not work, "copy and paste" the URL into the web address box at the top of your Internet browser (do not enter the URL into the search engine in the middle of the browser, such as Google). Once you have accessed the website, you will need to enter your Ticket Number to log on: XXXXXXXX.

Again, thank you for completing this 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 [CLOSE 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. The Office of Management and Budget (OMB) control number and expiration date for this survey is [XXXX-XXXX], expiring XX/XX/XXXX.

Second E-Mail Reminder Subject: *We need to hear from you in the 2022 Status of Forces Survey*

Dear Sergeant SAMPLE

Your Ticket Number: XXXXXXXX
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 is shorter this year and should only take 20 minutes to complete. The survey is voluntary and responses are confidential.

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. Simply click on DoDsurveys.mil to go directly to the website. If this does not work, "copy and paste" the URL into the web address box at the top of your Internet browser (do not enter the URL into the search engine in the middle of the browser, such as Google). Once you have accessed the website, you will need to enter your Ticket Number to log on: XXXXXXXX.

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 [CLOSE 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. The Office of Management and Budget (OMB) control number and expiration date for this survey is [XXXX-XXXX], expiring XX/XX/XXXX.

Third E-Mail Reminder Subject: *Participate in the 2022 Status of Forces Survey*

Dear Sergeant SAMPLE

If you have already taken the "Status of Forces" survey, your input is greatly appreciated—thank you! If you have not, please take 20 minutes and complete the survey today using the URL below and your ticket number:

Your Ticket Number: XXXXXXXX

Survey Website: DoDsurveys.mil

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.

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.

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. Simply click on DoDsurveys.mil to go directly to the website. If this does not work, "copy and paste" the URL into the web address box at the top of your Internet browser (do not enter the URL into the search engine in the middle of the browser, such as Google).

The survey is voluntary and responses are confidential. Survey results will only be reported in aggregate, your individual responses will not be reported.

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 [CLOSE 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. The Office of Management and Budget (OMB) control number and expiration date for this survey is [XXXX-XXXX], expiring XX/XX/XXXX.

Fourth E-Mail Reminder Subject: Action Requested: The 2022 Status of Forces Survey

Sergeant SAMPLE

As military members, it is DoD's responsibility to provide you and your family with the best programs and support possible. You were one of the members chosen to take the "2022 Status of Forces Survey of Active Duty Members." This survey is the only one of its kind given to Active Duty members, and its results will be used to improve military programs and policies for individuals like yourself. Please take 20 minutes and complete the survey today.

The open period for this survey is nearly complete. If you have partially completed the survey but have 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 will be reported in the aggregate, and no individual data will be reported.

Please access the survey website and enter your ticket number listed at the bottom 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. Simply click on DoDsurveys.mil to go directly to the website. If this does not work, "copy and paste" the URL into the web address box at the top of your Internet browser (do not enter the URL into the search engine in the middle of the browser, such as Google).

The survey is voluntary and your responses are confidential. Survey results will only be reported in aggregate, your individual responses will not be reported.

Again, thank you for your participation.

Survey Website: DoDsurveys.mil
Your Ticket Number: XXXXXXXX

Sincerely,

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

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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. The Office of Management and Budget (OMB) control number and expiration date for this survey is [XXXX-XXXX], expiring XX/XX/XXXX.

Fifth E-Mail Reminder Subject: Deadline Approaching: The 2022 Status of Forces Survey

Sergeant SAMPLE

There is still time to take the "Status of Forces" survey before the survey closes on [CLOSE DATE]. This is your last chance to voice your 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. Please take 20 minutes to complete this survey today.

As "Official Business," this survey 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. Simply click on DoDsurveys.mil to go directly to the website. If this does not work, "copy and paste" the URL into the web address box at the top of your Internet browser (do not enter the URL into the search engine in the middle of the browser, such as Google).

The survey is voluntary and your responses are confidential. Survey results will only be reported in aggregate, your individual responses will not be reported.

Again, thank you for your participation.

Survey Website: DoDsurveys.mil
Your Ticket Number: XXXXXXXX

Sincerely,

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

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Final E-Mail Reminder Subject: Final Request: DoD Official Notification

Dear Sergeant SAMPLE

This is your final chance to provide your opinions and experiences as an Active Duty member on the "2022 Status of Forces Survey of Active Duty Members." The survey is set to close on [CLOSE DATE]—please take 20 minutes and complete the survey today.

Survey Website: DoDsurveys.mil

Your Ticket Number: XXXXXXX

DoD remains committed to supporting and improving the lives of military members and their families. This survey is one way we can hear directly from you about the policy and programs that affect you. Previous findings from this survey have been used to address many issues, including targeted pay raises.

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 your individual data will not be released, only grouped responses will be reported.

This survey is "Official Business" and can be completed using government equipment or wherever you feel most comfortable. The survey is voluntary and responses are confidential. Your individual responses will not be reported, the results will only be reported in aggregate. 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. Simply click on DoDsurveys.mil to go directly to the website. If this does not work, "copy and paste" the URL into the web address box at the top of your Internet browser (do not enter the URL into the search engine in the middle of the browser, such as Google).

Again, thank you for taking the time to complete this survey today.

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 [CLOSE DATE]. You will be required to provide your Ticket Number.

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