

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

E-Mail Subject: Be heard: 2022 Spouse and Family Issues Survey of Active Duty Spouses

Dear [Name]:

I know that you care deeply about the health and well-being our military community and that's why I'm writing — to ask you to take part in the “2022 Spouse and Family Issues Survey of Active Duty Spouses.” This is a short survey on a very important series of topics related to safety and well-being in our community. The survey takes around 15 minutes to complete— you can start and stop as needed, answer only questions that pertain to you, and your input is confidential.

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

This survey is about your experiences as a military spouse – **it is an opportunity to BE HEARD and help shape important programs that support our military community.**

We use survey results to formulate solutions to the challenges our military families face. In fact, based on previous spouse 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.

Your participation is voluntary and your responses are confidential.

Thank you in advance for sharing your experiences through the “2022 Spouse and Family Issues 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.

OMB Control Number XXXX-XXXX/Expiration Date XX/XX/XXXX

## 2<sup>nd</sup> E-Mail Sent

E-Mail Subject: Your Voice Matters: 2022 Spouse and Family Issues Survey of Active Duty Spouses

Dear [Name]:

We recently contacted you about an opportunity to **be heard** in the “2022 Spouse and Family Issues 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! Your confidential, voluntary input is so important to gaining an accurate picture of well-being, health, and support systems for military families.

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

Data drives action. Please know that policy makers use data just like the results of this survey to guide resources to programs to support our military families. For example, past, results from spouse surveys have led to expanded child care, the removal of barriers to licensure as spouses move state to state in support of service, and the creation of educational support programs aimed at helping educate military spouses .

Please start your survey today. Your participation is voluntary, the survey takes 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) or calling toll-free 1-800-881-5307. 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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OMB Control Number xxxx-xxxx/Expiration Date xx/xx/xxxx

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

E-Mail Subject: Share Your Stories: 2022 Spouse and Family Issues Survey of Active Duty Spouses

Dear [Name]:

Your Ticket Number: XXXXX

If you have already completed the “2022 Spouse and Family Issues Survey of Active Duty Spouses”—thank you! We appreciate your willingness to share your experiences. If you haven’t had a chance to complete the survey, it’s not too late. Take 15 minutes to share your input to help inform policy makers on what you see as the biggest factors impacting family health and well-being.

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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**4<sup>th</sup> E-Mail Sent (Provided in case additional emails are approved)**

E-Mail Subject: Reminder: take the 2022 Spouse and Family Issues Survey of Active Duty Spouses

Dear [Name]:

Your Ticket Number: XXXXX

If you have already completed the “2022 Spouse and Family Issues 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](http://DoDsurveys.mil)

Ticket Number: XXXXX

The open period for this survey is nearing completion, and **your voice matters!** Please help us improve the quality of life, health, and well-being of military families by completing this survey.

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 “2022 Spouse and Family Issues 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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**5<sup>th</sup> E-Mail Sent—(Provided in case additional communications are granted)**

E-Mail Subject: Closing soon: 2022 Spouse and Family Issues 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 “2022 Spouse and Family Issues Survey of Active Duty Spouses,” we thank you. Please take 15 minutes today and complete this important survey – **your voice matters!**

Answer only questions that pertain to you and your family. The survey is voluntary and helps to inform policy makers on what matters most when it comes to your health, safety, and well-being.

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

Ticket Number: XXXXX

Every single response matters. This is your final opportunity to weigh in on family well-being among military families and we really need your input to ensure all views are represented.

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 “2022 Spouse and Family Issues 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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